

# Saturna Recreation Centre Society

## Executive Meeting Minutes

**Date Held:** 18 May 2011

**Location:** Saturna Recreation Centre, Lounge

---

**Present:** Linda Cunningham, President  
Melanie Gaines, Past President  
Keith Howard  
Pam Janszen  
Dian Johnstone  
Brent Sohler  
Michael Vautour, Marketing  
Kate Vigneault, Corresponding Secretary  
Bernie Ziegler, Treasurer  
Ingrid Gaines, Minute Taker

**Absent:** No one!

**I. Call to Order:** 7:07

### II. Approval of Minutes of 7 March 2011:

Linda read the minutes aloud. It was noted that the minutes stated that Linda would write a letter to the SIPRC with regard to the colour of the white house & that in fact the letter is to be sent to the SIFPS. Ingrid will make this correction.

**Motion:** With the above noted correction Pam move, Dian seconded that the minutes of the 7 March 2011 Executive Meeting be approved as read.

**III. Correspondence:** No correspondence.

### IV. Committee Reports:

Operations & Planning -

i. Basketball Hoop – Greg Bellavance has still not been to the RC to take measurements. Brent will continue to attempt to have him move forward with this project.

ii. Outside Clean-up – Keith organized a well-attended outside clean up which saw much work done, Specifically potholes were filled, soffits were replaced & much weed-eating was done, as well as a little planting.

**Action:** Keith will organize one more work-bee before summer arrives.

Keith also reported that he hopes that both the canopy & BULA will disappear before the Pig Bake.

iii. Treadmill – Kate reports that the treadmill is on its last legs & that the executive may have to think about replacing it in the not to distant future.

iv. Hand-dryers – It was reported that the hand-dryers in both washrooms were not working again; however, Kate investigated both machines during the meeting & they were working fine. It was suggested & generally agreed to that during major events paper towel be put into the bathrooms as a back up to the dryers.

**Action:** Melanie will contact Bill Kastelian & have him look at the hand-dryers again.

#### Marketing -

i. International Dinners – The next dinner is to be held Saturday June 11<sup>th</sup> & the theme will be a ‘Taste of Tuscany’. The income from the ‘French Bistro’ night was disappointing but the meal was great & attendees were happy.

ii. July Events – the marketing group will be putting on 2 events in July. The 1<sup>st</sup> will be a dance/bar only on the night of July 2<sup>nd</sup>. Michael hopes to take advantage of the many people on Island for Canada Day to generate some revenue. On July 30<sup>th</sup> it will be Cajun Dinner & Blues time again.

iii. Sound Curtains – Michael read an email that he had, dated May 9<sup>th</sup>, stating that the provider has found a new source of fabric that will be shipped next week. We are getting a higher quality of fabric for the same price.

iv. Michael is working with Coast Capital Savings to see if there is any possibility of getting financial aid to put on a singer/songwriter series.

#### Financial -

i. Attached are copies of a Profit & Loss statement & a projected operating budget for the year ending June 30, 2011.

Bernie gave a report, the lowlight of which is that by the end of May the SRCS will be in the red in the amount of approximately \$2000. The unexpected cost of having to replace the fire alarm panel is in large part to blame for the fact that we are now in the red.

ii. Bernie also noted that there has been a decrease in memberships this year. There is some hope that some summer memberships will soon be coming in.

#### V. Old Business:

i. Motions & Actions -

a) Maintenance Book & Schedule 10.01:10 –

**Action:** Brent will contact Ted Syverson to see about the location of the maintenance book/schedule that he had been working on.

b) Letter to SIPRC re: sponsoring an open night at the RC 10.03: 14 – action cancelled.

- c) Weed-eater 10.05:21 – SRCS has decided not to proceed with the purchase of a weed-eater.
- d) Clean up of stage area 11.04: 42 – Completed by Kate & Linda. Hockey equipment is in a container (except gloves), being stored under stage.
- e) Clinic stretcher under stage 11.04:43 – Linda contacted the clinic & currently there is no where else to store the stretcher; therefore, as it may be needed for an emergency one day it will remain where it is for the time being.
- f) New location for signboard 11.04: 45 – The fire department would be happy to relocate the sign to their driveway entry area for the use of both them & the SRCS.
- g) Removal of Tent & Ambulance 11.04:46 – To be completed by the end of the week.
- h) Pit Toilet Roof 11.04: 48 – Brent has about half the roofing needed & will hopefully get the rest soon.
- i) Surge Protector 11.04:49 – Completed.
- j) Printer 11.04:50 – Ongoing.
- ii. Finish Policy Review – The final item on the policy review is to determine if the SRCS executive needs to put in place a policy with regard to exterior signage on the RC.

**Motion:** Pam moved, Kate seconded that the policy should read that there be no exterior signage on the RC portion of the complex; Parks Canada & the Medical Clinic are excluded from this policy.

Some discussion followed, most specifically with regard to what the current MOU with the Community Club states with regard to the exterior of the Clinic area of the RC.

**Motion:** Melanie moved, Keith seconded that the previous motion be tabled until such time as the executive has reviewed the MOU with the CC.

**Action:** Melanie will locate a copy of the MOU for Linda.

## **VI. New Business:**

- i. Fire Alarm Monitoring – the recent problem with the fire alarm system points out that the SRCS needs to be sure that a company is monitoring the system. Melanie & Brent feel certain that there was a company in place to do this before as they have contacted members of the executive when the alarm has gone off. Bernie has never seen or paid a bill from any such company. Four Seasons has provided the SRCS with the name of a company that can do this for us. Kate raised the possibility that the SRCS could find out who is handling this for SIFPS and the idea that we could hook in with them.

**Action:** Melanie will contact Don Piper to find out what arrangements there were in the past.

## **VII. The meeting was adjourned at 9:00 pm**

**Next meeting to be held 20 June 2011.**

**Motions Made & Carried**  
**18 May 2011, Executive Meeting**

**Motion:** With the above noted correction Pam move, Dian seconded that the minutes of the 7 March 2011 Executive Meeting be approved as read.

**Motion:** Pam moved, Kate seconded that the policy should read that there be no exterior signage on the RC portion of the complex; Parks Canada & the Medical Clinic are excluded from this policy.

**Motion:** Melanie moved, Keith seconded that the previous motion be tabled until such time as the executive has reviewed the MOU with the CC.

**Actions Undertaken by Directors**  
**18 May 2011, Executive Meeting**

**Action:** Keith will organize one more work-bee before summer arrives.

**Action:** Melanie will contact Bill Kastelian & have him look at the hand-dryers again.

**Action:** Brent will contact Ted Syverson to see about the location of the maintenance book/schedule that he had been working on.

**Action:** Melanie will locate a copy of the MOU for Linda.

**Action:** Melanie will contact Don Piper to find out what arrangements there were in the past.