

# Saturna Recreation Centre Society

## Annual General Meeting Minutes

**Date Held:** 5 November 2011

**Location:** Saturna Recreation Centre, Lounge

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**Directors Present:** Linda Cunningham, President  
Melanie Gaines, Past President  
Michael Vautour (MV), Marketing  
Bernie Ziegler, Treasurer

**Director/s Absent:** Keith Howard  
Pam Janszen  
Dian Johnstone  
Brent Sohler  
Kate Vigneault

Also present were: Ingrid Gaines, Minute Taker  
19 members of the Recreation Centre Society.

**1. Call to Order:** 1:10 PM

**2. Approval of the Agenda:**

**Motion:** Ron Drane moved, Amanda Pearson seconded approval of the Agenda as circulated. Approved.

**3. Minutes of 11 October 2010 AGM**

Linda read aloud the minutes as prepared by Ingrid.

**Motion:** Jeanne Crerar moved, Ron Drane seconded that the minutes of the 11 October 2011 AGM be adopted as read. Carried.

Carol Money requested that due to the fact that it is difficult to remember the particulars of meetings held a year ago that the draft minutes be circulated by email to Recreation Centre Society members within 2 weeks of the date of the AGM.

It was agreed that this would be possible and that the membership form would be modified to ask members for their email addresses so that an email group can be made so that the AGM minutes can be circulated.

Linda also pointed out that all minutes, once approved are posted to the SRCS website. Ingrid will ensure that Al Razutis has copies of all the minutes so they can be posted to the website.

**4. Business Arising from the Minutes:**

- i. Propane – Linda reported that Superior Propane inspected the propane tank and everything is working properly.

ii. MOU with SIFPS – Subcommittees of the SRCS and SIFPS are still working on the MOU.

Ron Drane asked for clarification with regard to the MOU. Bernie stated that the SIFPS is still waiting on approval from government bodies to purchase the land from the SRCS. Pending this approval there is a lease agreement between the SIFPS and the SRCS.

John Gaines stated his hopes that before any agreement is signed that the SRCS makes sure to protect itself with regard to the geothermal loop and any damage that potentially could be done to it by SIFPS/fire department activities. Bernie and Linda assured those present that this was in the current lease agreement and would form a part of the MOU.

## **5. Committee Reports:**

### **i. Operations & Planning -**

As both Brent and Keith were unable to attend the meeting there was no report. In their absence Linda highlighted a few issues.

1. Weed-eating – In the past year there was much more weed-eating done by the executive and other members than in years past. Linda gave special thanks to John Gaines, Darryl Davies and Grant Dickey for their help with this task.
2. Treadmill – Linda reported that there is some concern that the treadmill may be nearing the end of its lifecycle. John Gaines stated that he had had a look at the treadmill before the meeting and thought that it seemed to working fine; however he is willing to undertake taking it to town and having it checked/serviced. Ron Drane stated that, if necessary he is willing to help with selecting/purchasing a new machine as he has a contact with Vancouver Island Fitness. Amanda suggested a sign in sheet be used in the exercise room to determine how much use and who is using each piece of equipment. She agreed to undertake this, and to keep an eye on the condition of the equipment.
3. Access to Building – Al Razutis mentioned his concern that the RC often seems to be accessed by non-members, often he thinks because paid members come through the doors and do not lock them behind themselves. Discussion ensued on ways to stop this from happening when the building is not in use for an event.

**Action:** Melanie will research whether or not it is possible to set the keypads to a mode where they immediately relock after the door has been opened using the code.

### **ii. Marketing:**

Michael reported on the year's events & activities. Also, Michael stated that the Marketing Committee is trying to establish a series of events throughout the year that are consistent year to year so people know what and when things are going on and that they can count on them.

Michael reported that the new sound/stage curtains have been installed.

Linda thanked Michael for his contributions and noted that it is due to Michael's connections that we are able to attract the high quality entertainment that we do.

### **iii. Financial:**

Bernie gave a report that summarized the audited financial statements for the 2010/11 fiscal year. His report & the audited financial statements will be available on the SRCS website after they are approved.

Bernie noted that the SRCS finances remain in a fairly sound state as attested to by the audit.

Bernie reported that the auditors had pointed out some concerns with regard to cheque writing and donation receipts in the last year. Seven cheques were issued that were only signed by one signing authority when two signing authorities are required by the SRCS bylaws. Six of these cheques were written to an executive member. Also, at least one donation receipt was issued that was not signed by the Treasurer.

**i. Request to change from audit to “notes to the Reader” from the auditor -**

Bernie stated that the auditors say that it is very hard for the SRCS to have a true audit as we are often dealing in cash and it is hard for the auditors to verify these transactions. In the past, due to the infrastructure grants awarded to the SRCS for building the Centre, a full audit was required; however this is no longer necessary. The SRCS spends a considerable sum of money to have an audit done when Bernie believes a “notes to the Reader” format would cost considerably (approximately \$2000), less and might be more appropriate for the SRCS due to it’s practice of dealing in cash for such things as fundraising events, membership and donations.

**Motion:** Ron Monk moved, Annie Popperwell seconded that the SRCS request a change from an audit to “notes to the reader” review from the auditor. Carried.

**ii. Appointment of Auditors: Cowland, Paterson & Company -**

**Motion:** Melanie moved, Annie Popperwell seconded that Cowland, Paterson & Co be appointed as the SRCS auditors for the next fiscal year.

Discussion followed surrounding the idea that it might be a good idea, as a matter of course to consider changing the auditors as the SRCS has been with Cowland since the beginning. Linda called the motion. The motion was defeated.

**Motion:** Ron Drane moved, Carol Money seconded that the executive seek proposals from at least three firms, including Cowland, Paterson & Company and that the executive be authorized to proceed with the best proposal. Carried.

**iii. Motion to Approve the Actions of the Board for the 2010/11 Year -**

Bernie noted that it is often the custom of societies to vote to approve the actions of its board for the previous year. It was noted by some present that this had not historically been an action of the SRCS membership.

**Motion:** Bernie moved, Ron Monk seconded a resolution to approve the actions of the board for the 2010/11 fiscal year. Motion carried with thirteen for and two (Carol and John Money), against.

Carol Money stated that she wished to have her reasons for voting against the motion recorded in the minutes and that she voted against the motion due to the issues with the CRA and the financial irregularities of this last year. John Money stated that he would have voted for the motion if the motion had said support the actions of the board not approve the actions of the board. Carol stated her agreement with John on this.

Bernie stated that he had meant the motion to read the approved actions of the board not the unapproved actions of any one individual director.

Annie Popperwell stated that she wishes to thank Bernie for the work he has done as Treasurer. This statement was met with a round of applause.

## **6. President's Report:**

Attached is the report read by Linda.

## **7. Membership Fees:**

**Motion:** Melanie moved, Linda Sohler seconded that there be no change to the membership fees for 2012. Carried.

## **8. Nominations and Election of Directors for 2011/2012:**

Nine persons indicated their willingness to stand for election to the SRCS Executive Board.

Linda called three times for nominations from the floor. There were no nominations from the floor. The slate was as follows.

Linda Cunningham

Ron Drane

Melanie Gaines

Joan Hoskinson

Dian Johnstone

Andrew Money

Rachael Preston

John Simpson

Michael Vautour

The above listed people are by acclamation the new executive of the SRCS.

John Gaines requested that Linda send letters of thanks to the out-going members of the executive. Linda agreed that she would do this.

## **9. New Business:**

i. Al Razutis/Web Site – Al spoke of his belief that the SRCS website seems to have become more of an archive of the past rather than a resource of the present SRCS. He thinks that much more could and should be done through the website to promote the RC/SRCS and thinks that maybe there should be a communications director, someone whose job it is to work with him to make the website a more current and proactive tool. There was general agreement that this is an area that needs to be worked on.

ii. Minute Taker – Linda expressed her appreciation for the work done by Ingrid as minute taker at no charge to the SRCS.

## **10. Adjournment:** Ron Monk moved adjournment at 3:00 PM.

## President's Report

### Saturna Recreation and Cultural Centre

#### 2011 AGM

When I was first elected, I really didn't realize everything that goes into the operation of the Recreation Centre. We have an unbelievable facility for an island of our size, and we need the enthusiasm of the whole island to continue its operation. I asked Bernie what the bottom line was for running the facility. He explained that we needed about \$45,000 to keep the doors open. That would cover overhead, without providing any extras. Our Board of Directors has done our best to maintain this facility and keep it available for the enjoyment of all its members.

I also realized we can't continually ask people to reach into their pockets without getting a good product in return. Our Marketing Committee has come up with some great ideas over the last years. Michael has arranged for some top notch entertainment to come to the Rec Centre and, I believe, everyone who has attended any of the performances has truly enjoyed them. We have had some great successes and some not so great. Who would have thought the Sock Hop would be so popular with all age groups. Dian's Mac and Cheese and Darryl Davies' burgers were great hits, and all enjoyed dancing to Mr. Music's classic hits. And who would have expected the Cajun Night to barely break even?

In looking at other funding sources, we made an agreement with the RCMP for when they come over to the island. As they have no office space on Saturna, we are leasing them space in the Rec Centre. The space is seldom used, but is available if needed. The RCMP are scheduled to come over at least once a week, and the Rec Centre gives them a warm dry facility to do any follow up paperwork or phone calls. Should there be a disaster, the Rec Centre will be used as a Reception Centre, with all the RCMP and Fire fighters using the Emergency Services Building, so there will be no overlap of required space. We also received a grant from SICAN, which supports the Community Access Program. We have 24 hour a day access to a computer and internet for our members. The Scribbler has assisted with this in providing half the costs of the internet service for the CAP computer. It is a great partnership. The Scribbler has also always used the Rec Centre to prepare their issues, and have found the mezzanine area extremely warm in the summer. As a result, they paid to put reflective film on the skylight, which keeps the mezzanine cooler, and the whole building cooler. We also have funds from rentals from various organizations, Parks Canada, Community Club for the Medical Centre, Saturna Island Fire Protection Society, and the Lions. Without each of these groups we would be very hard pressed to keep going. We also receive funds from membership dues. This year we are down from last year's 184 members. The cost of a membership is extremely small when you consider all the benefits. We want to keep the dues the same this year as last to make access to the Rec Centre affordable to all.

For its members, the Rec Centre is open 24/7. If you get stuck in the snow and can't make it over the missing link or the winery hill, it is a safe haven. Please us it and enjoy its facilities.

I would like to thank all the directors for their hard work this past year, Melanie Gaines, Keith Howard, Pam Janszen, Dian Johnstone, Brent Sohler, Michael Vautour, Kate Vigneault, and Bernie Ziegler. Because of these folks, the Rec Centre was as successful as it was.