

THETIS ISLAND COMMUNITY ASSOCIATION

Minutes – Executive Meeting

May 5, 2019

9:00 a.m. by Zoom

Present:

Ron Bannister, President

Don Sinclair, Vice President

Matt Hess, Treasurer

Teresa Moore, Secretary

Carolyn Askew, Director

Shirley Burr, Director

Kathleen Thompson, Director

Celine Valestrand, Director

Regrets:

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1. Approval of Agenda. Carried
 2. Approval of minutes of April 7, 2020. Moved by Don. Carried
 3. Treasurer's Report: Treasurer's Report approved. Matt moved that until further notice due to the covid-19 situation we provide printed and signed Thank You notes to donors instead of the traditional handwritten and signed notes. Teresa seconded. Carried
 4. Hall Manager's report – Nothing to report
 5. Membership Report: 158 families and 61 singles for a total of 377 eligible votes. (April numbers were 156 families, 60 singles for 372 eligible voters)
 6. Standing Committees:
 - a) Kitchen: Nothing to report
 - b) Repairs and maintenance: Nothing to report
 - c) *Quarterly*: Veronica Shelford contacted Teresa regarding what the board would like to put in the next Quarterly. She suggested some photos of the site. Carolyn has some photos which she will send to Teresa and Teresa will contact the Volunteer Coordinator and get stats on the number of volunteers, the total volunteer hours to date and the kind of projects they are working on. The deadline is May 8 so photos must be received by May 7.
 - d) Hall expansion: (i) Status to date: PCH is on schedule and completed Stage 1 at the end of April. They will now work on finishing concrete and the timber frame. (ii) The contract with PCH is awaiting approval by Angela of the addendum agreed on by the Project Management Team. (iii) Once the new design is approved by the board, the plans will go back to structural engineering. (iv) Angela is no longer the lead on design but will remain on the project as our architect.
 7. Old Business:
 - (a & b) Nothing to report on changing TICA's purpose or on the constitution and bylaws ad hoc committee.

- (c) AGM planning: The board will wait to see how to proceed with the AGM.
- (d) Lealand contract. There has been no correspondence from Lealand since the last meeting. Carolyn will check the contract with him to see if there are any timelines for his response.

8. New Business

- (a) Terms of Reference for the Project Management Committee – confirm: the board approved this TOR at the last executive meeting.
- (b) Terms of Reference for Project Accounts Manager – Board confirmed the TOR for this position via email vote prior to this meeting.
- (c) Engagement of Char Aaberg as Project Accounts Manager – Board confirmed engagement of Char via an email vote prior to this meeting.
- (d) Vote on accepting Terms of Reference for the Communication and Engagement Committee. Discussion regarding the need for this committee and its role. Agreed that the current TOR requires revisions. Carolyn and Teresa will work on revising the document. Vote to approve TOR carried.
- (e) Volunteer Coordinator – discussion regarding the VC's role and current situation. No decisions were made.
- (f) Volunteer Orientation and waiver – As TICA's insurance does not cover volunteers working on the construction project, all volunteers will be asked to sign a waiver that acknowledges they recognize they are not protected by any liability insurance from either TICA or PCH. Only volunteers who sign the document should be allowed to work on the project. Carolyn and Teresa will work on setting up orientation sessions for new volunteers where they will sign the waiver form. Moved by Carolyn and seconded by Kathleen that construction site volunteers must be told of the safety risks on site and that they are not covered by any insurance. If they want to volunteer, they must sign the waiver. Carried
- (g) PMT recommendations for roof colour and roof lines. The board received documentation of the new roof design and rationale for installing a gray roof prior to the meeting. Unanimous vote to accept the PMT's recommendation.

Meeting adjourned at 10:20

Next meeting June 2, 2020.

