

THETIS ISLAND COMMUNITY ASSOCIATION

Minutes - Executive Meeting

Sept 4, 2018

9:00 a.m.

Present:

Ron Bannister, President
Matt Hess, Treasurer
Theresa Elsie, Director

Don Sinclair, Vice President
Teresa Moore, Secretary
Natasha Gousseva, Director

Regrets:

Carolyn Askew, Director
Celine Valestrand, Director

Murray Fraser, Director

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1. Approval of Agenda - Approved
 2. Approval of August 14, 2018 meeting minutes- Approved
 3. Treasurer's Report:
 - a) Matt presented his report. Motion to approve Treasurer's Report carried.
Discussion regarding special event insurance.
Motion: To subsidize up to \$200 for special event insurance to cover the Farm Team concert out of the operating fund consistent with our policy to support community events.
Moved by Don. Carried
 4. To Do Check List: Check list reviewed. Ron has written a letter to Dee Smith thanking her for her years of service to the community. Theresa will buy flowers and deliver the note and flowers to Dee.
 5. Hall Manager's Report: Planned events at the Hall.
Community Use Activity - Dec. 22 Janice Young Solstice event
Private Use Activity - Sept 1,2,8,9 Ann Dickie kitchen rental
Sept 2 Natasha Gousseva kitchen rental
Sept 15 Lynne Smith - Meet the Candidate Public Meeting
Forbes Hall and kitchen rental
 6. Membership Report
 - a) As of August, 31 there are 176 family and 67 single memberships for a total of 417 eligible voters
 - b) *Membership Renewal Letter*: Matt will print out the envelopes, Natasha will write the letter based on previous years and send to Claire Hess, Secretary of TIRRA for their approval. Letters will be printed at Staples. Natasha informed board that she will be away from the island on a personal matter for some months after October so we will need to find someone else to fill the Membership chair position. Ron will write to TIRRA and see if there is anyone there who can take over the responsibilities.
 7. Standing Committees
 - a) Kitchen: Soups On meeting Sept 14 followed by a kitchen protocol meeting
 - c) Repairs and maintenance: Teresa reported that she has contacted Connie and Cat and they will clean the kitchen and bathrooms as per the Board's request.

Ron reported that he researched how to clean linoleum on the Molly Maid website. They suggest a simple cleaning with one gallon of hot water, one cup of vinegar and a few drops of dish soap followed by a dry mopping to remove any water residue. Teresa will follow-up with Janice.

- d) Quarterly: nothing to report
- e) Hall expansion:
 - i) Design: The Hall Expansion Committee requested that the Board examine and approve the new drawings from Angela Quek (AUPQ Architecture)
Motion: To approve schematic designs as recommended by the Hall Expansion Committee. Moved by Matt. Carried.
- 8. Herold Engineering: Ron briefed the Board on the situation with Herold Engineering and gave a complete outline of what was contracted for and what was actually delivered. He discussed problems arising over the past 6+ months and how work that was billed for was not completed. In essence, the company failed to execute its side of the contract and part of the failure was that the building design they presented was not within the required 500 square meter restrictions. Instead, it was 24 square meters larger which resulted in Angela Quek having to make new drawings. We are awaiting an amended contract from Herold and formal recognition to the conditions of our August 2, 2018 letter which would pave the way forward.
- 9. Old Business
 - a) TICA committees. The Board discussed the difference between a committee and a subcommittee and what role the Board should play in each. A 'committee' is formed when the Board deems a specific task or set of activities should be undertaken. A 'subcommittee' is a group formed by a committee to handle specific responsibilities related to the mandate of that committee. The Board is involved in the make-up of a committee but not with that of a subcommittee. There are currently five committees: Library, Quarterly, Hall Expansion, Kitchen, and Maintenance & Repair. In upcoming meetings, the Board will examine the standing orders of each committee.
 - b) Hall insurance for special events. Following up on a discussion from August meeting regarding a proposed event to be held at the Hall that was not a community or fundraising event. The Board policy was that TICA would not provide Special Event Insurance for these kinds of events.
After further discussion the Board is changing this policy to better recognize volunteers for the work they do for the community and added a new category of events that will be covered by TICA insurance. This category will be TICA Volunteer Recognition Events. The Hall Manager will be made aware of this new category and will bring requests to the Board in a timely manner.
Matt will write a letter to the organizer of the event in question explaining this new policy.
- 10. New Business
 - a) Offer from TIID to purchase water tanks. Ron received a letter from Keith Rush, chair of the Thetis Island Improvement District offering TICA 5000-gallon water tanks and pumping and firefighting equipment for \$11,000. The Board discussed this and felt that this was not the right time to make this purchase. Ron will decline the offer.

Meeting adjourned at 11:15 a.m.

Next meeting, Tuesday, October 2, 2018

