

**THETIS ISLAND COMMUNITY ASSOCIATION**  
**EXECUTIVE MEETING**

**September 3, 2013 at 9:30AM**

**PRESENT:**

Carolyn Askew - Chair, Ron Bannister, Nettie Hayter, Matt Hess, Virginia Lamb, Veronica Shelford, Don Sinclair, Dee Smith, Gloria Taylor. Hall Manager Anne-Marie Koeppen.

**AGENDA:**

Agenda was approved.

**MINUTES OF THE LAST MEETING:**

Minutes of the meeting August 6th, 2013 were not yet available.

**REPORTS:**

- Treasurer's Report was approved. It was noted that it is helpful to the Treasurer if receipts are submitted in a timely manner. The Library Fund was increased by approximately \$1950 as a result of the Book and Bake Sale. The Treasurer will explore a cost comparison between Superior Propane (our current supplier) and CanWest. Matt recommended considering having pre-printed receipts for donations; Virginia and Matt will look into feasibility. There was also agreement that thank you notes for sizable donations are a good idea, and we will either have more printed, or Dee will print them on demand.
- Membership Report was approved. Dee said there were no new members since the last meeting, but several address changes, and requested that anyone knowing of an address change should let her know as soon as possible, so she can coordinate with Nan Beals and the Quarterly mailing list.
- Hall Manager's Report was approved. Anne-Marie noted that the Hall continues to be extensively used. September is the month for renewing contracts with regular users, and this process is in train. There was some discussion about a private user event where the protocols were given and explained, but the user did not, in the end, comply properly, and the dishes were left for others to clean. Various ways to prevent this occurring again were considered, including:
  1. Providing a checklist which is to be left on the kitchen table, to be checked off as the various jobs are done, and then signed by the user.
  2. Making sure that the TICA sponsor to the event understands that they have the authority to be present at the event and ensure compliance.
  3. Keeping back the deposit until compliance has been confirmed.
- Library Report was approved. It was confirmed that Celine Valestrand is the new Librarian, with thanks again to Sandy Alexandre for her great service in that role for the last ten years. Discussion about the nature of a Library Committee to support the Librarian's work, which probably will include some if not all of the "Friends of the Library" who currently look after the Open hours on Saturday and Sunday. Celine is in the process of transferring Sandy's catalogue of current books onto Celine's computer.
- Kitchen Report was approved. There will be another Kitchen Orientation meeting to coincide with a Soup's On or other food event, to train or remind everyone of the kitchen protocols. The kitchen committee will organize a Supper's On series for the coming season. Gloria noted that the CVRD health inspector will be coming to look over the kitchen this fall.
- Repair and Maintenance report was approved. Gloria noted that Janice was on holiday during the time of the Soiree, and as Gloria herself was not available, it was not discovered until some time later that no-one had cleaned or even checked the washrooms after the Soiree, and they were very unpleasant. Gloria and friends did the cleaning eventually, but we note that it needs to be clarified that washrooms need to be specifically included as a responsibility of event hosts. Also, the washrooms need to be added to the Users' checklist which they have to sign before leaving. Gloria reported that, in consultation with Planet

Clean, the hall floors do not need to be replaced at this time, but they do need to be stripped, cleaned, and rewaxed, which is a three-day process during which the hall will have to be closed. Planet Clean also recommended regular burnishing of the floor surface; Gloria will investigate what is involved in getting this done.

- Quarterly Report was approved. Noted that the September issue will be in the mail boxes today. Also special thanks to Island Blue in Sidney, who went out of their way to see to it that the printing job was delivered to their downtown Victoria store, to make pick-up more convenient for us.

#### **NEW BUSINESS:**

Summer Soiree report/debrief: Carolyn reported that TICA's share of the net from the fundraiser is \$5900 – an increase over last year. Participation and sales were both up, including summer people and their visitors helping. The consensus is that it was a very successful and popular event, and we will do it again in 2014. Ron Bannister suggested that an option to allow for the possibility of rain would be to rent the school building in which to set up the art and services auction, keeping the hall free for dinner.

#### **OLD BUSINESS:**

The three nominees for TICA representative to the Community Fund Board have all declined, so three new names were suggested. It was requested that we continue to think of possibilities. This is to fill an uncompleted term, so it is only for one year. If possible, someone with computer graphics and web skills would fill a need.

#### **NEXT MEETING:**

The next meeting will be on Tuesday, October 1st, 2013, at 9:30 am.

#### **ADJOURNMENT:**

The meeting adjourned at 11:00 am.

Veronica Shelford  
TICA Secretary