

# THETIS ISLAND COMMUNITY ASSOCIATION

## EXECUTIVE MEETING

June 7, 2011

MEMBERS PRESENT: Matt Hess, Dee Smith, Virginia Lamb, Veronica Shelford, Lesley Milliken, Jane LeBaron, Andy Keir, Nettie Hayter, Ron Bannister, Don Sinclair. Hall Manager Anne-Marie Koeppen also attended for part of the meeting.

AGENDA: VIRGINIA MOVED THAT THE AGENDA BE ADOPTED AS AGREED AT THE MEETING. CARRIED.

NEW BOARD MEMBERS WELCOMED: Virginia Lamb, Nettie Hayter and Jane LeBaron were welcomed as new members. Matt talked about how we can make decisions now that we have a much larger board.

MINUTES OF THE LAST MEETING: IT WAS MOVED BY ANDY AND CARRIED THAT THE MINUTES OF THE EXECUTIVE MEETING FROM MAY 3, 2011 BE APPROVED AS CIRCULATED.

Andy was concerned about how motions were made and voted on. There was a discussion about the minutes from the AGM concerning the accuracy of the motion regarding the wall hanging. There seemed to be an inaccuracy in the Den Kelsey motion that he would report back to the membership when he had meant back to the executive. It was thought that when motions were presented they should be written down before a vote was taken so that it was very clear as to what was being voted on.

There was also a discussion about how we go about informing all TICA members about the date for the AGM. Would it be okay to notify everyone in the Quarterly as to the date and time rather than sending out a separate notice to each member. As there is only 1 member who doesn't receive the quarterly, they could receive a separate one.

It was suggested that we start a 'Motion Book'.

The AGM minutes will be approved at the next AGM in 2012.

HALL MANAGER'S REPORT: Anne-Marie said that the individuals who booked the private function for June 10 were pleased with the facilities and that they had made all the necessary arrangements regarding the liquor licence.

It was noted that the budget for the hall manager had been increased to \$3600.

Anne-Marie is also to let us know if there are any complaints or if there is anything that needs to be done in the hall.

ANDY MOVED TO RECEIVE ANNE-MARIE'S REPORT AND THE MOTION WAS CARRIED.

TREASURER'S REPORT: Matt reviewed the report from April. He discussed the way the report was structured regarding income and expenses. It was noted that excluding the capital expenditures the net for the year will be in deficit and money will have to be taken out of one of the term deposits which come due at the end of June. Money from the Community Fund has not been included as we don't know what that amount will be.

Virginia, our new treasurer, will be asking the bank for more timely reports and bank statements. It was suggested that online banking may be the way to go but apparently this cannot be done with a 'Legacy Account'. Virginia also suggested that perhaps we could look at a Credit Union instead of our current bank. There was a short discussion regarding this idea. No decision was made but Virginia will talk to the bank about statements. There was some discussion about items that go over the budget allocated. It was noted that sometimes there are emergencies that have to be addressed immediately and cannot wait for the next executive meeting. It was stated that the budget is more descriptive than prescriptive. It was suggested that we should raise the hall maintenance

budget as that is the one of most concern. Virginia would like us to discuss and approve any over budgets as they occur. Perhaps at yearend we will have a more realistic idea of the amount needed.

Ron indicated that there may be a large accounts owing bill that we will be receiving at some point from one of our members who has done a lot of work for TICA.

MATT MOVED THAT WE ACCEPT THE REPORT AS PRESENTED. CARRIED.

HALL MANAGER BUDGET: As indicated earlier the budget was raised to \$3600. Matt and Dee had a meeting with Anne-Marie regarding this budget and how she could adjust the amount of time it takes to do the work that is involved. There was lots of discussion around what was involved in the past and how the bookings are now more complicated with communicating information on the liquor licences, kitchen maintenance and safety measures. Also having one contact person has made bookings a lot easier for people to make.

Matt and Dee will review the hall manager's duties as described in the contract and will make the needed wording changes and report back.

MOTION FOR PRE-PRINTED TAX RECEIPTS: Matt brought a copy of the pre-printed forms that could be purchased to make these receipts easier to manage.

MOTION: THAT THE TREASURER BE EMPOWERED TO OBTAIN PRE-PRINTED TAX RECEIPT FORMS AT A COST NOT TO EXCEED \$.50 PER RECEIPT.

It was noted that we need to get authorization from Bill Dickie to use the Thetis Island Logo on the receipts.

MATT MOVED THAT THE MOTION BE ACCEPTED. CARRIED.

MAINTENANCE REPORT: Andy suggested that we have our outdoor workday on Sat June 25, 2011. He will check with Anne-Marie that nothing is booked for that day.

The code number for the office was changed.

#### STANDING COMMITTEES:

Library: nothing to report

Quarterly: Veronica reported that the new printers 'Island Blue' have been excellent on the costs for all aspects of the quarterly.

Community Garden: Stage 1 of the stone work has been completed. The pressure pump has been installed. An automated watering moisture sensor has been donated by a water conservation company in Nanaimo and will be installed at the garden. Workshops planned for June/July include sheet mulching, herb spiral bed, bees and beneficials, and winter gardening.

#### OLD BUSINESS:

Andy talked about the emergency exit project. The cleanup day on June 25 could help clear the areas where the exits will be improved. Ron indicated that most of the prep work could be volunteer which would cut down on the cost of the project.

Matt indicated that he has purchased two 80 foot hoses from Costco so that when the barbecues are used there will be a water hose for any emergencies should they arise. Ron will attach a hose bib to the rainwater tank so that the hose can be stored and used through this system. A sign will be posted so that people are aware that this is not portable water and therefore not suitable for drinking.

THE PURCHASE OF THE HOSE WAS APPROVED BY THE EXECUTIVE.

Kitchen project: Ron indicated that the cabinets should be ready by next week. The stainless steel counter tops being made by the company in Duncan are on budget. Anne will be coordinating the removal of the old cabi-

nets. The dates blocked out for this project are from June 15 to July 30. The concerns about the bidding process were dealt with through emails.

MOTION: WE ACCEPT THE GILLINGHAM BID FOR THE CABINETS AS ACCEPTABLE VALUE FOR THE PROJECT AFTER COMPARING IT WITH OTHER COMPANIES.  
THE MOTION WAS MOVED AND APPROVED. CARRIED.

The process of putting out bids to everyone including islanders was discussed. We still must show due diligence whether we use an islander or not.

Thetis Island Day: There was some discussion as to whether this day would go ahead. Many ideas were brought up. If we had a flea market and got auction items then would everything else fall into place. It was suggested that perhaps we could have a pie auction or bids for box lunches. Lesley made it clear that we need to get a commitment from more people if this day is to go ahead. It was felt that it could not be cancelled unless there was a discussion with the Community Fund executive. It was noted that the Library Book and Bake sale is on this day as well and would help to draw more people to the event. Veronica will check with the Library committee to see whether we can hold Thetis Island Day at the same time. The Pie Auction would need the space used by the book sale so this may not be a viable event for that day. A barbecue and dinner for the day was also discussed. A committee composed of Matt, Nettie, Virginia and Jane was set up to explore the feasibility of holding this event.

By-Law revision project: Leslie is working towards getting the wording for membership and voting to be the same in the TICA and TIRRA bylaws. Ron is very concerned about the definitions of membership in TIRRA as opposed to the one in TICA. Andy suggested that Lesley and Carolyn get together with Ernie to bring these definitions into line with each other. A discussion ensued re the differences in notifying TICA members as opposed to TIRRA members about their respective AGMs. Virginia noted that we are both under the Societies Act which is provincial act but that TICA is also under the Charities Act which is federal.

There was discussion about simplifying the wording in our bylaws as long as it complies with the societies act. When the changes have been made they will be put on the web.

Hall instructions project: Dee has completed instruction booklets for the Kitchen, Emergency generator and the Audio Visual equipment. They are clear and precise instruction manuals with visuals. Thankyou Dee.

Wall Hanging report. Matt met with Den Kelsey and they have come up with recommendations on how to re-hang the wall hanging. A Velcro strip will be placed at the top of the wall and a similar strip will be on the hanging. This will make it easier to get it up and down for cleaning. They have been advised not to dry or wet clean. It is suggested that they need to vacuum and brush very carefully. There was some discussion as to how well it would hang using only one Velcro strip and what other strips would need to be added to keep it from folding over. Jane suggested that a sleeve could be stitched on the bottom and top so that a rod could be inserted to keep it firm. Also there would probably need to be a stronger backing to keep it together. Veronica suggested that we could email the executive to get more feedback and have further discussion.

Storage area standing committee: tabled for next meeting.

Hall booking rules and forms: Lesley says they are still bogged down on the liquor rules and they need a commitment from the serving it right persons. There are inconsistencies on the current forms which need to be addressed. Lesley and Matt will meet to discuss and revise the forms. They will have the replacement forms on the web by the next meeting.

NEW BUSINESS:

ESS: The ESS is planning to have a community dinner to raise money to stock up on food supplies for storage in case of disaster emergencies. As these supplies have a limited shelf life, the idea would be to have an annual dinner to use up these supplies. Donations can be made at this dinner to buy the supplies for the next year. On Friday, they will be going through and itemizing the health and emergency equipment. Veronica reminded us that some of the equipment belongs to the fire department so they need to be notified.

As the time was getting late the only other new business discussed was when the executive should meet. The current meeting time for the 1st Tuesday of the month was agreed upon.

ADJOURNMENT: IT WAS MOVED BY ANDY THAT THE MEETING BE ADJOURNED. CARRIED.