

THETIS ISLAND COMMUNITY ASSOCIATION

Minutes – Executive Meeting

April 7, 2019

9:00 a.m. by Zoom

Present:

Ron Bannister, President

Matt Hess, Treasurer

Carolyn Askew, Director

Celie Valestrand, Director

Don Sinclair, Vice President

Teresa Moore, Secretary

Kathleen Thompson, Director

Regrets: Shirley Burr, Director

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1. Approval of Agenda. Carried
 2. Approval of minutes of March 3, 2020. Moved by Don. Carried
 3. Treasurer's Report: Report delayed. Matt will email to board for approval at May executive meeting.
 4. Hall Manager's report – Nothing to report
 5. Membership Report: 156 families, 60 single, 372 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) Michel Poirier (Poirier Custom Homes – PCH) is now working on a short scope of work to bring the site to "ground zero" where it will be safe to continue construction. The goal is for completion of this stage by the end of April. A contract is being prepared for this and subsequent stages of construction following the CCDC3 on a cost plus 10% basis.
(ii) Peter de Hoog has agreed to work with PCH on TICA's behalf as Project Facilitator to handle day to day trouble shooting and coordination with Michel. He is currently working on a proposal to be approved by the board.
(iii) The relationship with the Kevin Lamont will remain as status quo.
(iv) Peter did a red line drawing showing new roof lines that will create cost savings, save time in construction and reduce maintenance costs down the road.
(v) There are still issues with perimeter drainage which Peter is working on.
 7. Old Business
 - a) Change purpose of TICA to include programming functions. Currently TICA's constitution and bylaws only allow for ownership and oversight of the Hall. If these were amended to include management of programs, the board would be able to apply for programming grants. Don has asked the lawyer for legal advice but has not heard back. Discussion regarding whether this is a good idea. Matt

voiced strong objection to moving in this direction. Other board members supported the idea but no decision was made.

- b) AGM. Moved by Carolyn seconded by Kathleen that the AGM be postponed indefinitely and reviewed at the May board meeting. Carried. Three board terms expire at the AGM and it is unclear if postponing the meeting will affect these positions. Teresa will contact TIRRA president Wendy Hinsperger to see if they have researched this when they cancelled their AGM. (*Post meeting note: Done.*)
 - c) Nomination committee: There is a vacant board position. Members agreed that the board should look at what the areas are not being serviced by current board members and seek to find a candidate who could provide those needed skills or experience. Carolyn will canvas the board by email to explore this and come up with suggestions for possible candidates.
- 8. New Business –**
- a) FHXC windup. Motion that the Forbes Hall Expansion Committee be disbanded and the members thanked for their participation and contribution. Moved by Carolyn, seconded by Kathleen. Carried (*Post meeting note: Done*)
 - b) Creation of a Project Management Team (PMT): Motion that the board form a Project Management Team to oversee all aspects of construction and report regularly to the board. Moved by Carolyn, seconded by Kathleen. Carried.
 - c) Membership of PMT: Motion that the PMT be made up of Ron Bannister, Ann Dickie, Carolyn Askew and Doug Darling. Moved by Carolyn, seconded by Kathleen. Carried.
 - d) Lealand Dispute. Ron received a Letter of Dispute from Jerry Lealand outlining his request for payment and stating that he has contacted a lawyer. The board disputes some of his claims of work done. Ron will respond to his letter reminding him that there is a clause in his contract with TICA that allows for dispute mediation.
 - e) Project Financial Management – Discussion regarding hiring a bookkeeper to handle all invoices relating to the work done by PCH. Carolyn will work on a Terms of Reference for this position which, if approved, will be included in the responsibilities of the PMT. In essence, the PMT will own the budget for the project and the bookkeeper will review all invoices and billing in consultation with members of the PMT.

Meeting adjourned at 11:05 a.m.

Next meeting Tuesday, May 5, 2019

