

# THETIS ISLAND COMMUNITY ASSOCIATION

## Minutes – Executive Meeting

July 7, 2020

9:00 a.m. at construction site

### Present:

Ron Bannister, President

Don Sinclair, Vice President

Matt Hess, Treasurer

Teresa Moore, Secretary

Carolyn Askew, Director

Kathleen Thompson, Director

Celine Valestrand, Director

Shirley Burr, Director

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1. Approval of Agenda. Carried
  2. Approval of minutes of June 2, 2020. Moved by Don. Carried
  3. Treasurer's Report: Matt presented the Treasurer's Report. Teresa moved to approve. Carried
  4. Hall Manager's report – Nothing to report
  5. Membership Report: Same as last month: 161 families and 62 singles for a total of 384 eligible votes.
  6. Standing Committees:
    - a) Kitchen: Nothing to report
    - b) Repairs and maintenance: Nothing to report
    - c) *Quarterly*: Nothing to report.
  7. Hall expansion:
    - a) Communication & Engagement Committee: Teresa reported that the committee is working on an Ask Letter which will go out shortly to the community. She will send it to board for approval once it is finalized. It will include a package with the rendering of the building, a breakdown of construction phases and costs and ways to donate.
    - b) Architects bill and engineering invoice – Ron has asked for details but not received a reply. Ron will contact Angela to get more details.
    - c) Contract with PCH- contract has been signed
    - d) Structural – Peter de Hoog is communicating with the structural engineers.
    - e) Mechanical – Heat calculations are done allowing the electrical engineer to determine the best heat source for each space.
    - f) Fundraising committee Terms of Reference – tabled
    - g) Project Management Team report – Ann Dickie and Doug Darling, members of the PMT, gave a report to the board. We have enough funds to get to lock-up by mid-September. All exterior will be finalized including the windows and doors installed. We will need to raise more money to complete the project.
  8. Old Business:
    - a) AGM planning: Ron reported that we have to hold our AGM by the end of the year. We will plan to hold it in the fall before it gets too cold to meet outside.

b) Discussion regarding process for borrowing money and need to have a membership meeting to seek approval. The amount of money we need to finish the project will be made public in next couple of weeks. Carolyn suggested the board meets with Paul Duncan to review best way to raise the money needed.

**9. New Business**

a) Hall contracts for service - Need to develop job descriptions for any contract for services we may need once hall is opened. Shirley will draft a letter the redefining the Hall manager and janitorial positions for Board approval.

b) 2020-2021 activities and program offerings –Carolyn pointed out that there is gaming money available and many organizations operate their programs with gaming money. We could be eligible to receive gaming money for programming but not clear if we need to change our constitution and by-laws. Historically TICA has been a bricks and mortar operation if we want to get programming funds, we need to change our by-laws and constitution to allow TICA to offer programs. In this model, we would have all the current programs plus some formalized programs that would receive grant funding. Matt raised the issue of increased administrative burden to run programs. Also, there could be an accountable burden to the funding source. The gaming grant deadline is the fall for awarding next year, so we need to make a decision if we want to pursue this route and change our operational model. Teresa will contact CRA to determine if we need to change by-laws before a decision is made.

c) Composition of board – Teresa presented a new model for board composition with the new building and perhaps expanding in a number of areas. We will be running a business now. She presented a list of eight skills that would coincide with board members: President/CEO; Treasurer/CFO; Secretary; Maintenance (oversees all buildings and grounds and oversees Hall Manager; Funding (oversees all funding committees); Community Relations (community events, merchandising, relations with community etc.); Programming (– oversees all programs –Soups On, Library, sporting programs etc. If there is a paid program director position, would report to Board through the Programs board member); IT (external communications, mail-outs, website, all internal communications such as google drive). We would become a working board: all members would have responsibilities and report back to the board each month. Ron suggested developing job descriptions which we would give to the community.

d) Federal grant: Anne-Marie, Carolyn and Jennifer will be applying for this grant next week for door openers for two washrooms and wheelchair accessible washrooms. These are items we must purchase anyway so if we get the grant this money will go towards the short fall we have in the construction budget.

Meeting adjourned at 10:47

**Next meeting August 4, 2020. Location TBD**



