

THETIS ISLAND COMMUNITY ASSOCIATION

Minutes – Executive Meeting

February 2, 2021

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

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1. Approval of Agenda. Carried
 2. Approval of minutes of January 12, 2021. Carried
 3. Treasurer's Report – Matt presented the Treasurer's Report for January. Motion to accept the Treasurer's Report by Teresa. Carried.
 4. Membership Report- Membership renewal form sent out last week. Don reported 33 families, 9 singles for total of 75 voting members have renewed.
 5. New Business
 - a) AED donation – Ron purchased the AED and First Aid supplies that were provided through the Chemainus Health Care Foundation. The AED TICA already owned is currently installed in the firehall. Ron proposes that we donate this AED to the firehall to remain fixed to the exterior to the entry. All agreed. Ron will write a note to the Fire Department stating that TICA is donating the AED to them.
 - b) Property Insurance – The hall is currently covered through a Course of Construction insurance which expires on March 15. We need to have an Occupancy Permit in order to move from the COC to regular property insurance. We should know this week if we can get the Occupancy Permit by March 15. Chris Pegg recommends that we get a quote from CanSure, which holds the COC insurance, for the property insurance. Matt will circulate the current insurance policy to the board for review and determine if it needs to be updated.
 - c) Insurance of artwork -Ron also spoke to Chris about the art installation. As the artwork will be documented as a permanent part of the building envelope, there will be no need for an additional rider for it. If it were damaged, even if damaged beyond repair, the artwork is in a digital form and could be re-fabricated at a negligible cost compared to the cost of the commission. Regarding the medallion artwork that was in the old hall, Carolyn will check into the insurance of that artwork with the CVRD which owns the piece and report back.
 - d) Directors and Liability Insurance – Matt reported that these policies expire at the end of March. We currently renew our policies online through LCIS (Local Community Insurance Services) of Jardin Lloyd Thompson, but it seems unlikely this program is still in place subsequent to March Canada taking over. Ron will let Chris know we will be need to renew these policies.

- e) Possible pool table donation – Jim Kerr has offered TICA a pool table for the new hall. The only place it could go is in the basement. Shirley reported that many responders to the POC survey mentioned that they would like a pool table in the hall. The decision will be tabled for the time being until we have a better idea of space allotments in the hall. Matt will get back to Jim and ask him to wait a couple of months.

6. Standing Committees

- a) Kitchen – nothing to report
- b) Repairs and Maintenance – nothing to report
- c) Quarterly – Teresa reported that in the next issue (March) we will put in a short announcement about the art installation and a photo of the artist in his studio. In the following issue (June) we will run a longer piece with background of art, what the piece means, the story behind it and a rendition of the artwork.
- d) Hall Expansion
 - i. Communications and Engagement Committee – (i) TIRRA's welcome package. Wendy sent a copy. There is one flyer that lists all the island organizations and there is a small paragraph on TICA- the only mention of TICA in the package. The CEC feels that we need to provide more information and requests approval from the board to create a small flyer. This would include a list of the activities that come out of the Program Outreach Committee's survey, library hours, volunteer opportunities, the TICA board, and general information about TICA. In the short term, we thought we could include a membership application form which is not included now. If the board approves the idea of a flyer/pamphlet, the CEC will work up a budget and concept for the board to approve and we can move forward to produce it. The board approved. (ii) Name Comfort Station – The CEC recommends that the Comfort Station will officially be called the Care Station and is asking the board for confirmation of this. Board agreed. (iii) Board membership- The CEC recommends that we find a volunteer to handle the on-line presence of TICA and FHCC. We created a job description to be put on espokes which the board approved. Marjan will review job description with Teresa and determine a contact person for the ad.
 - ii. Funding Development Committee – Carolyn reported that next week Paul Duncan will be actively seeking a commercial line of credit from a number of financial institutions. Matt will send Paul the most recent Treasurer's Report.
 - iii. PMT – Ron reported that the floors will be done this week. The exterior is almost finished. Ron will be sourcing the plumbing fixtures and the lighting has been ordered. The Building Inspector will be on site next week to review what needs to be done to get the Occupancy Permit.
 - iv. Programming Outreach Committee – Shirley reported that to date there are 38 surveys returned. The committee meets next week to review the results and make any changes or improvements to the survey.
 - v. Storage – Carolyn reported that there is a lot of storage in the building and reviewed what storage is available in the building: shelving in the library office, storage area behind main hall and shelving in the crawl space; primary storage

upstairs near the Care Station and document storage in the meeting room with occasional use storage downstairs (like ESS). Need a committee to take on how space is going to be allocated and where. Celine, Shirley and Don agreed to spearhead this and get volunteers to help.

- vi. Art Installation Committee- Marjan reported that the agreement is nearly ready and will signed once a few changes are made. The agreement needs to be signed by two directors. Carolyn moved that Ron and Marjan be authorized to sign the agreement with Maynard Johnny Jr. Shirley seconded. Carried.

The next step is to deliver a deposit cheque to the artist on February 8. Discussion regarding need for ongoing maintenance of the artwork. Marjan will discuss with committee. Marjan will send copy of rendering to the board.

7. Old Business

- a) AGM Planning – Carolyn reported that there are no changes to the March 31, 2021 deadline for the 2020 AGM. She will contact Kelly Bannister to look into holding a Zoom AGM for the membership.
- b) Hall name change - Teresa asked for confirmation that the board voted to officially call the building Forbes Hall Community Center. All agreed.
- a) Water sampling –Don reported that Virginia Lamb will continue to do the water sampling.

Meeting adjourned at 10:19

Next meeting March 2, 2021 via ZOOM.