

# Saturna Recreation Centre Society

## Executive Meeting Minutes

**Date Held:** 4 March 2010

**Location:** Saturna Recreation Centre, Lounge

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**Present:** Linda Cunningham, President  
Melanie Gaines, Past President  
Brian Haley  
Ian Smyth, Vice President  
Brent Sohler  
Ted Syverson  
Bernie Ziegler (BZ), Treasurer  
Ingrid Gaines (IG), Minute Taker

**Absent:** Michael Vautour, Marketing  
Kate Vigneault

**Guests:** Anne Popperwell  
Judith Rees-Thomas

**I. Call to Order:** 7:05

### **II. 10 Minute Presentation- Judith Rees-Thomas:**

Anne Popperwell & Judith Rees-Thomas delivered a short presentation on their plan to gather signatures on a petition asking the BC Government not to go forward with the HST in 2010. They requested that the SRCS share this information with its members.

### **III. Approval of Executive Meeting Minutes of January 14th, 2010:**

Ted noted that he was not listed as present or absent from the meeting in the minutes! Ted was in fact present & the minute taker will make this correction.

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

### **IV. Correspondence:**

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

Letter from Sandy Crowley. Attached.

Email from Nick Kaiser re Markell Charitable Trust.

### **V. Committee Reports:**

Operations & Planning

- i. Combination of lock box 09.12:03 – The number has been changed.

ii. Geothermal instruction 09.12:04 – Instruction still pending. Brian is ready & willing to share his knowledge when called upon. Brian suggested that the RC's propane back up might not be working properly during cold weather times.

iii. Reflective Posts 09. 12:06 – Michael has obtained 2 reflective posts. Brent will install.

iv. Generator – Ted reported that he has learned that Saturna Garage is servicing the generator 2 times a year.

## Marketing

i. Attached is a letter from Michael detailing some of his observations with regard to the Valentine's Dinner & Dance.

## Financial

i. Changing signatures at Coast Capital 09. 12:08 – Brent now has signing authority.

Bernie tabled a financial report that included a review of July thru February's Profit & Loss Statement, as well as a Feb. 2010 Profit & Loss Statement. BZ also discussed details of his overview of comparative & actual income & expenses for 2010. These 3 documents are attached.

A highlight of Bernie's report is that membership due income is up approximately \$2000 from 2009. An unfortunate lowlight is that at this time the SRCS has spent \$1086 more than it has brought in!

## VI. Old Business:

a) Letters of Appreciation 09. 12:01 – Linda reported that the letters of appreciation had been sent out & also that she had the Scribbler publish the letters.

b) MOU with SCC 09.12:02 – Melanie reported that she should have the signed MOU in her hands by the following day.

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* – Minutes format has been inconsistent. From now on the minutes format will follow the agenda. If an action is required a motion is to be made & all carried motions will be available in the motion book. Any negative votes will be recorded in the minutes if requested by said voter.

*Issue 2* – The SRCS bylaws state that a motion does not require a seconder; however this Executive feels that they would like all motions to have a seconder. In addition it was felt that if a motion is in anyway complicated that it should be written down for the minute taker.

**Motion:** Melanie moved, Ted seconded that from this point forward all motions will be seconded. Carried.

*Issue 3* – The Executive would like the Agenda created & circulated by the President at least seven days before the meeting.

**Motion:** Ted moved, Melanie seconded that the agenda be created & circulated by the President at least seven days prior to the meeting. Carried.

d) Contact with Gaming 09. 12:09 –

**Action:** Linda & Melanie are now in charge of filling out & filing the Gaming Summary Report. They will also write a letter to Gaming requesting permission to spend some of our funds on a new sound system.

e) Keys – Melanie had keys cut & Ted has distributed them to Linda & Brent. There will be a key waiting for Michael upon his return. Al Stonehouse will hand in his key when he is provided with a sound room key.

f) Maintenance Book & Schedule 10.01:11 – Ted continues to work on this. Ted is recording all new actions & activities with regard to maintenance.

g) Brochure with letter mail drop 10.01: 11 Melanie has taken care of this.

h) Vancouver Foundation 10.01: 12 - Bernie contacted the Foundation.

## VII. New Business:

a) Signage for the Clinic – see attached letter from Dawn Wood.

**Motion:** Brian moved, Ted seconded that the SRCS give permission for the Health Committee to put up a sign with an arrow saying Medical Clinic on the parking lot information sign. Carried.

b) Sandwich Boards – see attached letter from Sandy Crowley on behalf of the Women's Service Organization requesting a contribution to the construction of 2 new permanent signboards.

**Motion:** Melanie moved, Brian seconded that the SRCS contribute up to \$125 for the creation of 2 new signboards. Carried.

c) Heating, Ventilating & Air Conditioning Maintenance – Ted reported that he has been talking with three different persons/groups with regard to maintenance of the heating system. He had hoped to have a proposal to put before the Executive; however, that proved impossible for this meeting. Ted will continue to work on this matter & bring it before the Executive in the near future.

d) Other forms of Fund-raising -

i. Linda reported that she has had conversations with the local RCMP & that they would like to have a place on Island where they can set up a table to work on & be warm & near washrooms. They are willing to pay \$2500 for this.

**Action:** Linda will pursue this matter with the RCMP.

ii. Saturna Parks & Recreation Commission (SIPRC) - The SIPRC has expressed as interest in the possibility of their holding an 'open' night at the RC for people who do not have memberships.

**Motion:** Brent moved, Brian seconded that the SRCS write a letter to the SIPRC to initiate conversation with regard to the possibility of the SIPRC having an open night at the RC for non-SRCS members. Carried.

iii. Islands Trust - Melanie is still in negotiations with the Trust with regard to a rental amount for their use of the building. The Trust is being a little tight.

**Action:** Melanie will continue negotiations & contact other Islands with regard to their rental rates.

iv. Brian noted that a part of the agreement with Parks Canada was that they would make use of the RC.

**Action:** Brain will pursue Parks with regard to them using the building more.

e) Van City Mortgage on Rec Centre Title - It has come to the attention of the Executive that a loan that the SRCS had with Van City has not been properly cleared. The SRCS has all the appropriate paperwork, but needs it to be filed by a lawyer.

**Action:** Melanie will take care of having the appropriate paperwork filed.

f) SIFPS - Melanie raised concerns that the SIFPS's motion requesting permission to borrow funds for it's building project lists the RC's land registry number in the documents. The SRCS needs to be sure that this does not jeopardize the SRCS. Melanie also expressed concern that the SRCS does not have a copy of the agreement between the SIFPS & Parks Canada that states the Parks gives over their first right of refusal on SRCS property.

**Action:** Melanie will look in to these matters & report back.

**VIII. Adjournment:** The meeting was adjourned at 9:27

**Motions Made & Carried**  
**4 March 2010, Executive Meeting**

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

**Motion:** Melanie moved, Ted seconded that from this point forward all motions will be seconded. Carried.

**Motion:** Ted moved, Melanie seconded that the agenda be created & circulated by the President at least seven days prior to the meeting. Carried.

**Motion:** Brian moved, Ted seconded that the SRCS give permission for the Health Committee to put up a sign with an arrow saying Medical Clinic on the parking lot information sign. Carried.

**Motion:** Melanie moved, Brian seconded that the SRCS contribute up to \$125 for the creation of 2 new signboards. Carried.

**Motion:** Brent moved, Brian seconded that the SRCS write a letter to the SIPRC to initiate conversation with regard to the possibility of the SIPRC having an open night at the RC for non-SRCS members. Carried.

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

**Action:** Linda & Melanie are now in charge of filling out & filing the Gaming Summary Report. They will also write a letter to Gaming requesting permission to spend some of our funds on a new sound system.

**Action:** Linda will pursue this matter with the RCMP.

**Action:** Melanie will continue negotiations & contact other Islands with regard to their rental rates.

**Action:** Brain will pursue Parks with regard to them using the building more.

**Action:** Melanie will take care of having the appropriate paperwork filed.

**Action:** Melanie will look in to these matters & report back.

**Actions Still Pending From Previous Meeting/s**

**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