

THETIS ISLAND COMMUNITY ASSOCIATION

EXECUTIVE MEETING

December 4, 2012 at 9:35AM

MEMBERS PRESENT: Matt Hess, Dee Smith, Veronica Shelford, Virginia Lamb, Don Sinclair, Nettie Hayter, Ron Bannister. Hall Manager Anne Marie Koeppen was here for part of the meeting.

AGENDA: The Agenda was approved.

MINUTES OF THE LAST MEETING: THE MINUTES OF THE MEETING FROM November 6, 2012 WERE APPROVED.

HALL MANAGER'S REPORT: The hall continues to be busy. No new private functions booked. There was a community movie night booking.

TREASURERS'S REPORT: Virginia reviewed our current balance sheet and has moved some of the savings into term deposits at CIBC and Island Savings that have higher interest rates. The restricted funds were highlighted. The income statement showing revenue and expenses was outlined and a preliminary budget for 2013 was indicated. Fixed and possible expenses for Dec were given. Items under the heading user contributions would include money from Suppers On, Bridge Club, and movie nights.

MEMBERSHIP REPORT: Dee has the letter ready to mail for this year's membership dues for TICA and TIRRA. These notices will be sent out the 1st week of January.

MAINTENANCE REPORT: Ron will look at repairing the gutters. Stephanie has indicated that the garden group will monitor the watering system filters.

Hall cleaning: Nettie spoke with Janice about areas that need to be attended to. Nettie will review the list of duties that we currently have assigned to the hall cleaner and revise as necessary before speaking with Janice again. It was noted that the dust mop was taken home by Gloria to clean. Thank you Gloria. It was suggested that we have an extra dust mop so that they could be cleaned on a regular basis

Computer Problem: The Apple computer in the library has been taken to a shop in Victoria to be looked at as it hasn't been working.

MOTION: VERONICA MOVED THAT WE ARE PREPARED TO PAY UP TO \$500 TO REPAIR THE APPLE COMPUTER.
CARRIED.

FUNDRAISING:

Campaign for new improvements: Looking to collect funds for a new dishwasher and for a new hot water system.

Café TICA: This will be a fundraiser for the dishwasher. If people want to make donations greater than \$10, a tax receipt will be issued.

STANDING COMMITTEES:

Library: A policy needs to be set for student behavior in the library. Once the policy is in place, we hope that Arlene will speak to her students about these expectations. Veronica will work with Sandy to ensure that this policy is communicated. A response is also still needed to the parent who expressed confusion about being admitted with small children during library hours.

Quarterly: Veronica will be continuing with the Quarterly for another year. She will also look at a common billing system for those who have multiple listings.

Community Garden: Nothing new to report.

Kitchen: The food inspector came by in early November and had no concerns about our kitchen. There have been some continuing concerns with individuals who use the kitchen and don't clean up their mess. A new garbage can will be placed outside the hall that will hold more than one bag. Garbage from large functions should be taken to the recycling centre before the raccoons get into it.

OLD BUSINESS:

Internet service: The service connection from the hall will be set up soon.

Hot Water heater: A quote from Ocean Plumbing and Heating was received for the purchase and installation of the hot water on demand system and mop basin.

MOTION: DEE MOVED THAT WE PURCHASE AND PAY UP TO \$4500 FOR THE INSTALLATION OF AN ON DEMAND HOT WATER SYSTEM AND MOP BASIN SINK.

CARRIED.

Ron will follow up with Ocean Plumbing and Heating and will purchase the components not covered in the Ocean Plumbing and Heating quote.

Film Licenses: The email vote was ratified as approved..

MOTION: VERONICA MOVES THAT WE IMMEDIATELY PURCHASE ONE YEAR MOVIE-SHOWING LICENSES FROM ACF FOR \$300 PLUS HST, AND CRITERION FOR \$200 PLUS TAX, AND BRING THIS TO THE MEMBERSHIP AT OUR NEXT GENERAL MEETING TO MAKE SURE THAT THEY ARE IN AGREEMENT WITH THIS AGAIN IN THE FUTURE.

CARRIED.

Disposal of Old Tables: During the set up for the Bazaar, the old tables will be checked to see which ones we want to keep. Three people have expressed an interest in the tables we want to get rid of. Dee will follow up on their request to see if they are still interested. We have a suggested price of \$15 per table. When the Bazaar is finished on Sat, those who want to purchase the tables can pick them up at that time.

Capital projects:

Tables and Chairs: Two additional rolling carts for the new chairs have been purchased. Dee has also purchased 4 new chairs@ \$10 each. The torn seat on one of the new chairs is being replaced and thanks to Leslie's persistence a new free replacement from the company is being sent.

The new round tablecloths will be stored in the locked area and can be used at the discretion of the Senior's Dinner committee.

Virginia will look into purchasing a few more chair trollies that will hold our plastic chairs.

Access Improvements: Matt presented preliminary plans for the platforms and steps by the doors on the west side of the hall.

MOTION: VERONICA MOVED THAT WE PROCEED WITH THE PRELIMINARY PLANS SUBMITTED BY MATT FOR THE ACCESS IMPROVEMENTS FOR THE WEST SIDE OF THE BUILDING.

CARRIED.

NEW BUSINESS:

TICF letter of understanding:

MOTION: MATT MOVED THAT WE ACCEPT THE PROPOSED LETTER OF UNDERSTANDING WITH OR WITHOUT THE WORD 'LARGE' IN #5.

CARRIED.

TIVFD concerns with parking: The TIVFD is concerned about emergency vehicle access to the hall during major events. There needs to be at least a 12' clearance on the driveway for the emergency vehicles to get through. Veronica will get in touch with the CVRD to verify the location of the septic field. Depending on its location, when the driveway is paved additional gravel can be put down to accommodate parking on areas that are not part of the septic field. For large events it may be necessary to have a parking attendant to ensure the 12' allowance is adhered to. Matt will follow up with Janine.

Dishwasher purchase: A couple of quotes for dishwashers was presented by Virginia. The Jemco quote was \$4655 plus tax and installation. The advantage of this purchase would be easier access to parts if it breaks down. The other quote was for the dishwasher from COSTCO for \$3500 plus tax and installation. The only drawback was that the parts would have to come from the US and would take at least a week or more to get. Ron will

look into other options to see whether we can get one at a more reasonable cost. We will review this purchase again in January.

Problems with cigarette butts and dirty dishes: As no smoking is allowed within 3 metres of a building and entrance way, new signage will be posted to alert smokers to this fact.

NEXT MEETING: January 8, 2013

ADJOURNMENT: The meeting adjourned at 12:20 pm

Donald Sinclair
TICA Secretary