

Saturna Recreation Centre Society

Executive Meeting Minutes

Date Held: 18 June 2012

Location: Recreation Centre Lounge

Directors Present: Linda Cunningham
Melanie Gaines
Dian Johnstone
Rachael Preston
John Simpson, President
Michael Vautour

Directors Absent: Ron Drane
Joan Hoskinson
Andrew Money

Others Present: Ingrid Gaines, Minute Taker

I. Call to Order: 7:30 PM

II. Approval of Minutes of 16 April 2012 Meeting:

John clarified that he had donated 2 flip charts to the RC rather than 5. John also pointed out a few typos.

Motion: Dian moved, Michael seconded that the minutes of the 16 April 2012 Executive Meeting with the requested clarification and corrections be approved as circulated. Carried.

III. Delegations: None.

IV. Member's Reports:

a. President's Report -

- i. SIFPS Agreement Signed - The SRCS's requested changes to the document were made, including that there be no individual/personal memberships for firefighters, before the agreement was signed. John has not yet received a copy. The SRCS paid for the notary & may request reimbursement from the SIFPS.
- ii. Property/Building Maintenance (Jerry Sub-Committee) - Jerry would like to be paid \$20/\$25 to do work at the RC. As the Board was looking for some volunteer help, they will not proceed with Jerry at this time.
- iii. Spoke to Cigarette butts culprit - John has been spoken to the culprit, who claims not to be the culprit!
- iv. Wayne Smoking - See below.
- v. Facebook Page link (Al) - John didn't talk to his daughter, as he was worried Al would be offended, but Al is sticking to \$250. The SRCS will now proceed with the original plan.

- vi. Michel Bourassa Parks & Recreation Partnership – Michel, Chair of the SIPRC spoke with John with regard to the SIPRC & SRCS making a joint application to hire a student to run recreation programs next summer.

b. Correspondence, Motions and Action Items Report-

- i. Four Seasons Fire Protection – Four Seasons did the annual inspection of the fire suppression systems and stove range hood. They also identified several areas for work to be done. Linda is in possession of a quote that all directors present felt was high and needed evaluation.

Action: Linda will contact Four Seasons, put a halt on the work & ask for a detailed quote.

- c. **Operations and Maintenance** – As Andrew was not present there was no report. The director's present for the meeting also did a walk around of the building & grounds identifying areas in need of work/cleaning/etc.

- d. **Financial** – Attached are two Profit & Loss Statements – one for April-June 2012 which shows a net income of \$2978.16 & one for the fiscal year which shows a net income of -\$8117.29. Linda stated that as of June 15th the bank balances were as follows: Operating - \$18,873.00, Gaming - \$1.99 & Capital - \$114,377.18.

e. Membership and Direct Marketing –

- i. Membership - Dian now has the membership list in an excel spreadsheet. Linda has most updated membership list posted.

Action: Linda will send to Dian & Dian will work on comparisons & sending out emails to people.

- ii. Paypal – Dian has looked in to setting up Paypal for the SRCS. The process looks to be a bit of a pain, however Dian is willing to take it on. She will bring all the details back before final commitment by RC.

Motion: Melanie moves and Michael seconds that Dian research with a view to putting Paypal on the SRCS website. Carried.

f. Entertainment and Promotions –

- i. Up to date Schedule of Events – Michael reported that plans for this year's August Long Weekend Dinner & Dance are underway. A similar format to previous years will be repeated even though last year was not that financially successful. The Labour Day Sock Hop will also be repeated, as will the 50/50 at the Lamb BBQ. The committee is also working on plans for a walk-a-thon to help raise funds for the new treadmill.
- ii. Event Financial Reports – Cinco De Mayo, raised \$568.00. It was a good event that Michael thinks we can grow.
- iii. Rentals Income – John queried as to why we do not get a detailed report on rentals. Linda can do this as it is listed on the profit and loss statement. It was pointed out that the Lions have not made their annual donation.

Action: John will nudge Lion President Barb Ropars & Rachael will draft letter to the Lions, but not send it until after it has been circulated to the Executive.

V. Old Business:

- a. Basketball Hoop (Ingrid/Andrew update) – John will ask Andrew to pick a date soon & move on this as quickly as possible.
- b. Financial Committee – Linda has spoken with Joan & she will have a look at our investments & see how things could be better – higher interest rates ect.

Action: Linda, Joan, Melanie & John will form a committee & Dian will speak with Linda Hannah of Old Point Farm to work on direct donations/fundraising.

- c. Outside Signage –

Action: John will speak with Andrew about getting this project going.

- d. Maintenance Building & Property – Executive has created list from walk-around and.
- e. Storage (shed or not to shed) – No action until the SRCS's finances are out of the red. Only a small 'garden' shed when the time comes.
- f. Treadmill – See above. Donations of \$2000 committed to date.

Action: Email to ilka Allers-Olsen advising that we will provide a receipt when we purchase the treadmill.

- g. Membership Drive – See above.

VI. New Business:

- a. Parks and Recreation Proposal for Joint submission for summer recreation coordinator – yes this sounds like a great idea.
- b. Gaming Grant proposal and other fundraising – Linda will work on Gaming application.
- c. Economic Development Workshop Accounting - \$1400 to RC (accounting attached). Also holding \$500 to give as seed start up money for new business.
- d. Business Support Fund \$500 – see above.

Action: John will write up a program guide for the \$500.

- e. Community Internet Access Point Future – One more cheque for \$1900 ish and then gone. Required to provide access until March 31st 2013.
- f. Yard Clean Up – 14th & 21st of July.

Action: John will do SIPOA notice. Dian will do snacks.

- g. SEEC Students/Showers – Students seem to be using the showers on a daily & weekly basis which was not really the intent of them. The showers are dirty & the SRCS does not have the finances to pay for daily cleaning.

Action: Rachael will write a letter to SEES and School District 64 with regard to shower use and a new arrangement for next school year.

Action: John will put devising a new shower policy on the agenda for the next meeting.

- h. Is CRD finished? Need to ask Andrew. SIFPS has more landscaping that they are to do. If CRD believes they are done a letter needs to write letter to SIFPS advising that they can go ahead with

their landscaping. Also a letter needs to be written to CRD saying that the SRCS does not consider the job to be complete.

Action: Rachael will write letters to the CRD and SIFPS and get approval of Board before sending.

i. In Camera Session – 8:53 – 9:07

VIII. Date of Next Meeting: Monday the 16th of July

IX. Adjournment: 9:08

Motions Made & Carried
18 June 2012, Executive Meeting

Motion: Dian moved, Michael seconded that the minutes of the 16 April 2012 Executive Meeting with the requested clarification and corrections be approved as circulated. Carried.

Motion: Melanie moves and Michael seconds that Dian research with a view to putting Paypal on the SRCS website. Carried.

Actions Undertaken by Directors
18 June 2012, Executive Meeting

Action: Linda will contact Four Seasons, put a halt on the work & ask for a detailed quote.

Action: Linda will send to Dian & Dian will work on comparisons & sending out emails to people.

Action: John will nudge Lion President Barb Ropars & Rachael will draft letter to the Lions, but not send it until after it has been circulated to the Executive.

Action: Linda, Joan, Melanie & John will form a committee & Dian will speak with Linda Hannah of Old Point Farm to work on direct donations/fundraising.

Action: John will speak with Andrew about getting this project going.

Action: John will write up a program guide for the \$500.

Action: John will do SIPOA notice. Dian will do snacks.

Action: Rachael will write a letter to SEES and School District 64 with regard to shower use and a new arrangement for next school year.

Action: John will put devising a new shower policy on the agenda for the next meeting.

Action: Rachael will write letters to the CRD and SIFPS and get approval of Board before sending.