

THETIS ISLAND COMMUNITY ASSOCIATION

BOARD MEETING

HELD AT FORBES HALL

AUGUST 1, 2017 9:00 AM

Attending: VP Ron Bannister (Chairing the Meeting), Matt Hess, Nicole Chiasson, Carolyn Askew, Dee Smith and Celine Valestrand.

Absent: Heather Hunter, Arthur Hunter

Agenda: Revised Agenda was approved

Minutes: The July 4, 2017 minutes were approved

Treasurer's Report: Matt noted that some funds were moved into CCCU Chequing Account in order to facilitate the hall expansion costs. Additional anonymous donation(s) earmarked for the expansion have been promised based on a letter of justification.

To-Do List: Board Members "To-Do" list was reviewed, updated and will be sent out as a reminder

Hall Manager Report: Anne-Marie's report reflecting June, July and forward booked activities was reviewed. (August 12 not indicated as the Family BBQ, but it was confirmed the Hall and grounds have been booked.)

Membership Report: Dee noted that there were no additional fee payments made during the past month.

Standing Committees:

- **Kitchen:** Dee is the Board liaison reviewing issues with Don Sinclair. An inventory of kitchen items will be done. The Soup's On Committee will be helping with this task.
- **Repairs and Maintenance:** Arthur & Ron. Regular issues taken care of. Nothing urgent to report.
- **Quarterly Magazine:** Nicole. August 4th is deadline for submitting articles.

Old Business:

- **Fundraising Letter:** The letter Matt prepared was approved and help in stuffing envelopes will take place next week.
- **Policy for the use of the Hall:** In response to requests from the community TICA will accept Hall bookings that are open to the whole community and that encourage community participation, health and well-being. TICA Member Sponsors of such bookings will be able to charge admission fees of their choosing. Normally TICA would charge a rental fee if an admission fee is charged directly by the person booking the hall. However, with the experimental change in policy, the rental fee will be waived based on the sponsor's written explanation of their program's benefit to the community. The kitchen and its equipment are not included in this program. TICA will reserve its right to require special event insurance if the event's size and risks are not covered by our insurance, and a damage deposit requirement remains. This policy will be reviewed again in May 2018.

- **Family BBQ Up-date:** Nicole reported that plans for this August 12 joint TICA-TICF fund raiser are well under way and in order. Food, activities and prizes will be presented. The Board approved the rental of a dunk tank to be secured from an off island Fire Department. Matt reviewed the event insurance coverage form with the Board.

New Business:

- **Message from the Senior Exercise Group:** The Board reviewed a letter from Gloria Taylor regarding items purchased using the Horizons Grant that are not being used. It was determined that an inquiry would need to be made regarding the ability/ethics of selling any items that had been purchased using Horizons Grant funding which was aimed at enhancing seniors wellbeing; then purchasing other more appropriate/needed items for senior use.
- **Hall Expansion:**
 - Carolyn reported that Dan McGrath had submitted concept designs. Fee payment was approved by the Board.
 - Ann Dickie and Tricia Hunter developed a floor plan for an addition of 2200 sq. ft. which was thoroughly discussed and adopted by the Forbes Hall Expansion Committee as the basis of the project going forward.
 - There will be an Expansion Committee Meeting on Thursday where the idea of enlisting the services of Herold Engineers to be the Project Managers will be reviewed. Herold Engineering submitted a proposal for Coordinating Registered Professional (CRP), Architectural and Structural Engineering services (which would include a level of project management). The Board determined that Herold Engineering would meets the requirements of our procurement policy. Following the next Hall Expansion Committee meeting there will be a call for an email vote to approve the engagement of Herold Engineering for the described services. The results of the vote will be ratified at the September Board Meeting.
 - Hopefully, the concept design will be ready to present to the Community at the end of August.

The next meeting will be held on September 5, 2017 at 9:00, Forbes Hall.