

THETIS ISLAND COMMUNITY ASSOCIATION

EXECUTIVE MEETING

August 2, 2011 at 9:35 AM

MEMBERS PRESENT: Matt Hess, Dee Smith, Lesley Milliken, Ron Bannister, Carolyn Askew, Veronica Shelford, Ann Dickie, Jane LeBaron, Don Sinclair, and Hall Manager Anne-Marie Koeppen. Virginia Lamb attended part of the meeting.

AGENDA: THE PREVIOUSLY DISTRIBUTED AGENDA WAS APPROVED WITH THE FOLLOWING ADDITION; staging.

MINUTES OF THE LAST MEETING: THE MINUTES OF THE MEETING FROM JULY 5, 2011 WERE APPROVED.

HALL MANAGER'S REPORT: The audio equipment has been taken down to Victoria for repair and should be back in a couple of weeks. Concerns were expressed about the lack of sound equipment for the Friday night performance and for the Art Soiree on Saturday. Jane will talk to Will to see whether the performer has his own sound system. Ron says that he could set up a temporary fix if necessary and Ann said she could bring in a portable player for Saturday.

THE HALL MANAGER'S REPORT WAS ACCEPTED.

TREASURER'S REPORT: The July report was distributed and reviewed. \$240 from the t-shirt and cookbook sales at the market has yet to be added to the report. Under Other income, \$548 came from the GST rebate for last year. Cash from the smaller term deposit was transferred into the CIBC operating account. The kitchen renovation costs have been a little over \$8000 and the book and bake sale generated around \$2000. More accurate figures will be submitted when the money and costs are finalized. Concern was expressed that the Library Fund money needs to be expended or at least a good portion of it needs to be used. Money from the webcam and website yearly fees are due in October. Virginia said that she would help with the collection of these fees. THE TREASURER'S REPORT WAS ACCEPTED.

MAINTENANCE REPORT: The kitchen project is nearly completed and the water is back online.

STANDING COMMITTEES:

Library: nothing to report.

Quarterly: Veronica will be writing an article in the quarterly to celebrate the 30th anniversary of TICA and is looking for input. She would also like to step down as the editor and would like someone to take over by 2012, if not sooner. Veronica will still do the layout for each issue.

Community Garden: Concern was expressed about the pile of gravel under the tarps and where and if it could be moved to a better place until needed. Ann said that Bill Dickie could help move it.

OLD BUSINESS:

Kitchen Project:

The kitchen is looking very good. There is a much more efficient use of the space. The mouse issue has been addressed and should not pose any more problems. The microwave should be in by Thursday. Ron said that the

costs of installing the plumbing and the PVP backsplash were more than anticipated. The plumbing had to be rearranged and the PVP installation was very time consuming. The old island will be left in the main hall after a new unit has been purchased. The kitchen has been out fitted with dishes for 50 people and the rest of the dishes are in the storage area behind the hall. Concern was expressed about the cleanliness of the hood over the range. This unit will and should be cleaned regularly. The annual cleanup of the hall should also include a general kitchen cleanup as well.

Thank you Ann and Ron for the successful kitchen renovation.

Thetis Island Day:

\$120 was collected for the 6 tables that were used at the flea market. There was some discussion as to whether there should be a flea market every year. No decision was made. Certainly more money was raised last year from the various activities but there was a lot of work put into gathering the materials and organizing the events. Sandy had stated that there was a mutual benefit by having the flea market and Book/Bake sale at the same time. Ann was concerned about the lack of ticket sales for the Dinner and Art Soiree up to this point. She was also concerned that there were two community events on the same weekend that generally drew the same crowd. There should be a process to ensure that two community events don't occur on the same weekend. Anne-Marie thought that she could e-mail everyone at the beginning of the year to see what events are being planned. As many events are not always known at this time it may be only a partial solution. She said that she would notify those concerned when one event might clash with another.

By-law revision project:

Carolyn said that they will have something ready for the Sept. meeting. The outstanding issue is still the number of votes for a family membership. It looks as though TICA will allow 2 votes per family membership for those in attendance. This voting system will differ from the TIRRA one. It was also noted that the old by-laws conformed to the sample by-laws from the old Societies Act. The new ones will conform to the new sample by-laws of the new Societies Act. So one of the motions at a general meeting will be to repeal the old and substitute the new by-laws.

Wall Hanging:

Jane says that Carol Swann is the driving force behind the preparation of the carpet for hanging. She has been in contact with the people who have advised her on how to attach the backing strip to the carpet. She has purchased the backing strip and will be working on attaching it over the next while.

Storage area standing committee idea:

Concern was expressed as to whether we need a standing committee for the storage area. It was decided that an ad hoc group of users should be responsible for keeping the area neat and clean. The area will be cleaned out in the early fall. Each user group needs to put their supplies in a bin and label it. All unused or extraneous material will be removed. A notice will be posted when all of this work needs to be done.

Progress on handicap items inventory and clean-up:

Bev Stuart and Dee went through the inventory and after a review by Fire Chief Jeannine Calbeck made decisions as to what needs to be there. At the end of August, extraneous items will be disposed of. Bev has offered her time and truck to take these items away for disposal. The fire department owns these materials and TICA is only storing them here. A shelf is to be built above the wheelchairs for further storage of some of these items.

T-shirt sales:

Dee would like to have a sale of the rest of the t-shirts at some point after the summer market. Perhaps the many volunteers in our community could have the first chance at purchasing the remaining t-shirts at the reduced price.

New Horizons for Seniors- Grant Application:

Matt and a small group will be working on this grant over the next few weeks. The cost of new tables, exit ramps all fit into the grant application as they involve needs for seniors on the island. Could we possibly fit inter-generational mentoring into this grant application. Ann has volunteered to work on the wording of this portion of the application. It was suggested that we look at the number of seniors living on the island who benefit from the community centre's activities. Matt would like some other board members to be involved in brainstorming and writing up the application. We did receive a New Horizons grant many years ago to help finance the building of the Library as a meeting room for Seniors.

3rd party rental:

Matt will speak with Overbury about the rental of the Hall by their guests.

Whether to bill the improvement District for Water:

We still need to figure out the costs to TICA for providing the portable water to the fire hall. If the costs are low should we just absorb the expense as a goodwill gesture? Virginia says that the fire hall already gets money from the district so perhaps we should give the fire hall notice that we will be asking for money to offset our costs and this may be covered by the money they receive. No decision will be made until we see what the costs have been up to this point.

Web Site:

We need to look at ways to improve the website for TICA. The minutes are now posted online. Some suggestions for the website were to add pictures of the kitchen renovations, information about the Senior's dinner and about Soups On. Improvements to the website will be an ongoing process.

Staging:

Jane says that we need to proceed with the purchasing of the staging. Part of the money for the purchase was approved in a previous year. The cost sharing was 2/3 TICA and 1/3 Arts Council. The Arts Council wants to proceed as soon as possible. Matt said that the costs of various stages were looked at a while back but that these prices may be out of date at this time. The stages need to be portable and easy to move around. They also need to be easily stored and ideally fold to a depth of 4 - 6 inches. Matt will give Jane the file he prepared so that Will can get the process moving.

NEW BUSINESS:

Hot water tank:

Virginia is concerned about the dirty hot water coming from the taps in the women's washroom. It seems that the hot water tank needs to be replaced. There was a discussion as to whether we need to buy a new tank or go with an electric or propane on demand system. An on demand system has a 12-year warranty as opposed to a tank that has a 6 year one. The cost of a tank is about \$350 and an on demand about \$1000. The hydro savings for the propane on demand system could be substantial over time. Anne-Marie wondered whether this purchase could be added to the New Horizons grant. Unfortunately, the new hot water system needs replacing sooner rather than later.

MOTION: MOVE THAT WE ALLOCATE UP TO \$2000 TO PURCHASE AND INSTALL AN ON-DEMAND HOT WATER SYSTEM.

CAROLYN MOVED THAT THE MOTION BE APPROVED. CARRIED.

Ron will get estimates on the full cost of purchasing and installing this system.

Unsafe picnic tables:

Dee is very concerned about the poor condition of many of the picnic tables. Some are already collapsing when being moved. In our constitution, we are responsible for maintaining the safe condition of these tables. Anne-Marie and Jane volunteered to check all the tables and mark those that need to be dismantled.

Should hall users openly advertise when recruiting paid positions:

We discussed how and whether hall users should be required to use an open procurement process when hiring contract personnel at the hall. The consensus was that such a rule would be difficult to enforce but that TICA can advocate and encourage such a practice. Discussions also revolved around the Senior's dinner cooks and the requirement for a Level 2 Food Safe Certificate. The requirement that the Senior's dinner chef should have Food Safe Level 2 certification was reviewed and confirmed.

In the future, Anne-Marie will ask for all the required Food Safe documents when booking the hall unless they are private paid functions. When the Hall is used for a one- time community event that uses the kitchen or is serving food, the cooks must contact a Level 2 person who will outline food safe measures that must be taken to ensure food safety.

NEXT MEETING: Sept 6, 2011

ADJOURNMENT: THE MEETING ADJOURNED AT 12 NOON.

Donald Sinclair
TICA Secretary