

THETIS ISLAND COMMUNITY ASSOCIATION

Minutes – Executive Meeting

December 8, 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	Kathleen Thompson, Director	Marjan Jackman, Director

-
1. Approval of Agenda. Carried
 2. Approval of minutes of November 3, 2020. Carried
 3. Ron welcomed Marjan to the board.
 4. Treasurer's Report – Matt reported that he has not moved the \$25,000 the board approved last meeting for transfer from the Operating Fund to the Hall Expansion Fund. Ron explained that we may need money this month. Discussion regarding transferring those funds vs. borrowing the Local Lender money, which would involve paying interest immediately on these funds. Matt will transfer the funds into the Expansion Fund. Discussion regarding the dispersal of the library and Soups On funds. Ron explained that we need direction from the library and Soups On committees as to how they wish the money to be used. Shirley explained that the Soups On funds was designated for equipment for the kitchen. Celine explained that the parameters of the library funds do not have such a restriction. The library committee (Celine, Carolyn and Teresa) agreed that the funds can be transferred to the hall expansion fund and used for the renovation of the library. Celine moved that as of December 8, 2020 the \$8,000 of restricted library fund be moved into the Hall Expansion Fund to contribute to the renovation of the library. Carolyn seconded. Matt expressed concern that as the funds are restricted, he is unsure if we can just transfer them. Matt will have a discussion with the accountants to clarify this issue and report back to the board. Carolyn moved to table the motion until the board hears back from Matt. Seconded by Shirley. There will be no action taken regarding these funds at this time.
Matt moved that the Treasurer's Report be accepted. Carried.
 5. Membership Report- Don reported no new members this month: November total=167 families, 63 singles for total of 397 voting members.
 6. Standing Committees
 - a) Kitchen – nothing to report
 - b) Repairs and Maintenance – nothing to report
 - c) Quarterly – Teresa reported that the *Quarterly* has a reprint of the article on the hall expansion from the Chemainus Valley Courier with permission of the author Don Bodger.

d) Hall Expansion

- i. Communications and Engagement Committee – Don reported that the CEC is working on a revision of the Membership Renewal Form and asks the board for approval to delay sending it out to February 1 to give the committee time to rewrite the letter and the form. Don will contact TIRRA regarding this. Matt suggested that we send an email to the members explaining that the membership renewal will be delayed a month but that their membership will not expire but carry over until they renew. Teresa suggested that the CEC will handle informing the membership and Don will talk to TIRRA about reworking their letter. The committee is also trying to come up with names for new TICA board members. Carolyn asked if the CEC has thought about a year end message that really addresses our accomplishments over the year. Teresa will put this on the agenda for the next CEC meeting.
- ii. Funding Development Committee – No further developments. Laurel Marsh sent out a letter soliciting \$10,000 donations. No details on the response to the letter.
- iii. PMT – Ron detailed the work going on in December: exterior doors will be delivered and will be installed this week. The drywall is almost complete and next steps are prime and paint then get the mechanical and electrical trim underway. In January the floors will be installed.
- iv. Programming Outreach Committee – Shirley reported that the committee now has its own Gmail account. They will be sending out a letter tonight to all the user group leaders. They will divide them into compatible groups and arrange for each group to meet to discuss their needs and programs. This could be through a Zoom meeting depending upon the size of the groups and COVID restrictions that apply.

7. Old Business

- a) CRA letter – Letter received from CRA in response to our question regarding adding programming to our mandate. They replied that if a charity wishes to “carry out its own activities and programs” these must be charitable at law. They sent an outline of the information they require concerning any programs we wish to initiate for their review to determine if these activities fall within their charitable requirements. Teresa had suggested that perhaps the Program Outreach Committee could follow up with this, but it was decided that this is not within their mandate but she will pass it on to Tatiana for her comments. The board requested the CEC review the letter and determine next steps. Marjan also said she would be interested in looking into this.
- b) AGM Planning – Nothing to report
- c) Leland Contract – Nothing to report
- d) Composition of board – ongoing
- e) Hall name change - Tabled

8. New Business

- a) Hall Manager job description – Shirley had circulated a draft job description for discussion and asked the board to consider remuneration and whether the board wishes to become an employer rather than just manage contractors. This job will be

more than just managing bricks and mortar but to actually fill the hall. More discussion is required.

- b) Maynard Johnny commission – Ron reported that the funds will be coming to TICA as a donation and TICA will be tasked with the installation of the artwork. Currently working on terms of references for a subcommittee to oversee the project and installation. There are few people who have offered to be on this committee and will be dealing with the donor's representative and work on the details of the donation.
- c) Funding from Chemainus Health Care Foundation – Ron reported that the Foundation will provide TICA with up to \$2622 to purchase a new AED and Worksafe Level 2 First Aid Kit. Ron can purchase these items online and submit the invoice to the Foundation. They have committed to reimburse TICA. Ron asked for approval to go ahead and purchase the items. Approved.
- d) Water sampling – Ron reported that VIHA has a new process for their required regular testing of the tap water. Virginia Lamb has been handling this for TICA for years, as she has to test her water because of her commercial kitchen. Carolyn and Teresa will review the regulations and report back to the board.

Meeting adjourned at 11:45

Next meeting January 12, 2021 via ZOOM.

