

Saturna Recreation Centre Society

Executive Meeting Minutes

Date Held: 17 December 2009

Location: Saturna Recreation Centre, Lounge

Present: Linda Cunningham (LC)
Melanie Gaines (MG)
Brian Haley (BH)
Ian Smyth (IS)
Brent Sohler (BS)
Ted Syverson (TS)
Michael Vautour (MV)
Bernie Ziegler (BZ)
Ingrid Gaines (IG), Minute Taker

Absent: Kate Vigneault

1. Call to Order: 7:05 PM

2. Approval of the Agenda:

Additions -

1. Approval of the minutes of 23 Sept. 2009 Executive Meeting.
2. Motion Book & Minutes.
3. Reflective posts at parking lot entrance.
4. Voice recorder for minute taker.

Motion: TS moved, LC seconded, that the Agenda, with the additions be adopted. Carried.

3. Approval of 23 September 2009 Executive Meeting Minutes:

Motion: BS moved, MV seconded approval of the 23 September 2009 Executive Meeting minutes. Carried.

4. Official Thank You to John Money:

MG noted that the AGM wrapped up without acknowledgement of outgoing director, John Money's, contributions to the SRCS & asked for suggestions on how to thank him. BZ suggested that a letter of appreciation be written to John. It was agreed that a letter should be written to John. MG also requested that letters of appreciation also be written to out-going directors Grant Dickey & Al Stonehouse. TS requested that the letter of appreciation for John Money be posted at the General Store.

Action: Three letters of appreciation to be written and sent to the out-going directors by the new recording secretary.

5. SCC MOU to Finalize:

The SCC is ready to sign the MOU except for they have concern with the phrasing of section 12 regarding capital costs & the clinic. MG noted that the SRCS executive had spent considerable time working on this phrasing. The SCC has suggested phrasing that is acceptable to them; however, the SRCS executive is not comfortable making their changes without further dialogue.

Action: BH will contact Bill Schermbrucker, SCC President & Dawn Wood, HC Chair to explain the SRCS position & to try and resolve this situation.

6. Election & Appointment of Officers for 2009/2010 Year:

The positions of President, Vice President, Treasurer, Recording Secretary & Marketing director need to be appointed.

MG stated that she had, mostly, enjoyed her year as President, but that she was ready to let someone else take on the position.

Discussion took place regarding the possibility of having some of the experienced executives co-chair the executive; however, it was ultimately decided that the board preferred to have one chair, assisted by the VP & past president.

Motion: BH moved, BZ seconded that Linda Cunningham be appointed president of the SRCS executive for 2009/10. Carried.

Motion: LC moved, BH seconded that Ian Smyth be appointed vice-president of the SRCS executive for 2009/10. Carried.

Motion: MG moved, everyone seconded that Bernie Zeigler be re-appointed as treasurer of the SRCS executive for 2009/10. Carried.

Motion: MG moved, BZ seconded that Ian Smyth be re-appointed as recording secretary of the SRCS executive for 2009/10. Carried.

MG in her capacity as Past President continued to chair the meeting.

7. Distribution of Terms of Reference for Standing Committees:

MG handed out copies of the SRCS general terms of reference to all directors. Chairs are needed for the three standing committees of the SRCS. The standing committees are operating, finance & marketing committees. It was suggested/felt that there should also be a planning committee. As it was generally felt that planning naturally falls with operating it was decided to now call the Operating Committee the Operating/Planning Committee.

Operating/Planning - TS agreed to be director in charge of the Operating /Planning committee. TS will be assisted by MG, BS, BH, and BZ.

Disposal of Gaming Funds – BS & BZ

Capital Plan – BH

Procedure & Policy Manual – MG

Maintenance – BS

Control of Access & Security of Office – TS & LC. MG provided TS with a list of whom ha office/master keys. TS will retrieve keys from those who no longer need them & disperse them to those who do. MV requested a key. BS will be given a key.

Action: Find out if it is possible to change the combination to the lock box in the office (BS?TS?).

Finance – BZ agreed to be the director in charge of the Finance Committee. BZ will be assisted by LC & BH.

Of primary concern to the Finance Committee will be the dispersing the gaming funds & preparing a budget for the upcoming year.

Marketing – MV will once again lead the Marketing Committee. MG, IS, KV & non-executive members will assist MV.

All committee chairs, along with their team, will soon start working on their respective areas of concern. LC asked to be included/cc'd on all correspondence/emails.

8. New Business:

8.1 Christmas Drop-in – MV reported that the SRCS annual Christmas drop in is scheduled for Dec 20th from 5-8. He hopes all directors will be in attendance.

8.2 New Year's Eve – MV also reported that plans for New Year's Eve bash are well underway. MV asked for the director's support with talking the event up to help ensure good numbers.

TS asked about ticket price structure, is there a different price for members of the SRCS? At this time there is not, but MV thought this idea might be worth talking over.

8.3 Policy & Procedure Review – MG handed out copies of the review to the new members of the board. MG & LC will discuss the review & how to proceed.

8.4 Geothermal Loop – MG queried as to whether or not the SRCS had received a bill for the most recent work done to the field/system. BZ reported that they had not received a bill recently. It was noted that the SRCS might, upon receipt of the bill, have to ask the SIFPS for a contribution as the problems with the field arose as a result of the accidental break to the line done by the SIFPS.

Action: BH and/or MG to instruct BS on how to check the geothermal system for air bubbles & leaks.

8.5 Motion Book – TS stated that on others boards that he has been involved with they have books to record the motions passed at meetings. The executive supported this idea.

Motion: TS moved that the executive develop a motion book to record past & future motions of the SRCS. Carried.

Action: MG will use the review done by Susie Washington-Smyth to pull out & begin the motion book.

8.6 Minutes - The executive would like to see the minutes distributed quickly after meetings so that they will remember what motions have been made & what actions may have been agreed to.

Motion: TS moved that minutes be done & distributed to the executive within 10 days of the meeting. Carried.

LC requested that the minute taker not only record the motions & actions within the minutes as they occurred, but also create & attach to the minutes a separate detailing of all motions & actions made at the meeting.

8.7 Reflective Signage - MV is concerned that the entrance to the RC parking lot is not necessarily easy to see in the dark & believes that the SRCS should install reflective signage to mark the entry.

Motion: MV moved that reflective posts be installed at the entrance of the RC parking lot as soon as possible. Carried.

Action: MV to contact Pat Ropars to see if he may have any such signage available. Also, MV will keep BS in the loop as to whether his assistance may be needed with installation.

8.8 Recorder for Minute Taker - BZ believes that it would be helpful to the minute taker if meetings were recorded. All directors present agreed to be taped during meetings. IG will erase the recordings after the minutes of the meeting have been approved.

Action: MG will contact Kate Vigneault to ensure that she is willing to be recorded during meetings.

Motion: BZ moves that we purchase a digital voice recorder, not to exceed \$100, for the purpose of recording the board meetings to help the minute taker. Carried.

Action: IS to look in to the purchasing of a recorder.

8.9 Bank Account Signing Authority - Presently BZ, MV, MG & John Money are signing authorities. BZ would like to have a couple more people able to sign cheques.

Motion: MG moved that LC & BS be added as signing authorities with Coast Capital & that John Money be removed. Carried.

8.10 Sound System – MV gave a detailed report on the discussions/ work taking place on purchasing & setting up of a new sound system & lighting for the RC. The SRCS is working with the Lions Club on this project. As the over all cost of this project, before any installation costs, is in the area of \$10,000 the project may have to proceed in stages. It was thought & hoped that gaming funds might be able to be used for this undertaking.

Action: BS to contact gaming to see if our funds would be eligible. MV to go back to Robert Montgomery &/or Long & McQuade for final costs including installation.

9. Adjournment: The meeting was adjourned at 9:10 pm.

Motions Made & Carried
17 December 2009, Executive Meeting

Motion: TS moved, LC seconded, that the Agenda, with the additions be adopted. Carried.

Motion: BS moved, MV seconded approval of the 23 September 2009 Executive Meeting minutes. Carried.

Motion: BH moved, BZ seconded that Linda Cunningham be appointed president of the SRCS executive for 2009/10. Carried.

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**Actions Undertaken by Directors
17 December 2009, Executive Meeting**

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Action: BH will contact Bill Schermbrucker, SCC President & Dawn Wood, HC Chair to explain the SRCS position & to try and resolve this situation.

Action: Find out if it is possible to change the combination to the lock box in the office (BS?TS?).

Action: BH and/or MG to instruct BS on how to check the geothermal system for air bubbles & leaks.

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