

Saturna Recreation Centre Society

Executive Meeting Minutes

Date Held: 26 January 2011

Location: Saturna Recreation Centre, Lounge

Present: Linda Cunningham, President
Melanie Gaines, Past President
Brent Sohler
Michael Vautour
Kate Vigneault, Corresponding Secretary
Bernie Ziegler, Treasurer
Ingrid Gaines (IG), Minute Taker

Absent: Pam Janszen
Dian Johnstone
Keith Howard

I. Call to Order: 7:10 PM

II. Approval of 29 November 2010 Executive Meeting Minutes:

Motion: Melanie moved, Kate seconded approval of the 29 November 2010 Executive Meeting minutes as circulated by the minute taker. Carried.

III. Correspondence:

i) CAP Contract - Linda reported that the application to host the CAP site for another year had been submitted. There was some speculation that the program may be defunct, so we will have to wait & see.

IV. Committee Reports:

Operations & Planning -

i) Basketball Hoop/Gaming Funds - Brent sent Bellavance the cheque written on the gaming account. Brent has a call in to Bellavance to see what progress has been made. Brent is holding on to the 2nd cheque until such time as the basketball hoop is completed & we have a final cost.

ii) Generator - Brent reported that he put 200 litres of diesel in to the generator.

iii) Hydro/SIFPS - Bernie suggested that it is time to have the hydro service to the White House transferred to the SIFPS. Melanie reiterated that the hydro pole servicing the White House is not legal.

Action: Bernie will provide Linda with the hydro account number & she will co-ordinate with Ron Hall having the service transferred to the SIFPS.

iv) Kitchen Grease Trap – It was reported that on New Years Eve day the grease trap to for the kitchen backed up. Luckily Harvey & Ron Wilson were able to sort out the problem before the big event; however, yearly cleaning of the grease trap needs to be added to the maintenance schedule.

v) Kitchen – Lions reports that the kitchen was dirty for their first dinner of 2011. Melanie does not think this could be related to New Years as the kitchen was well cleaned after the event.

Action: Melanie will check with JoAnne Monk as to the condition of the kitchen after New Years.

vi) Bulletin Board – Bernie queried as to whether or not the bulletin board is going to be re-erected. This issue was tabled until Keith's return.

Marketing –

i) International Dinners – When Dian returns from her holiday plans for the next international dinner will be made.

ii) Valentine's Dinner & Dance – The annual Valentine's event will be held on Feb. 12th.

iii) Stage Curtains – Payment for the curtains has been sent & now the curtains will be made (4-6 weeks). Michael is hoping they will be installed in early March.

iv) Fundraising – Bernie sent the executive information on the \$7000 (approx.) that has been raised by the SRCS marketing committee through fundraising efforts to date. The SRCS is about halfway to its goal, halfway through the year, with the 2 major events of the year already done. Bernie's numbers did not include the \$1500 (approx.), brought in by the art auction & 50/50 draw as they are accounted for differently; however, they do comprise money raised.

v) Stage Area – Michael reported that the stage area seems to have become the dumping ground for a lot of excess/superfluous stuff & that he would like to see the area cleaned up & kept clear for its intended use.

Financial –

Attached are copies of Profit & Loss statement, Cash Position & Statement of Income & Expenses for the year to date.

Bernie noted that a highlight of the financials is that the SRCS remains in the black with a balance of \$6023.

Also, Bernie reported that the Gaming account is empty! In addition to the sound system the money was spent on stage curtains, basketball hoop, floor hockey equipment & a new TV. The mirrors requested by Michel Bourassa were not purchased; however there is still some of the money contributed by the Lions available. This money could be used to purchase 1 mirror

Memberships – Bernie reported that memberships renewals/purchase are coming in slowly.

V. Old Business:

a) Policy & Procedure Review –

1) Keys – who has/should have keys.

Motion: Kate moved, Melanie seconded, that the key policy state that a record be kept in the office of all those who have master keys, when they received them & when they returned them. The person who is given the key is responsible for its security & it is not to be handed out to anyone else. Carried.

Action: Melanie will have a couple more keys cut. One for Dian & one for Bill Kastelin.

2) Status of the White House – This issue will be dealt with when the new lease agreement with the SIFPS is agreed to.

3) Offsite rentals of RC property – In the past there has been an informal agreement not to rent RC property as things seem to have a way of getting lost when this happens.

Motion: Kate moved, Melanie seconded, that any request to rent equipment (excluding the tables, chairs & furniture which are not to be rented at all), will be reviewed & decided on the executive on a case by case basis. Carried.

b) Purchase of weed-eater 10.05: 21 – Melanie is still working on this.

c) Towel Dispensers 10.05: 23 – Still a work in progress.

VI. New Business:

a) Lease discussion with SIFPS – Linda, Melanie & Bernie agreed to represent the SRCS in renegotiating the lease agreement with the SIFPS.

b) 2011 Assessment– Bernie reported that the 2011 assessment for the SRC is a total of \$2, 784,400. The total is comprised of \$154,400 for the land & \$2,630,000 for the buildings.

VII. Adjournment: The meeting was adjourned at 8:35 pm.

Date of Next Meeting – March 7th, 2011.

Motions Made & Carried
26 January 2011, Executive Meeting

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Motion: Kate moved, Melanie seconded, that any request to rent equipment (excluding the tables, chairs & furniture which are not to be rented at all), will be reviewed & decided on the executive on a case by case basis. Carried.

Actions Undertaken by Directors
26 January 2011, Executive Meeting

Action: Bernie will provide Linda with the hydro account number & she will co-ordinate with Ron Hall having the service transferred to the SIFPS.

Action: Melanie will check with JoAnne Monk as to the condition of the kitchen after New Years.

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