

THETIS ISLAND COMMUNITY ASSOCIATION

BOARD MEETING AT FORBES HALL

9:00 AM TUESDAY, FEBRUARY 6, 2018

Attending: Ron Bannister VP & Chairing the Meeting, Celine Valestrand, Don Sinclair, Matt Hess, Carolyn Askew

Unable to attend: Arthur Hunter, Theresa Elsie, Dee Smith

Agenda: Approved

Previous Minutes: Approved without changes.

Treasurer's Report: Approved

To Do Check List: on-going with many accomplished assignments and some new items added.

Hall Manager's Report: Reviewed without comments.

Membership Report: Dee Smith was away, but Matt Hess reported that approximately 75% of members have renewed to date

STANDING COMMITTEES:

Kitchen: Don Sinclair noted fridge door continues to be left open even after espokes reminders, etc.

Repair and Maintenance: No issues noted.

Quarterly Magazine: An appropriate Item(s) will be submitted for the next issue. The Expansion Committee will prepare an item for publication.

Hall Expansion: Feb 2/18 plans were presented and discussed. Discussion regarding Feb 10/18 special membership meeting.

OLD BUSINESS:

Need to strike nomination committee.

Connie Schermerhorn will be cleaning during Janice Youngs absence.

Discussion regarding issuing tax receipts for membership dues.

NEW BUSINESS:

Discussion of insurance renewal.

Matt noted new accounting software is needed for bookkeeping.

Discussion regarding Review Engagement accounting requirement or not

Hall expansion funds will be invested in short term GIC's

Matt will set up Canada Helps account for online donations

Dickie's have offered to develop long used logo as official TICA logo to be adopted at AGM

- ***The next TICA Board Meeting will be held on March 6, 2018 at 9:00 AM in the Library.***

Minutes prepared by Ron Bannister, Acting Secretary

For Board of Directors Only

THE TO DO LIST

The TO DO List is an addendum to the TICA Minutes and is not for publication except to Board Members. The List will be sent out again with the request for Agenda Items prior to next month's Board Meeting

Reviewed at the February 6, 2018 BOARD MEETING

MATT:

- Finalize with Dee necessary Policy & Procedure documents
- Check Generator monthly and fill out log
- Obtain Software from Nicole
- Fire Door Exit Information re "Thou Shall Not Block" –Place on forms and in Protocol
- Assist in looking into tax receipts for membership – less the value of the Quarterly.
- Acquire bookkeeping software
- Set up online donation account with Canada Helps
- Discuss with Jeannine whether Narcan Kit should be available at Hall

RON:

- Stop sign at exit. Ongoing
- New sprinkler head for roof sprinkler. To be done later
- Water reports for VIHA
- Assist in looking into tax receipts for membership – less the value of the Quarterly.
- Meeting with Anne-Marie and Janice Young re concerns about their role if the Hall is closed for expansion.
- Review, with others, where activities could take place while Hall closed for expansion

DEE:

- Make sign for Library Exit Door...."Do not Block".
- Conclude review of Policy and Procedures Book. 2 items left to review.
 - Celine reviewing one policy
 - Matt reviewing one policy

CAROLYN:

- Hall expansion item for next Quarterly

DON:

- Check Playground equipment monthly re safety; and log
- Order and pick up toner for copy machine.
- Assist in looking into tax receipts for membership – less the value of the Quarterly.

THERESA:

- Assume responsibility for reminding people of Q deadlines and gathering/determining information to be published; to be discussed at meeting prior to Q deadline.