

THETIS ISLAND COMMUNITY ASSOCIATION

Minutes – Executive Meeting

November 3, 2020

9:00 a.m. via ZOOM

Present:

Ron Bannister, President Don Sinclair, Vice President Matt Hess, Treasurer
Teresa Moore, Secretary Carolyn Askew, Director Celine Valestrand, Director
Shirley Burr, Director

Regrets: Kathleen Thompson, Director

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1. Approval of Agenda. Carried
 2. Approval of minutes of October 6 8, 2020. Carried
 3. Treasurer's Report – Matt submitted the October 31 Treasurer's Report for acceptance. Shirley moved that the report be accepted. Carried.
 4. Membership Report- Don reported no new members this month: October total=167 families, 63 singles for total of 397 voting members.
 5. Standing Committees
 - a) Kitchen – nothing to report
 - b) Repairs and Maintenance – nothing to report
 - c) Quarterly – nothing to report
 - d) Hall Expansion
 - i. Communications and Engagement Committee – Teresa reported that the VW Beetle was on view on Saturday and the bidding is open until Friday. Bids go to Ann Dickie. Teresa will report back to board regarding the number of bids received Bids over \$6500 will be accepted. This will be a private sale and the owners will donate the money to TICA. Teresa also reported that the CEC is working on streamlining the TICA website to include ways to donate through etransfer or cheque to TICA or through Canada Helps. It was pointed out that Canada Helps offers credit card donations and the donation of publicly traded securities – neither of which are available through TICA. Teresa reported that Canada Helps keeps 4% of the money donation (and a portion of the securities donation). Matt suggested that it takes a lot of work to process the tax receipt and mailing it so it is helpful to him that this is taken care of by Canada Helps. Teresa said it became an issue when a donor who had donated \$20,000 to TICA through Canada Helps realized that \$800 of that donation was kept by Canada Helps. The board approved the addition to the website.
 - ii. Funding Development Committee – Carolyn reported that the legal agreement for the Local Lenders has been completed with comments and revisions from the Local Lenders. There has been no word from the grants applied for as yet.

- iii. PMT – Ron reported that the dry wall will be done shortly and that volunteers helped with the insulation. Most of the exterior doors are done, still awaiting the large front doors.
 - iv. Programming Outreach Committee – Shirley circulated two items for board approval: an espokes notice requesting input from the community regarding the possible usage of the hall; and a letter to leaders of the groups that were using the hall inviting them to attend on-site tour with discussions regarding future uses of the hall. The committee has divided the current users into six categories: School; Health and Wellness; Kitchen/Catering; Fitness/Sport; Arts and Culture; Entertainment/Education/Hobbies. Users from each category will meet to discuss how best to use the new facilities. The board approved both documents.
- 6. Old Business**
- a) Teresa is still awaiting a response to her letter to CRA regarding adding programming to the constitution.
 - b) AGM Planning – Shirley approached Pioneer Pacific regarding holding the AGM in their facilities either November 28 or December 5. They approved either date. Carolyn raised the point that there will be six or seven board members whose term is up or who wish to resign. It would be challenging to replace these people at a time when we are still actively managing, overseeing and funding the hall expansion as well as communicating all this to the membership. Shirley raised the point that she, and others, would not be comfortable attending an indoor meeting due to COVID. Since the last board meeting, we have learned that because of COVID societies may postpone their AGM's no later than March 2021. Given the above challenges and the fact that we expect to be in the hall or pretty close by March, the board decided to postpone the AGM to a later date in 2021.
Ron reminded the board that any member who wishes to resign needs to send a resignation letter to the board.
 - c) Moving funds from Operating Fund to expansion to cover septic: One of the items needing membership approval at the AGM was moving funds to cover the upgrade of the septic system. As the AGM will not be held until 2021, the board discussed moving the funds now and getting membership approval at a later date.
All agreed that this is a membership decision that must be respected but with the current circumstances it is the best course of action. Matt moved that the board approve the expenditure of up to \$25,000 from the Operating Fund and this expenditure be ratified by the membership at the next membership meeting. Carried
There has been work done on the septic and money has already been spend. Ron will pull out what has been spent and Matt will make necessary adjustments on the ledger.
 - d) Composition of TICA board: Matt pointed out that in the list of responsibilities for board members, the treasurer position is incorrectly referred to as a CFO. It is really a bookkeeper position not a CFO and decision regarding spending money are made consensually by the board, not by an individual, like a CFO. Teresa will make the change to the document.

- e) Process for establishing committees. Agreed that committees will be initiated by the board or come from other people who have ideas for a committee and approach the board for approval.

7. New Business

- a) Volunteer Thank-You event: Carolyn suggested that because there has been such an impressive turn-out to help on the site with Greg Gall and his team of volunteers it would be good to host a Thank-You event before the end of the year. She will check to see if Michel plans to shut the site down during the holiday season and something could be held then.
- b) Process for Job Descriptions for “contract” positions. There are three possible contract positions: Hall manager; janitorial; and grounds upkeep. Shirley and Carolyn will draft job descriptions and ask Tatiana if she will help.
- c) Penelakut Tribe Solar Energy Proposal. Ron has been approached by Barkley Projects Group of Nanaimo who is working with Penelakut on a solar energy proposal for a grant to provide training, purchase and solar photovoltaic installation on Penelakut. They are interested in expanding this to Thetis Islands for the new hall and asked us for a letter of support to accompany their proposal. Ron drafted a letter which the board approved.

Meeting adjourned at 11:20

Next meeting December 8, 2020 via ZOOM.

