

THETIS ISLAND COMMUNITY ASSOCIATION
Minutes – Executive Meeting
May 10, 2021
9:00 a.m. Forbes Hall

Present:

Ron Bannister, President Don Sinclair, Vice President Teresa Moore, Secretary
Marjan Jackman, Director Brianna Sloan, Director

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1. Ron welcomed Brianna to the board
2. Approval of Agenda. Carried
3. Approval of minutes of April 6, 2021. Carried
4. To Do list – Marjan will send this out before each meeting for review at the meeting.
5. Treasurer’s Report - Discussion regarding our financial needs and how to transition them to a new model. Ron, Don and Marjan will have cheque signing authority as well as online etransfer authority. Teresa will take over other responsibilities that Matt handled such as the building and directors’ insurance. There is also some financial reporting for the grants we receive such as the Healthy Communities grant that we just received. We need to send AGM minutes with the new directors to the credit union. Marjan will send to the credit union. Treasurer’s report approved.
6. Membership Report – Don reported 154 families, 64 singles for total of 372 members. The CEC can develop a sign and Don offered to put a sign up at post office and kiosk inviting new people to join TICA.
7. New Business
 - a) Bookkeeper position/Treasurer’s responsibility-

The first task is to find someone to create an online system to meet our needs. Then we will look for a bookkeeper. In the interim, Ron will handle data input.
Discussion regarding adding the bookkeeping task to the hall manager’s job description. We want someone who is creative, can generate income through programming and events and manage the facilities, like an operation manager. There are subsidies and grants that could be tapped to pay for this position. The position requires further discussion.
Tasks: Marjan will reach out to the accounting firm and see if they can recommend anyone to develop an online accounting system and handle the data input.
Marjan will research electronic filing systems to see if there are any that produce tax receipts.
Ron will handle data input temporarily until a bookkeeper is found.
 - b) TICA organization-

Ron described the flow chart detailing the proposed committees and groups. Discussion regarding reporting structure for committees reporting to the board. Decision made as follows: Each committee or group will have a board member responsible for liaising with

that committee. The committee will have a member designated as the communication person, who presents a monthly or regular report to the committee's board liaison who will then report the committee's activities to the board for action or information only. Teresa reminded the board that at the August 2018 meeting, the board agreed that all committee members will be approved by the board. This enhances the idea that there does not need to be a board member on each committee because the board has ensured that the members of the committee are the right people for that task or project.

c) Terms of reference – Teresa and Marjan will work on a TOR for the IT committee. There also needs to be a TOR for the gardening committee. Briana will send the board the TOR for the signage group.

d) Financing through the Coastal Community Credit Union – Ron outlined the terms of the proposed agreement with the CCCU regarding the line of credit. Discussion regarding moving directly into a mortgage rather than a line of credit as the building is almost completed. We only need about \$60,000 to complete the building but we will still need \$275,000 to pay back the local lenders in three years. Ron will discuss further with Paul Duncan and have him explore RBC in more detail as well as mortgage possibilities. The deadline with the CCCU is next week so the board will need to have to decide this very soon.

e) Healthy Communities Grant: Marjan completed all the required documents and the \$16,600 grant should be coming soon. The money is to be used for the playground area, outdoor seating and the pavilion.

f) A new board was elected by acclamation at the TICA AGM held in April 2020. The new board is:

- Ron Bannister (president)
- Don Sinclair (vice-president)
- Teresa Moore (secretary)
- Marjan Jackman (director)
- Briana Sloan (director)

Leaving the board: Matt Hess, Carolyn Askew, Kathleen Thompson, Celine Valestrand, Shirley Burr.

Signing Authority: Celine Valestrand and Matt Hess are removed as signatories. Ron Bannister, Don Sinclair and Marjan Jackman will now have cheque signing authority. Two of the three signatories must sign each cheque.

8. Standing Committees

a) Kitchen – Discussion regarding having a café at the hall for light sandwiches and coffee with donations going to TICA. More discussion is required.

b) Repairs and Maintenance – nothing to report

c) Quarterly – Teresa reported that the Quarterly submission for the June issue includes a recap of the AGM, thanks to the volunteers and a brief description of the new committee structure. She will send article to board for approve it is submitted.

d) Hall Expansion

- i. Communications and Engagement Committee- The CEC is sending personal letters to all the volunteers who worked on the building. Planning a small open

house for June 12th. There will be a registration for a certain time frame then it will be a walk through the room with coffee and snacks.

- ii. Funding Development Committee – nothing to report
 - iii. PMT – We are still awaiting the folding wall for the large room. Michel has a few minor things to complete but his contract is over.
 - iv. Programming Outreach Committee – nothing to report
 - v. Art Installation Committee- Marjan reported that the date for the installation has not yet been determined.
9. Old Business
- a) Composition of board – We are still looking for two board members and board members should think about what skill areas we re looking for. Teresa will send Briana the plan for board members.
 - b) Hall Manager job description – This needs to be worked on further.
 - c) Pool table donation – Teresa will inform Matt that the pool table can be put in the crawl space at the donor’s convenience.

Meeting adjourned at 11:20

Next meeting Monday June 14, 2021 via ZOOM.
