

# THETIS ISLAND COMMUNITY ASSOCIATION

## Minutes – Executive Meeting

August 4, 2020

9:00 a.m. at construction site

### Present:

Ron Bannister, President  
Matt Hess, Treasurer  
Carolyn Askew, Director  
Shirley Burr, Director

Don Sinclair, Vice President  
Teresa Moore, Secretary  
Kathleen Thompson, Director

**Regrets:** Celine Valestrand, Director

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1. Approval of Agenda. Carried
  2. Approval of minutes of July 7, 2020. Shirley pointed out that the wording in the minutes regarding Shirley's letter to the contractors should not be that she is redefining the job descriptions just drafting the letter. Teresa will make changes to the minutes. Motion to approve minutes as amended moved by Don. Carried
  3. Treasurer's Report: Matt presented the Treasurer's Report from July, the amended report from June and the Year End Financial Statements. The year end statement is approved by the membership at the AGM. As the AGM will not be held soon, the statement can be posted on the website with a notice "to be approved at the AGM". Matt will send to Veronica for posting. Motion to accept July report moved by Teresa. Carried  
Matt presented a card and donation from the Thetis Island Parents' Association for \$1000 to be used for restoration work to the community playground. The Board appreciates this donation and thanks the parents for their donation. The donation will be put in the hall expansion fund with the understanding that it will be used for the community playground.
  4. Hall Manager's report – Nothing to report
  5. Membership Report: Two new families: 163 families and 62 singles for a total of 388 eligible votes.
  6. Standing Committees:
    - a) Kitchen: Nothing to report
    - b) Repairs and maintenance: Nothing to report
    - c) *Quarterly*: Photo shoot this morning for the cover. Discussion regarding the article for the September issue. It was decided to announce the AGM meeting and a Call for Nominations to the Board. Teresa will outline the job descriptions of the Board members and ask for nominations.

7. Hall expansion:
- a) Communication & Engagement Committee: Teresa reported that Ask Letter was sent out last week. There is some merchandise still available if board members wished to purchase for their family or friends.
  - b) Fund Development Committee – Carolyn reported that Paul Duncan, Anne-Marie Koepen and Carolyn are working on the committee. Carolyn is seeking other members. Discussion regarding others who might be interested. Matt and Shirley both proposed names and Matt and Carolyn will follow up. The Fund Development Committee replaces the Financial Working Group. Motion to approve Paul Duncan, Anne-Marie Koepen and Carolyn Askew be appointed to the Fund Development Committee. Moved by Teresa. Carried
  - c) Project Management Team report – Ron reported that we have final sign-off from the structural engineers and a new contractor is preparing a quote for the mechanical.
8. Old Business:
- a) Change purposes and (b) Constitution and by-laws – Carolyn and Teresa are working on the document to send to the CRA regarding adding programming to our constitution
  - c) AGM planning -Discussion regarding when and how to hold AGM and the need to hold a special meeting to get membership approval to borrow money. Discussion regarding holding the meeting in the new assembly hall although unfinished. Matt said this is not possible because we have no insurance for this so the only option is the tennis court. Ron mentioned there are many ways to host large meetings electronically and Kelly facilitates these. Carolyn and Teresa will explore the possibility of hosting a large electronic meeting. If not possible, there could be three separate meetings of 50 maximum at each meeting. Sessions to be held consecutively during one day followed by a drive-by vote. Date selected: Saturday, September 26. Time and format to be decided.
  - d) Leland Contract – nothing heard.
  - e) Hall contract for services – draft letter. Shirley prepared and Ron will send out.
  - f) Composition of board – Teresa to resend job descriptions to board and asked that board members review closely and think of possible candidates for the positions.
  - g) Federal Accessibility Grant – has been prepared and submitted.
9. New Business
- a) Email votes – The following have been approved by the board prior to the meeting:
    - (i) Ask Letter and expenses
    - (ii) Terms of Reference for Fund Development Committee
    - (iii) Federal Accessibility Grant and expenses
  - b) Process for establishing committees: Teresa asked the board to formalize the process for establishing committees related to the hall expansion. The board will initiate any new committee either from a need perceived by the board or a suggestion by a TICA member and approve the Terms of Reference. At least one board member will sit on each committee.
  - c) dHK Architects – Peter de Hoog and dHK Architects have been approached to take over the position vacated by Angela Quek. Motion to engage dHK Architects as the

Coordinating Registered Professional and Architect of Record. Moved by Carolyn. Carried. Ron will offer Angela the \$4200 she has as a retainer as a final payment.

d) Budgeting TICA operational funds 2020/21: There is \$64,000 in operational funds.

Discussion regarding using some of the money for the septic costs. In the past, the board has sought membership authority to access the fund. Carolyn suggested that some of it be allocated to septic field as this needed to be done anyway and isn't related to the expansion. Motion to request membership approval to allocate up to \$25,000 from the operational funds for septic field upgrade. Moved by Carolyn. Carried.

Meeting adjourned at 10:30

**Next meeting September 8, 2020. Location TBD**

