

# Saturna Recreation Centre Society

## Executive Meeting Minutes

**Date Held:** 21 June 2010

**Location:** Saturna Recreation Centre, Lounge

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**Present:** Linda Cunningham, President  
Melanie Gaines, Past President  
Ian Smyth, Secretary  
Brent Sohler  
Ted Syverson  
Michael Vautour  
Bernie Ziegler, Treasurer  
Ingrid Gaines (IG), Minute Taker

**Absent:** Brian Haley  
Kate Vigneault

### I. Call to Order: 7:10 PM

### II. Approval of 17 May 2010 Executive Meeting Minutes:

Motion: Melanie moved approval of the 17 May 2010 Executive Meeting minutes as circulated by the minute taker. Carried.

### III. Correspondence:

i) Letter from Community Club/Health Committee, re: Ambulance Hydro – Linda reported that the SRCS received a \$1000 cheque from the CC as a contribution to the hydro used by the ambulance.

Action: Linda will write a letter to the CC thanking them for their contribution.

ii) Letter from the SIPRC – Linda reported that the SRCS received a letter from the SIPRC asking for permission to store 2 filing cabinets in the RC. The executive does not feel that there is the space for this.

Action: Linda will inform the SIPRC that there is no space to store any filing cabinets in the RC.

### IV. Committee Reports:

Operations & Planning –

i) Geothermal Instruction/Maintenance – Melanie reported that Lin Mueller is currently in China. Melanie will contact Lin upon his return & set up a servicing of the field.

ii) Reflective Posts – Brent reported that the reflective posts have been installed & that they are reflecting.

iii) Exterior Door Stops – Brent reported that he painted the exterior door stops bright red. Hopefully this will make them more noticeable & less likely to be tripped over.

Marketing – Michael reported that plans for the July 31<sup>st</sup> Cajun Dinner & Dance are underway. Melanie reported that she has applied for & is waiting on approval of two ticket raffle licenses from Gaming for the July 1<sup>st</sup> 50/50 draw & the painting raffle.

Financial –

Attached are a Budget & Comparative Statement of Income & Expenses for the period ended June 2010, as well as two Profit & Loss Statements, one for the period of July 2009 – June 2010 & one for June 2010. A lowlight from these documents is that repair & maintenance expenses have been way higher than budgeted.

Bernie reported that as of the end of June the SRCS was approximately \$2300 in the black.

The SRCS expects to receive a donation of \$7500 from the Saturna Lions Club.

## **V. Old Business:**

a) Review of Minutes 09.12:05 – Issues to be addressed -

- Year End Financials – The way that the year-end financials are to be presented is laid out in the SRCS Bylaws. The year-end reports are presented to the directors at a meeting before the AGM & then they are presented at the AGM. The year-end financials are to be posted on the website after they are approved.

- AGM – The AGM is to be well advertised by all the usual avenues (Scribbler, SIPOA & community notice boards), as well as by a mail drop.

- Marketing – Though there is, at present, no formal marketing plan for the SRCS, the marketing committee is working on having a set of annual fundraising events. Michael is keeping a record of the organizational details of these events for a subsequent marketing chair.

- Sports Director – currently there is no sports director, but the possibility of having one in the future was not ruled out.

b) Contact with Gaming 09.12:09 – Linda reported that after prompting on her part she finally received word from Gaming that the SRCS has approval to spend up to \$12,000 on a new sound system & lights for the gym. The money is to spent by the end of the 2010/11 fiscal year. The SRCS hopes to receive a donation from the Lions towards the sound system.

Action: Michael will provide the Lions Club with the details of estimated costs of installing the new sound system. Michael will also get under way with the first stages of the sound system project.

c) Reflective Posts 09.12:09 – See above.

d) Maintenance Book & Schedule 10.01:10 –

Motion: Ted moved, Melanie seconded that all documents pertaining to the SRCS be stored in the office. Carried.

Ted would like to put together a wish list for the SRCS, but he is not entirely sure what should be on in. As such, Ted asked the other directors to let him know if there was anything that they would like to see on a wish list.

Ted would like to see job descriptions for the directors.

e) Negotiations with the RCMP 10.03: 13 – Linda reported that she has finalized negotiations with the RCMP with regard to their using space in the RC as necessary. In exchange for the use of the toilets, a table, etc the RCMP will pay the SRCS \$2500 per year.

f) Negotiations with Parks Canada 10.04: 16 – As Brian was not present there was no update.

g) Letter to SIPRC 10.03: 14 - Ian is still working on the letter.

h) Door Stops at Main Entrance 10.05: 19 – See above.

i) Outside work bee 10.05: 20– July 10 was chosen as the date of an outdoors work bee at the RC. There will be bbq'd hotdogs for the volunteers.

j) Purchase of weed-eater/shop vac/extension ladder 10.05: 21 – Melanie is still working on making these purchases.

k) Discussion of Kitchen with Lions 10.05: 22 – Linda has had a preliminary discussion with incoming Lions President Barb Ropars with regard to kitchen clean up. They will discuss matters further when Barb is actually President.

l) Paper Towel Dispensers 10.05: 23 – Michael thought there might be paper towel dispensers available from the Vineyard. He will report back at a later date if this is in fact the case.

m) Thank you letter to PAC 10.05: 24 - ??????

n) Payment for computer work & signboards 10.05: 25 – Bernie has taken care of these expenses.

o) Adjust work hours for Wayne 10.05: 36 – Melanie asked Wayne to take care of cleaning the eaves troughs & doing some weed-eating. Wayne will have extra time & wages to complete these tasks.

p) White House/SIFPS/SRCS 10.05: 27 – Bernie reported that he discussed the future of the White House with John Money. John Money would like the White House to stay where it is, as property of the SIFPS for their & the Lions Club use. There is some confusion surrounding whether the White House sits on SRCS land or land that is a part of the lease agreement with the SIFPS.

Motion: Melanie, with the help of John Gaines & the SRCS land survey, will determine on who's land the White House sits.

## VI. New Business:

i. Overnight Parking in the RC Lot – Linda reported that she had a last minute phone call from Wayne Quinn (Project Manager for the SIFPS on the new fire halls building project), requesting permission for the contractors constructing the new fire halls to overnight park vehicles for their use in the SRCS parking lot. Linda gave permission. The contractors have paid memberships in the SRCS.

There was a general feeling amongst the director's that this incidence of overnight parking should be the exception rather than the rule.

Motion: Melanie moved, Ted seconded that overnight parking not be allowed in the RC parking lot. Carried.

ii. Exterior Maintenance/Caterpillar nests – The work-bee group we remove the many, many caterpillar nests from the outside of the building.

iii. Dishwasher –

Action: Linda will contact Harvey Janszen one more time, to see if he can fix the leaking dishwasher.

iv. Urinals – Harvey is supposed to be obtaining the deodorizer pucks used in the waterless urinals.

Action: Ted will look for the manuals & do some research on the workings of the urinals.

v. Website – Bernie noted that Al Razutis has been paid to do work/updates to the website & that the SRCS is not taking advantage of this fact.

Motion: Melanie moved, Bernie seconded that all minutes, once approved by the executive, be sent by the minute taker to Al Razutis for posting to the website.

**9. Adjournment:** The meeting was adjourned at 9:00 pm.

**Motions Made & Carried**  
**21 June 2010, Executive Meeting**

Motion: Melanie moved approval of the 17 May 2010 Executive Meeting minutes as circulated by the minute taker. Carried.

Motion: Ted moved, Melanie seconded that all documents pertaining to the SRCS be stored in the office. Carried.

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**Actions Undertaken by Directors  
21 June 2010, Executive Meeting**

Action: Linda will write a letter to the CC thanking them for their contribution.

Action: Linda will inform the SIPRC that there is no space to store any filing cabinets in the RC.

Action: Michael will provide the Lions Club with the details of estimated costs of installing the new sound system. Michael will also get under way with the first stages of the sound system project.

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