

THETIS ISLAND COMMUNITY ASSOCIATION

Minutes - Executive Meeting

April 2, 2019

9:00 a.m.

Present:

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

Don Sinclair, Vice President
Teresa Moore, Secretary
Murray Fraser, Director

Regrets: Celie Valestrand, Director; Natasha Gousseva, Director

Guests: Ann Dickie, Trisha Hunter, Ellen Rush

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1. Approval of Agenda
 2. No minutes from March meeting as there was no quorum.
 3. Treasurer's Report:
Matt presented his monthly report which was accepted.
Matt then presented the 2018 Financial Statement as finalized by the accountant.
Matt moved that we ratify the earlier decision to transfer \$50,772 of 2018 Hall Expansion expenses to the Property & Equipment capital fund. Murray seconded. Passed.
Carolyn moved to recommend that the membership approve the 2018 Financial Statement at the April 25 AGM. Don seconded. Passed.

4. Hall Manager's report from Anne-Marie Koeppen:
Community Use Activity
March 23 - Estate planning session- Lynn Hunter hosted

Private Use Activity
none to report

Notes:

Billed Tai Chi; Billed Islands Trust (annual billing)

Continued research and conversation for alternate facilities for hall users. As mentioned, Thetis School ok for evening meetings. All else appeared to be ok. Chris requested a detailed outline of activities and times. Anne-Marie currently working on start date.

Andrea Gall from Pioneer Pacific replied they would host Church, Moms & Tots Group and 4 Soups On dates TBD. Use of facilities for SO beyond 4 would need to be discussed. There would be a fee for use.

Once the tender is decided and a hall closure date is set Anne-Marie will be able to arrange a calendar of events with facilities.

Will send out a notice to regular hall users re hall closure, including a date to begin and end date to remove items, and alternate location details once determined.

5. Membership Report:

- 147 family memberships, 64 single memberships
- 358 eligible voters

6. Standing Committees:

- a) Kitchen: Nothing to report
- b) Repairs and maintenance: Nothing to report
- c) Quarterly: Nothing to report
- d) Hall expansion. Received a \$5000 grant from CVRD. Have applied for \$25,000 from Farm Credit Canada for infrastructure.
- e) *Get to the Point* - Teresa asked if the board would approve \$40 for photocopying registration forms at Staples. Board approved. The forms will be inserted in each mailbox this week.
- f) Merchandise: Matt passed on a request from the Fundraising Committee that they can spend up to \$2500 on more merchandise. Motion that we allow merchandise purchase and Matt accepts bills up to \$2500. Moved by Matt. Seconded by Teresa. Passes.

7. Hall Expansion Committee Presentation. Ann Dickie (co-chair of committee) made a presentation to the board. Also present were Ellen Rush and Trisha Hunter. Ann reported that tenders for construction closed on March 22. We received three bids from local construction firms for \$1,476,000; \$1,755,000; and \$2,034,000. The lowest bit was from Jerry Lealand/J.Lealand Contracting Ltd of Chemainus. Ann and committee members met with the three bidders and recommend Lealand/Construction. He will be revising his bid after the discussion meeting and will provide revised project costs by April 10.

Ann also described the Cost Plus 15% process which will save us money, but will involve more work at our end. Ron Bannister will be the project manager. She recommends that we move forward with this. Discussion regarding the pros and cons of moving forward at this point when we don't have 100% of the funding we will need. Therefore, we must increase our fundraising efforts. Worst case scenario, we can get a loan or a mortgage if needed and continue fundraising to pay this off.

Moved by Teresa, seconded by Carolyn that TICA approve hiring to Jerry Lealand/Lealand construction to work on a cost plus 15% basis and begin construction on May 1, 2019. Passed.

Matt suggested we have documentation of the process the committee went through. Ann will put documents together along with timelines and provide to the board.

Discussion regarding the need to remove Memorial Trees that are on the property. It was decided that the best thing would be to contact the families involved and see what they wish to do. Carolyn will contact the Vickers and Pardees. Matt will contact Easton Vance.

Discussion regarding the placement of the two shipping containers that will store Hall items, one to be a functioning library. Ron suggested that could be placed on the road allowance outside the property. Carolyn will talk with Stu Downey who heads the TIRRA road committee and determine who we need to talk to at Highways to get permission.

8. Old Business:

CRA requested that we amend our by-laws to include the following:

Part 13 – Miscellaneous

The organization will be carried on without purpose of gain for its members, and any profits or other gains to the organization shall be used in promoting its purpose.

Teresa moved, Matt seconded that we present a motion to the AGM to approve the amendment. Passed

9. New Business:

a) Board Vacancies: There are three vacancies on the board.

Teresa Moore - end of 2-year term

Murray Fraser - one year left on 2-year term

Natasha Gousseva - one year left on 2-year term.

Motion to accept Murray Fraser and Natasha Gousseva resignation from the board effective April 25th AGM. Teresa moved. Ron seconded. Passed.

Three possible board members were identified. Don will follow up with them.

b) AGM Organization

Carolyn will run the election process. Teresa will take minutes. Don will ask Kathleen Thompson if she will handle registration at the door.

10. Review of To Do list.

Meeting adjourned at 11:20 a.m.

Next meeting Tuesday, May 7, 2019 Location TBD.

TICA Board Member 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 April 4, 2019 Board Meeting.

Matt:

- Finalize Policy & Procedures Manual
- Check with Dee that Fire Door Exit information is on forms and in Protocol
- Contact Easton Vance regarding Memorial Tree

Carolyn

- Contact Stu Downey regarding the road allowance for shipping containers
- Contact Vickers and Pardees regarding Memorial Trees

Ron:

- Research cost of new valve for sanitizer
- Install stop sign at exit
- Water reports for VIHA

Don:

- Check playground equipment monthly for safety and log
- Speak to Eleanor, Shirley and Kathleen about joining board
- Ask Kathleen to handle registration at AGM
- Send Teresa membership numbers

Theresa

- Remind board members of *Quarterly* deadlines
- Lead discussion of what should be included in next issue at meeting prior to Q deadline

Murray

- Check generator monthly and fill out log

