

# **THETIS ISLAND COMMUNITY ASSOCIATION**

## **EXECUTIVE MEETING**

**October 4, 2011 at 9:30 AM**

**MEMBERS PRESENT:** Matt Hess, Dee Smith, Veronica Shelford, Don Sinclair, Virginia Lamb, Andy Keir, Lesley Milliken, Ron Banister, Ann Dickie, Jane LeBaron. Hall manager Anne-Marie Koeppen attended part of the meeting.

**AGENDA:** THE PREVIOUSLY DISTRIBUTED AGENDA WAS APPROVED.

**MINUTES OF THE LAST MEETING:** THE MINUTES OF THE MEETING FROM September 6, 2011 WERE APPROVED.

### **HALL MANAGER'S REPORT:**

Billing for Islands Trust: Anne-Marie indicated that she had received a request from the Islands Trust for our bill from Apr-Sept. There was a discussion about what other islands charge for the use of their facility for meetings. Anne-Marie will look into what other islands charge and also look at the number of meetings they have at our community hall every year. We have had a policy that public meetings open to all islanders would be free. It was noted that perhaps the islands trust is not in the same category as they do collect money from us for the functioning of the trust. We need to review our policy in this regard and perhaps collect an annual fee in the range of \$500 - \$1000.

Security Code Change: Andy indicated that there are currently too many people who know the door code to the community hall. We reviewed a list of 39 primary individuals who need to know it. We also agreed that there may be others who need to know the code in order to perform their volunteer duties, for example, the Soups On crew. Andy ran through a number of options to control access to the building. After much discussion it was decided to change the code once a year but if we notice any problem with unauthorized hall wanderers that it could be changed earlier. When the new code is issued, Anne-Marie will also send out the rules regarding its protection.

Kitchen Clean-up problem: The issue arose when Ann went in on Sunday for the TICF wine and cheese event only to find that there were loads of unclean dishes and cutlery left from some activities over the previous week. This clean-up required 5 sanitizing loads in the dishwasher as well as lots of scrubbing and rinsing of the dirty dishes. If a group uses numerous dishes etc it is expected that they also wash, rinse and sanitize what they have used. Ann feels that we need another meeting of the user groups to discuss what is expected regarding clean-up. It was decided to purchase a Dixie-cup dispenser to be installed by the water cooler so that an inordinate number of glasses are not used. Ideally, some of the individuals taking a class could also bring their own glass or water bottle with them.

Ann and Dee have completed the final version of the Kitchen Protocols which will be put online and will also be sent to VIHA.

Anyone who has a function that will be serving food must also have their Food Safe Certificate into Anne-Marie two weeks prior to the event so that if a Food Safe 2 person contact needs to be made, there will be time to do it. The booking form that Anne-Marie has for the event users will be adjusted to include the information that all applicable licenses and certificates must be in 2 weeks prior to the event.

**TREASURER'S REPORT:** The last kitchen invoice for \$481 has been received which puts the kitchen renovations cost at \$11000. The increased costs were due to the added plumbing and electrical expenses that were needed after assessing the situation when the cabinets were removed.

MOTION: MOVE TO APPROVE \$2000 TO PAY FOR THE ADDITIONAL EXPENSES FOR THE KITCHEN RENOVATION.

MATT MOVED THAT THE MOTION BE APPROVED. CARRIED.

MOTION: MOVE THAT WE INSTALL A WATER METER ON THE FIRE HALL FEED.

MATT MOVED THAT THE MOTION BE APPROVED. CARRIED.

Virginia indicated that a cheque was issued for \$220 for the meter and installation costs.

It was suggested that we should look at the accounting firm we currently use to see whether it is competitive with other firms. Virginia says that they are a very good deal for all the work that they do for us.

**MAINTENANCE REPORT:** It was noted that the gutters need to be cleaned and some are in need of repair. As these need to be done now, Ron will phone Dave Pethick to see whether he could clean them out. A work party needs to be organized to help with the repairs to the gutters. Ron indicated that the roof has too much moss growing on it. As the roof is used to collect rainwater for the community garden, chemicals cannot be used. This project will have to be done when the roof is dry so it will be left to late spring or summer. Andy says that this cleaning will be very time consuming and he has given us methods for doing it. Perhaps the garden committee could be involved with this project as well. The picnic tables that are in disrepair need to be burned this winter or the wood used for some other project. The sound system on the VHS, DVD and CD player is not working again. Matt will look at the system to assess the problem. Perhaps we need to find a tech person who could help with any problems regarding these systems.

### **STANDING COMMITTEES:**

Library: Sandy requested that the movie night be a fundraiser for the library and not a separate entity. The board agreed.

Quarterly: Veronica said that the ad income was not as high as it should be. She will look to see that all the advertisers are paid up.

Community Garden: Nothing to report.

**OLD BUSINESS:**

Wall Hanging: Nothing new to report.

Merchandise sales: The last T-shirt has been sold and Telegraph Harbour Marina has sold all the Thetis Island cookbooks they had. Dee will do an inventory report for the next meeting.

New Horizons for Seniors: The community input from seniors for the grant was impressive. No news on when we will know whether our grant application was successful. If we are turned down, we could seek some input from a professional grant writer as to why.

Stages: Simone has ordered the stages. Will has put in an application for the import/export license and he will also be talking with the Customs officers in Victoria. Virginia has offered to pick them up on her way back from Bellingham after her trip to Florida.

Aikido classes: Grant has decided not to charge a fee for his classes for the time being.

3<sup>rd</sup> party rentals: Nothing to report.

What to bill the improvement District for water: It was felt that \$240 would be an appropriate amount for the coming year. For the following year we can reassess this amount now that we have a meter in place.

.MOTION: MOVE TO CHARGE THE IMPROVEMENT DISTRICT \$240 FOR 2012 WITH AN INVOICE SENT BY OCT 9 FOR PAYMENT IN JANUARY 2012.  
MATT MOVED THAT THE MOTION BE APPROVED. CARRIED.

Website: The kitchen protocols will be put online. The list of board members will be updated. It was suggested that there could be a page on the history of TICA. Ann has offered to do this history.

**NEW BUSINESS:**

Video license renewal: TICA currently pays \$339 to the licensing company ACF in Montreal. This license only covers half the films available. Last year, TICA assumed the responsibility for this fee as it was considered a part of the infrastructure for the hall. There were 7 film showings last year with an average attendance of about 15. There was some uncertainty about the best way forward. Could TICA look at another source for films such as Netflix? Ann will talk with her sister who has worked in the film industry to get her views on this license issue as well. No decision on who or what TICA will pay will be made until there is some additional input.

NEXT MEETING: November 1, 2011.

**ADJOURNMENT:** The meeting adjourned at 12:04.

Donald Sinclair  
TICA Secretary