

**THETIS ISLAND COMMUNITY ASSOCIATION**  
**Minutes – Executive Meeting**  
**June 14, 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. Approval of Agenda. Carried
2. Approval of minutes of May 10, 2021.  
There are three amendments to the minutes:
  - (i) Adding the new board members and departing board members.  
*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)*
    - Brianna Sloan (director)**Leaving the board are: Matt Hess, Carolyn Askew, Kathleen Thompson, Celine Valestrand, Shirley Burr.*
  - (2) Adding names of new signatories and departing signatories.  
*Signing Authority: Celine Valestrand and Matt Hess are removed as signatories. Ron Bannister, Don Sinclair and Marjan Jackman now have cheque signing authority. Two of the three signatories must sign each cheque.*
  - (3) Correction of typo. The Healthy Communities Grant was for \$16,600 not \$1,660 as noted in the May minutes. Amendment made.  
The May 10, 2021 minutes are approved as amended.
3. Outstanding Tasks (To Do list)
  - a) Signage in building: Ann Dickie is taking care of this
  - b) Terms of Reference for IT group: Marjan and Teresa will complete the TOR.
  - c) Treasurer’s report is deferred. We have received the GST rebate and the funds from the Healthy Communities grant. Marjan will check what the reporting requirements are.
4. Membership report: Don reported there are 154 families, 64 singles = 372 voting members.
5. New Business
  - a) Ron needs to be signed on as an authorized representative for the CCCU’s Master Card Collabria.  
**Motion: That Ron Bannister be appointed TICA’s authorized representative for the Collabria Master Card. Moved by Teresa. Seconded by Don. Carried.**

- b) Conversion to online bookkeeping: Briana will contact a person she knows to get a quote on setting up QuickBooks. Marjan is getting a quote from a company in Victoria to take over the monthly inputting of data into the system once it is set up.
- c) TICA Organization: Ron will add all the committee reports under the TICA Organization agenda item. This will include the following committees or groups: Communications and Engagement, Funding Development, Project Management, Program Outreach, Art Installation, Signage and Art Display, Library and IT.
- d) CEC Terms of Reference: Teresa will work with CEC to clarify in the TOR that items referred to the board are either for approval or information only
- e) Ratification of motion regarding line of credit with RBC. The following motion was approved by the board via email.

**Motion: That the Thetis Island Community Association board approve the terms from RBC to provide a line of credit up to \$60,000. Moved by Teresa. Seconded by Don. Carried.**

- f) Announcement to membership regarding the line of credit. Teresa will ask Paul Duncan to write a message for distribution to the membership regarding TICA's outstanding financial obligations: Local Lenders' \$325,000 loan and the RBC line of credit \$60,000
- g) Financial reporting. TICA has a contractual obligation to provide Local Lenders with a summary of the financial position July 1<sup>st</sup> and January 1<sup>st</sup>. The Finance Development Committee recommends that TICA provide the June 30<sup>th</sup> and December 31<sup>st</sup> Treasurer's Report on the website. Paul Duncan has offered to assist the Board with the on-going monthly preparation of the Treasurer's Report. This assistance may include recruiting a Treasurer or book keeper to prepare monthly Treasurer's Reports, recommending accounting software based on advice from Palmer Leslie who reviews the year-end unaudited financial statements, and providing on-going training/mentoring to a Treasurer. Marjan will follow up with Paul.
- h) Future Events – Discussion regarding holding events such as concerts that would attract non-Thetis Island residents to come to the island. The current focus is on getting the Thetis Island community back into the hall for programs, events and activities. There is much potential and possibility by expanding programming to include a large target population, but not at this time.

## 6. Standing Committees

- a) Kitchen – The beverage station is almost completed. The kitchen should be completed by the fall.
- b) Repairs and Maintenance – Ron will be upgrading the water building behind the hall with new insulation and a new roof.
- c) Quarterly – Teresa asked if anyone would be interested in writing articles for the Quarterly. The board will discuss this more.
- d) Hall Expansion
  - i. Communications and Engagement Committee- Teresa reported that the Open House was successful with 45 islanders taking the ½ hour staggered tours. The comments were very positive and people were excited that the hall is now open for some activities, following COVID protocol.

- ii. Funding Development Committee – RBC line of credit – see above.
- iii. PMT – The folding wall should arrive and be installed in August.
- iv. Programming Outreach Committee – VIHA had asked how many islanders do not have a primary care give, i.e., family doctor. The committee surveyed the island via espokes and Shirley Burr reported that 75 people responded that they do not have a family doctor. Negotiations are underway with VIHA to provide a health professional to come to Thetis on a regular bases, operating out of the care station in the new hall. A massage therapist will start working alternate Fridays at the end of June.
- v. Art Installation Committee- The fabrication is completed and the artwork is being painted. There is still no set date for the installation. The Gus Modesto art is now displayed at the entrance to the hall. It will be covered by a piece of plexiglass to protect it. There is a spelling mistake in the story board which needs to be corrected. As the artwork is owned by the Thetis Island Port Commission, not TICA, the board will ask them to pay for the plexiglass and correction on the story board. Marjan will contact Pat Mooney of TIPC.
- vi. Garden Committee – Don will be the liaison between the committee and the board.
- vii. Library committee – Teresa will be the board liaison to the committee. Ron has a business account with Amazon and gets discounts. Teresa will talk to Celine about ordering books from Amazon to get a better price.
- viii. IT group – Marjan will contact Celine to set up a cloud for her and get her a library email, so all business related to the library will go to the [library@forbeshall.ca](mailto:library@forbeshall.ca) account. Liz has been working on the skeleton of the new hall website. Marjan will set up a meeting for her to present her ideas to the IT committee.

**7. Old Business**

- a) Composition of board – Nothing to report.
- b) Hall Manager job description – Nothing to report.
- c) Pool table donation – Nothing to report.

Meeting adjourned at 11:20

**Next meeting tentatively Monday July 12, 2021.**

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