

THETIS ISLAND COMMUNITY ASSOCIATION

Minutes - Executive Meeting

August 14, 2018

9:00 a.m.

Present:

Ron Bannister, President

Matt Hess, Treasurer

Carolyn Askew, Director

Murray Fraser, Director

Celie Valestrand, Director

Don Sinclair, Vice President

Teresa Moore, Secretary

Theresa Elsie, Director

Natasha Gousseva, Director

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1. Approval of Agenda
 2. Approval of July 9, 2018 meeting minutes.
 3. Treasurer's Report:
 - a) Matt presented his report which was approved. Discussion regarding adding a separate line item under hall expansion expenses for a Grant Writer. Matt will add this item.
 4. To Do Check List: Check list reviewed
 5. Hall Manager's report: Anne-Marie reported that the hall continues to be well utilized with a marked increase in activity. The on-line calendar continues to work very well. There are four upcoming private and community events to be held in the hall:
 - August 11 - TICA/TICF - Family Day Event
 - August 19 - Liz Legallais - Celebration of Life/Paul Legallais
 - August 25 - TICA Fundraiser - FarmTeam Concert
 - October 2 - CVRD Water Protection meetingShe also noted that a BC Election official toured the hall to ensure it meets specifications as a polling station for the upcoming municipal elections. There were no issues.
Don reported that a group on the island would like to hold a private event, with liquor, at the Hall. TICA requires Special Event Insurance if liquor is sold and it is policy that TICA only includes the community, not private, events in its insurance.
 6. Membership Report: There was one new family membership in July bringing the TICA membership to 176 family and 66 single memberships for a total of 417 eligible voters. Matt suggested that the board send a thank you appreciation note to Dee Smith on behalf of the membership for her years of dedication and hard work on the board. Ron will write the letter and Theresa will get flowers to accompany the letter.
 7. Standing Committees:
 - a) Kitchen: nothing to report
 - b) Repairs and maintenance: As noted in the July minutes, the irrigation pump is not working. It is too expensive to replace and can't be repaired so, there is no irrigation pump.
 - c) Quarterly: nothing to report

8. Hall expansion: Carolyn reported.

- a) Plans: The plans are still not finalized despite more work with the architect. Next steps are to produce Design Drawings which detail specific items (such as roofing), then Construction Drawings, then go to tender.
- b) Fundraising: In order to have access to the \$200,000 matching funds, TICA must raise \$200,000. To date, \$105,000 has been raised towards this goal. The next event is the Farm Team concert on August 25. All 120 tickets have been sold and Carolyn has a waiting list. The board discussed whether more tickets should be made available. However, if it rains, the main hall can only accommodate 85 people legally if liquor is sold. The board decided to leave the number at 120. After the Farm Team event at the end of August the board will mail another direct Ask Letter for support for the hall expansion followed by the usual end of the year push.
- c) Community awareness: Discussion regarding the possibility of TICA hosting an Open House in September to inform the community about the progress of the project. This will be discussed further at the September meeting.
- d) Herold Engineering: We have terminated with Herold Engineering for Architectural and CRP services only and will pay out the balance of what we owe them on that portion of the contract.
- e) Project Manager: Discussion regarding the need for a Project Manager down the road who will have oversight responsibility for the entire project. This discussion will be on-going but in the interim Carolyn and Matt will review all new invoices as they come in to ensure we are on budget.
- f) T-shirts: The t-shirts are selling very well, and the fundraising group has asked for 50-60 more t-shirts in larger sizes. The board agreed with this and Don will inform the group to proceed with the order.

9. Old Business:

- a) Hall Cleaning. Teresa presented Anne-Marie's request for a deep cleaning of the hall. She recommended thorough cleaning of the main hall, bathrooms and kitchen. Discussion regarding the current state of the floor in the main hall and the need for it to be totally resealed, a process that would be quite expensive. As the floor will be replaced during construction the board felt it would not be prudent to incur this expense at this point. A short-term fix would be to increase the frequency of the cleaning of the hall. Teresa will contact Janice with this request. The board also agreed to hire Connie Schermerhorn and Cat Fielding to do a thorough cleaning of the kitchen and bathrooms. Teresa will follow up on this.

10. New Business

- a) Resignation of Teresa Moore from Hall Expansion Committee. The board accepted Teresa's resignation from the Committee.
- b) TICA subcommittees appointments process: The TICA board oversees all subcommittees working on TICA projects. The board discussed at length the best and fairest process to populate these committees and agreed on the following: If the board determines that a new subcommittee is necessary, the Board will select and appoint a chair or co-chairs. In consultation with the chair(s), prospective members will be identified and approached. The TICA board will then vote on these appointments. For existing committees, should the TICA board or subcommittee members determine that a subcommittee requires more capacity or a specific skill, the board and the current members will mutually discuss suitable candidates. These names will be brought to the

TICA board for appointment. Similarly, if members decide to leave a subcommittee their resignation will be directed to the TICA board.

- c) Clean-up of path through TICA property by the fire department. The TIVFD has requested that the overgrown blackberries bushes be cleaned up so that access is open through the path. Mat will talk to Michael to take care of this.

Meeting adjourned at 11:15 a.m.

Next meeting Tuesday, Sept 4, 2018

