

**THETIS ISLAND COMMUNITY ASSOCIATION**

**EXECUTIVE MEETING**

**October 2, 2012 at 9:30AM**

**MEMBERS PRESENT:** Matt Hess, Dee Smith, Veronica Shelford, Virginia Lamb, Don Sinclair, Lesley Milliken, Rodney Brownlee, Carolyn Askew.

**AGENDA:** The Agenda was approved.

**MINUTES OF THE LAST MEETING:** THE MINUTES OF THE MEETING FROM September 11, 2012 WERE APPROVED.

**HALL MANAGER'S REPORT:** The hall manager's report was received and reviewed.

**TREASURERS'S REPORT:** Virginia noted that after deducting dedicated funds from the library and the garden group and taking into account the regular operating funds up until the end of December, TICA will have approximately \$3200 in our account for any needed expenses. Some membership fee monies, school rental fees and possible CAPP funds are still to come in before yearend. It was decided that there would be a budget discussion at the December meeting. Matt said that he had received a new school district contract for the use of the hall. He will compare this contract with the old one.

MOTION: CAROLYN MOVED THAT WE SIGN THE NEW CONTRACT PROVIDING THAT THERE ARE NO MAJOR CHANGES TO THE NEW ONE. CARRIED.

**MEMBERSHIP REPORT:** A number of people have asked Dee whether they have paid or not. When TICA takes over the collecting of fees from TIRRA, it will be easier to answer these questions.

**MAINTENANCE REPORT:** There was some concern as to who purchases the light bulbs, the maintenance director or Janice. Rodney will ask Andy, the former maintenance director, what he did.

**FUNDRAISING:**

Cookbooks: \$315 was collected this past month.

December Bazaar: The Hall has been booked for Dec 7<sup>th</sup> and 8<sup>th</sup> from 10-3. There will also be a Café TICA lunch that would be served as a TICA fundraiser.

**STANDING COMMITTEES:**

Library: Nothing to report. There was some discussion around a movie night but this will be put on the agenda for next month when Sandy is here for further input. More information would be needed regarding which licenses, if any, would have to be purchased. The Canada Copyright website would be one place for us to get more information on the topic before the next meeting.

Quarterly: Veronica will be working on the next issue but has yet to decide about doing the editing for another year. It was suggested that perhaps an honorarium could be given to the editor. The basic cost of producing the quarterly is built into the membership fee and the quarterly is seen as a major community builder and TICA asset.

Community Garden: Nothing to report.

Kitchen: On a few occasions, there has been an accumulation of dishes that have to be put through the sterilizer before a major event. When various users of the hall notice an overabundance of dishes to be washed, someone in the group could put them through the sterilizer so that those working an event don't have to cope with these as well.

### **OLD BUSINESS:**

Internet service: The equipment has been ordered and Tim will install the hookup to the Fire Hall when he returns from holiday.

Senior's Committee: The Ladies room rehab project coordinators have itemized the things to be done. Coat hooks will be moved. The disability bars will be changed before any painting is started. New counters and 2 new sinks will be purchased and installed. The walls will be painted with a neutral colour and the wall paper will be removed. There was some discussion regarding the hot water tank and the installing of a hose and faucet for the filling of the janitors buckets. Some plumbing changes would have to be done. (See discussion under hot water heater section.)

**MOTION: CAROLYN MOVED THAT TICA PAY FOR THE PLUMBING CHANGES AND THE DISABILITY BAR CHANGE IN THE LADIES WASHROOM.  
CARRIED.**

Fan purchase: Dee will test the fan that was bought.

Hot Water heater: There was some discussion around whether to go with the on-demand system or another more efficient electric heater. The payback time for the on-demand system would be around 10 years. More questions were raised regarding the life of the on-demand system, the cost of this system and whether it would produce enough hot water in a timely manner for major events that would be using the kitchen. (ie. efficiency of flow) No decision was made at this time.

Capital projects:

Tables and Chairs: The round tables have been bought, used and approved.

MOTION: LESLEY MOVED THAT WE BUY 10 ROUND TABLE CLOTHS FROM SEARS.

CARRIED.

Lesley will arrange this purchase. The rectangular tables have arrived in Duncan for pickup. The 20 chairs and 2 dollies will be delivered to Nanaimo for pickup.

Access Improvements: Matt will meet with Ron to discuss how he envisions the ramp access.

It should be noted that the board is impatient with the slow progress on the project to date.

Paving improvements: Nothing to report as it will depend on the access decision.

**NEW BUSINESS:**

Hall security: Some doors to the hall have been left open after everyone is gone. It is imperative that the last person to leave the hall should check all doors, windows and locks before leaving the building. There was a concern that the locked office doors have been left open as well. As there are some sensitive materials in the filing cabinets, it was decided that we look for some filing cabinets that can be locked. Dee will look for a couple of these cabinets.

Sofa in library: The long sofa by the window is shredding. It will be removed subject to the approval of Sandy, our librarian.

Board Membership Workshops: VIU is offering a number of workshops for board members.

MOTION; CAROLYN MOVED THAT TICA COVER THE TUITION FEES FOR EXECUTIVE MEMBERS WHO ATTEND THE WORKSHOPS AT VIU.

CARRIED.

NEXT MEETING: November 6, 2012

**ADJOURNMENT:** The meeting adjourned at 11:48 am.

Donald Sinclair  
TICA Secretary