

# THETIS ISLAND COMMUNITY ASSOCIATION

## Minutes - Executive Meeting

June 4, 2019

10:00 a.m.

### Present:

Ron Bannister, President

Matt Hess, Treasurer

Carolyn Askew, Director

Kathleen Thompson, Director

Don Sinclair, Vice President

Teresa Moore, Secretary

Theresa Elsie, Director

Shirley Burr, Director

### Regrets:

Celine Valestrand, Director

- .....
1. Approval of Agenda
  2. Approval of minutes from May 21, 2018 meeting
  3. Treasurer's Report:
    - a) Matt presented his report.
      - i. Current insurance needs. Matt pointed out that we are currently paying \$6,100 for construction insurance as well as our regular insurance for \$3,112 which also includes liability insurance and directors' insurance. Discussion regarding the duplication of insurance. Now that the hall is under construction, we don't need building and contents insurance. The construction insurance would cover fire or any other loss. We do, however, still require liability insurance as the tennis court is still open to public as well as directors' liability insurance. Matt will pursue changing our policy to remove building and contents until completion of the hall.
      - ii. GST: When reviewing the Treasurer's Report there was a question why we pay GST when we are a charity. Matt pointed out that we pay the GST upon purchase of items but get some back each year because we are a non-profit. However, in the report, it shows GST as an expense but does not show the refund portion. As we are certain to have many GST purchases during construction, Matt will put GST refund under the project budget spreadsheet.
      - iii. Motion to approve Treasurer's Report. Moved by Matt, seconded by Teresa. Carried
  4. Hall Manager's Report:
    - a) May Report from Anne-Marie Koepen
      - Regular Use Activity: The hall is now closed for renovations. The on-line calendar continues to work very well.
      - Community Use Activity: The tennis court is booked for Pickleball and drop in activities.
      - Still finishing up alternate facilities for hall users. Posting on calendar as known.
      - School District 79 has now approved the use of Thetis School for evening meetings.

- With help from head custodian Janice Young and Kim SD rental coordinator all extra fees have been waived for TICA.
  - A contract requires completion with no fees due and insurance certificate provided for \$2 million liability. Matt Hess is handing this piece.
  - Worked through a detailed outline of activities and times for confirmed Capernwray use. all but exercise and Scottish dance have cancelled. They are still open to extra use moving forward.
- b) Insurance for school usage: Matt has been tasked to obtain insurance certificate(s) required by the school as part of their booking process. We are hopeful that this will be covered for TICA groups at no charge under TICA's current liability policy. Other distinct organizations, like TIRRA, are definitely not covered by TICA. To date, no such requests have been made of our insurer.
5. **Membership Report:** No new members. Membership as of May 31,2019 is 152 family, 71 single members, 375 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:
    - i. *Superior Propane:* The propane tank is leased from Superior Propane. We will require another tank as one will be designated solely for the generator and one for general use. Matt will inform Superior that we won't need a tank refill during construction. He will also have a broader contractual discussion regarding our future needs. It is understood we currently pay \$125 per year for tank rental but this needs to be clarified.  
*Telus:* Matt cancelled our phone service for the duration of construction. Telus will retain the number. There will be a reconnection fee.
    - ii. *Project budget and further fundraising:* Matt reviewed the Project Budget which assumes an influx of \$120,000 from fundraising this year. This will leave a deficit of \$400,000. These are guestimates at this point. When the Hall Expansion Committee meets June 10, they will finalize the budget and inform the board as to the shortfall and what amount needs to be raised. Matt reported that he has been in discussion with Coast Community Credit Union regarding a mortgage. He sent them a conceptual cash flow chart for future years. A proposal for a mortgage of \$300,000 is expected from them. Details are forthcoming.
    - iii. *Well/ground water license:* A government regulation requires "commercial users" of wells to pay a fee to extract ground water. We applied in 2017 and were informed that it would be one or two years before a Water Officer begins adjudicating the file. The application fee was \$91.94. We have since stopped using the well and do not intend to use in the future. Teresa will contact the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to determine if we have to officially close the well or just close the application. The bottom line is we don't want to pay for water we are not using.
7. Old Business:  
Carolyn and Kathleen will meet to discuss new director orientation.
8. New Business

*Forbes Hall Expansion Committee Terms of Reference:* The terms were reviewed and no changes were suggested.

*Grounds:* Don mentioned that Randy and Lesley Buhr have volunteered to keep the grounds clear and tidy. This means we will not have to pay anyone to do this. (Post meeting note from Teresa: Perhaps we should send them a note or do something to express our appreciation)

*CVRD generator:* Shirley reported that she contacted CVRD and they will pick up the generator the second week of June. She will have them contact Ron so he can arrange access to the site.

Meeting adjourned at 11:25 a.m.

## **Next meeting Tuesday, July 2, 2019**

Location: Matt will ask Anne-Marie to book the school for the meeting. Matt will get an insurance certificate for the meeting date.

\*\*\*\*\*

## **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 July 9, 2018 Board Meeting.

Don:

- VIHA water permit

Matt:

- Finalize Policy & Procedures Manual
- Kitchen License Suspension
- Contact Superior Propane regarding contract for tank(s)

Ron:

- Review with others where activities could take place during Hall construction

Theresa

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

Teresa

- Contact Ministry of Forests, Lands, Natural Resource Operations and Rural Development regarding ground water application.

•