

Saturna Recreation Centre Society

Executive Meeting Minutes

Date Held: 21 November 2011

Location: Saturna Recreation Centre, Lounge

Directors Present: Linda Cunningham
Melanie Gaines, Past President
Andrew Money
Rachael Preston
John Simpson
Michael Vautour

Others Present: Ingrid Gaines, Minute Taker
Al Razutis, Website

Directors Absent: Ron Drane
Joan Hoskinson
Dian Johnstone

I. Call to Order: 7:03

II. Approval of Minutes of 21 September 2011:

Linda emailed Ingrid two minor changes that will be made.

Motion: Melanie moved, Michael seconded that the corrected minutes of the 21 September 2011 Executive Meeting be approved. Carried.

III. Website Presentation by Al Razutis:

Al gave a presentation elaborating on some of the ideas he presented to the AGM with regard to his belief that the SRCS website has become more of an archive than a current and update resource for what is happening in and at the RC. Al feels that the Events page is underutilized and that much more could be done to use the website as a marketing tool. The new executive will take Al's ideas/thoughts into consideration and get back to him with changes and updates as it was generally agreed that they website could do with some revision and more timely updating.

IV. Recording of Meetings:

Linda explained to those new members present that Ingrid has been recording the meetings to aide with producing the minutes and she asked if the new members present were willing to give their permission to be recorded during meetings. Andrew, John and Rachael expressed their approval of the recording of meetings. Consent to record meetings still needs to be obtained from Ron and Joan.

V. Election and Appointment of Officers for the 2011/2012 Year:

Linda expressed her intention to not carry on with the position of President for the upcoming year. Melanie nominated John Simpson for president. John attempted to decline, but was eventually convinced.

Motion: Melanie moved that John Simpson be appointed president of the SRCS executive for the 2011/12 year. Carried.

Motion: Michael moved, John seconded that Melanie be appointed vice president of the SRCS executive for the 2011/12 year. Carried.

Treasurer: Linda expressed a willingness to handle the basic finances of the SRCS, i.e. Ensuring bills are paid, writing cheques etc.; however, she was not willing to take on the more involved duties of preparing such things as financial reports. John suggested that Debora Simpson might be willing to volunteer to be bookkeeper for the SRCS. A phone call to Debora gained her approval and with this Linda agreed to be Treasurer with Debora working with her as a volunteer bookkeeper.

Corresponding Secretary: Rachael agreed to be and was appointed as the corresponding secretary for the 2011/12 year.

Operations and Maintenance: Andrew agreed to be in charge of outside operations and maintenance as well as building operations and maintenance until such time as Ron's aide with these duties can be sought and agreed too.

Motion: Melanie moved that Michael be re-appointed as entertainment and promotions chair of the SRCS executive for the 2011/12 year. Carried.

Michael will ask Joan for her assistance with these duties.

Membership and Direct Marketing: Though Dian was absent from this meeting at a previous meeting she had expressed an interest and willingness to be in charge of membership. Dian was appointed as the membership and direct marketing chair.

VI: Committee Reports:

Operations & Planning

- i. Basketball Hoop – Melanie reported that Bellavance was now being called for updates on a weekly basis. Currently there is still no date for arrival of the second basketball hoop; however it is hoped that this new pressure on Bellavance will produce results.
- ii. Keys – Brent has turned in his keys. Melanie will provide Andrew with that set of keys.

Action: Linda will get Bernie's set of keys from him and hand them off to John.

Marketing

- i. Christmas Tree lighting/Social and New Years – Michael detailed current plans for this years Christmas social which will be expanded to include a tree-lighting ceremony on December 10th. This years social will continue with the tradition of the SRCS providing appetizers for those who attend and having a cash bar available. Michael also reported that he has booked Sybil Thrasher for New Years Eve.

Action: Rachael will write a letter, to be approved by John that will be sent to the Lion President Barb Ropars requesting that they do their decorating of the Gym before the 10th.

Financial

There was no financial report given.

Other Financial Items –

- i. Signing authority – Brent and Bernie need to be removed as signing authorities of the SRCS. John needs to be added as a signing authority. Melanie, Linda and Michael will remain as signing authorities.

Motion: Melanie moved, Andrew seconded that John be added to the list of signatories of the SRCS and that Bernie and Brent be removed from the list of signatories. Carried.

- ii. Comments directed to the AGM by past treasurer Bernie = Melanie stated that she had been deeply concerned by the comments made by Bernie at the AGM with regard to unsigned cheques and donation receipts. Investigation has shown that the 7 cheques were all made out and signed by Bernie; however another signatory did not sign them. Bernie wrote 6 of the 7 cheques to Melanie for expenses and the 7th was written to Wayne Dodd. Melanie apologized for neglecting to notice that she needed to sign the cheques. The donation receipt was made out by Bernie to John and Melanie Gaines for a donation last fiscal year, unfortunately Bernie neglected to sign the receipt.

Melanie provided the executive with a note of explanation detailing the above and asked that it be entered in to the minutes and as such be posted to the website in an effort to clear this matter up for the membership.

VII. Old Business:

- i. Stage Curtains – See above.

- i. Fire Alarm Monitoring – Linda issued a cheque for \$400 to cover the upcoming year’s fire alarm monitoring.

- ii. Sign-Board –

Action: Andrew is aware of where the signboard is to be placed and will handle this matter.

- iii. Maintenance Book and Schedules– Past director Keith Howard was working with Bill Kastelein on the maintenance book and schedules. Keith should be contacted to find out where the book and schedules are.

iv. Table Replacement – Melanie has not yet been able to purchase a new table as Staples no longer carries them and Costco is currently out. Melanie will continue to work on this.

V. New Business:

i. First Aid Kit – Andrew reported that the first aid kit has become quite depleted.

Action: Andrew will undertake to produce a list of what is needed to bring the first aid kit up to Level 1 standards.

ii. Mat for Bar Door Area – Andrew thinks the door by the bar could do with a mat to help stop the spread of dirt etc.

Action: Melanie will look after purchasing a new mat for the bar door area.

iii. Survey for Exercise Room – Andrew circulated a draft survey for cardio equipment use in the exercise room that he would like to see used to determine what equipment is being used and what equipment might be on the wish list of the room's users. It was generally felt by the executive that such a survey might be useful, but that it should be reworked by the executive and put on the Agenda of the next meeting for discussion.

iv. CRD Upgrades to the Water System – Andrew reported that upcoming upgrades to the CRD water system will affect the SRCS property and that there is to be a meeting of involved parties this Thursday.

Action: John S. & Melanie will attend the meeting on behalf of the SRCS.

v. Membership – The year before last the SRCS did a bulk mail-out of the membership form; however, this did not happen last year and may have affected membership numbers. Melanie has been reworking the form and wishes to have the executive members look it over so new ones can be printed and mailed out.

vi. Website – Andrew has concerns with some of the website's content. As stated above it was agreed that the website does indeed need work and Andrew's concerns, as well as those of others will be addressed as soon as possible.

VI. Next Meeting: The next meeting will be held on January 16th, 2012. The plan will be to have a regular meeting on the third Monday of every other month, with special meetings called as necessary.

VII. Adjournment: 9:00 PM

Motions Made & Carried
21 November 2011, Executive Meeting

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Actions Undertaken by Directors
21 November 2011, Executive Meeting

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