

Saturna Recreation Centre Society

Executive Meeting Minutes

Date Held: 14 January 2010

Location: Saturna Recreation Centre, Lounge

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

Absent: Brian Haley
Kate Vigneault

Guests: Wayne Quinn, SIFPS
John Savage, SIFPS

I. Call to Order: 7:08

II. Wayne Quinn & John Savage – Firehall Update:

John & Wayne had mock-up drawings of the proposed new fire hall for the directors to view.

John suggested that they were hoping for two things from this meeting:

- 1) That the SRCS will have an understanding of what the proposed building is & that they will approve of it in principal.
- 2) That the SRCS will approve a colour choice for the new building.

The SRCS directors were fairly happy with the colour choices proposed by the SIFPS; however, the SIFPS is to look in to getting a little closer match to the RC colours.

Approval of the wood accents to ‘beautify’ the steel building will follow at a later meeting.

III. Approval of Executive Meeting Minutes of December 17, 2009:

TS requested that the minute’s state that the letter of appreciation for John Money will be posted at the General Store, as was agreed to at the meeting. IG will make this change to the minutes.

Motion: TS moved, with the above noted correction, that the minutes be approved. Carried

IV. Correspondence:

Email & Letter from Dawn Wood (Health Committee Chair). Attached.

Email from Bill Schermbrucker (SCC Chair), re: motion of support for JE Money Medical Centre sign. Attached.

The correspondence from Dawn Wood was not discussed. Following an abbreviated discussion the email from Bill Schermbrucker was filed.

V. Committee Reports:

Operations & Planning

- i. Combination of lock box 09.12:03 – The number has been changed. MG, BZ, MV & BS have the new number.
- ii. Geothermal instruction 09.12:04 – Instruction still pending. There were some problems with hot water on New Years Eve.
- iii. Reflective Posts 09. 12:06 – Action from MV on this matter still pending.
- iv. TS is beginning work on a Capital Plan for the SRCS. What do we need? What do we need to save for? What can we spend the Gaming Funds on?
- v. TS would also like to start a maintenance book & schedules.
- vi. Still waiting on Harvey to fix the recurring problem with the dishwasher.
- vii. MG thinks it might be time to have the generator serviced. That SRCS shares ownership of generator with ESS, so they need to be involved in any decisions.

Action: MG will send TS info on the generator & the sharing agreement.

- viii. BS would like to see a whiteboard in the office where things needed doing could be noted. There is already a whiteboard there, which can begin to be used for this purpose.

Marketing

- i. New Years Dinner & Dance – MV reported that the event netted approx. \$1700 (with a paper transfer of liquor remainders to upcoming events). This total is down from previous years. MV feels that the Marketing Committee learned a lot from the event & that we can make improvements in the future.
- ii. The Marketing Committee has hopes of pulling of 6 events this year (as opposed to 2 last year). A Valentine's Dinner & Dance is next.

Financial

- i. Changing signatures at Coast Capital 09. 12:08 – LC is now on the signing authority. John Money has been removed. BS has yet to have had opportunity to get to Coast Capital.

Before BZ tabled his report LC -noted that it cost \$40,000 to operate building last fiscal year. As the SRCS only brought in \$27,000 ish last year, there is an obvious discrepancy between money in & out. LC requested that everyone put on their thinking caps to come up with ideas to raise more money.

BZ tabled a financial report that included a review of July thru January's Profit & Loss Statement. BZ also discussed details of a 2010 Budget that he has been working on & an overview of comparative & actual income & expenses for 2009. These 3 documents are attached.

BZ feels that it is imperative that the SRCS work on a plan to attract more rentals of the building/building parts, as this is a good source of income.

VI. Old Business:

a) Letters of Appreciation 09. 12:01 - IS drafted 3 letters. Rough copies attached.

Action: IS will provide LC with an email version of the letters & she will transfer to SRCS letterhead & send out.

b) MOU with SCC 09.12:02 - Still pending as Brian Haley is away. MG is now following up with Bill Schermbrucker on this matter.

c) Review of Minutes 09. 12:05 - MG is to spearhead the SRCS' efforts to formalize of its policies & procedures. At each Executive Meeting the directors will go through one page of the areas of concern highlighted in the policy & procedure review.

Issue 1 - Do all the board members have a copy of Constitution and Bylaws? MG provided all members with a copy at the last meeting.

Issue 2 -Whose responsibility is it to provide these documents to new board members? The outgoing chair will be responsible for this.

Next issues to be addressed listed on page two of the policy & procedure review.

d) Purchase of Digital Recorder 09.12:07 - IS purchased a digital recorder for approx. \$80.

MG still needs to get Kate Vigneault's permission to be recorded.

e) Contact with Gaming 09. 12:09 - BS was in contact with Gaming. The SRCS needs to file a Gaming Summary Report detailing our disbursement of funds. . BZ will fill out the report. If the SRCS wishes to spend some money on the sound system we have to write a letter asking for permission as this is not on our list of approved expenses; however, it is likely that the request will met will Gaming approval.

VII. New Business:

a) Mail out of letter encouraging membership – IS wrote a letter promoting membership. BZ/Andree worked on updating the RC brochure.

Motion: MG moved brochure & letter be sent out to community in a mail drop. Carried.

MV re-raised the idea of having a special event rate for members. There was general agreement that this is a great idea; however, the SRCS needs a way to implement the idea.

Action: MV & the Marketing Committee will work on this idea.

b) Vancouver Foundation Update – BZ detailed the SRCS choices with regard to the funds invested with the Foundation. Last year the SRCS rolled the monies back in to the fund.

Motion: MG moved that the SRCS leave the funds where they are with the Vancouver Foundation. Carried.

c) Property Taxes/Assessment Notice – The 2010 Property Assessment Notice has been received. The land has been assessed at \$154,400 & the building at 2.4 million.

The SRCS does not pay taxes.

d) MG reported that she had had a phone call from Lorna Archer-Quinn requested use of the RC for a grief counseling session following the seaplane crash. As the group has money within their budget to pay for a facility it was agreed to charge \$100 for use of the RC.

e) MG also reported that the Islands Trust wishes to book the RC for its June council meetings.

Action: MG will look at what we charged the Trust the last time & negotiate with them.

f) LC explained that the actions not completed at this meeting would continue to be on the agenda until such as time they are concluded. The policy & procedure review will be on the list of actions until such time as the review is completed.

g) MV enquired as to whom or where to direct people to get memberships. The membership form will be available at the office door. When you fill it out you will then get a card in the freemail.

VIII. Adjournment: The meeting was adjourned at 9:38

Motions Made & Carried
14 January 2010, Executive Meeting

Motion: TS moved, with the above noted correction, that the minutes be approved. Carried

Motion: MG moved brochure & letter be sent out to community in a mail drop. Carried.

Motion: MG moved that the SRCS leave the funds where they are with the Vancouver Foundation. Carried.

**Actions Undertaken by Directors
14 January 2010, Executive Meeting**

Action: MG will send TS info on the generator & the sharing agreement.

Action: IS will provide LC with an email version of the letters & she will transfer to SRCS letterhead & send out.

Action: MV & the Marketing Committee will work on this idea.

Action: MG will look at what we charged the Trust the last time & negotiate with them.

Actions Still Pending From Previous Meeting/s

Action: BH will contact Bill Schermbrucker, SCC President & Dawn Wood, HC Chair to explain the SRCS position & to try and resolve this situation. 09. 12:01

Action: BH and/or MG to instruct BS on how to check the geothermal system for air bubbles & leaks. 09. 12:04

Action: MG will use the review done by Susie Washington-Smyth to pull out & begin the motion book. 09. 12:07

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. 09. 12:06

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