

Saturna Recreation Centre Society

Executive Meeting Minutes

Date Held: 31 January 2012

Location: Saturna Recreation Centre, Lounge

Directors Present: Linda Cunningham
Melanie Gaines
Andrew Money
John Simpson
Michael Vautour

Directors Absent: Ron Drane
Joan Hoskinson
Dian Johnstone
Rachael Preston

Others Present: Ingrid Gaines, Minute Taker

I. Call to Order: 7:04

II. Approval of Minutes of 21 November 2011:

John requested that Ingrid make a change to how those present at the meeting are listed. Ingrid will make the change for these minutes and for future minutes.

Motion: Melanie moved, Linda seconded that the revised minutes of the 21 November 2011 Executive Meeting be approved. Carried.

III: Committee Reports:

a. Correspondence -

- i. John informed the executive that he had received a letter from SIFPS President Bernie Ziegler with regard to the subdivision application and MOU between the SIFPS and SRCS.

Action: John will email this letter to the other members of the board and put this item on the agenda for the next meeting.

- ii. Thank yous - John would like to see us keep track of all those who help with the functions (i.e. New Years) and thank them some how.

Action: John will ask Rachael to write a general letter of thanks to the December functions volunteers for posting to the SIPOA website and Island notice boards.

Motions and Action Items

- i. First Aid Kit – Andrew informed the board that the first aid kit had been brought up to Level 2 standards. Thanks to Amanda Pearson for her help with this matter.
- ii. Keys – Bernie’s keys have now been returned and given to John.
- iii. Door Mat – the doormat for the bar area has been purchased and is in place.

b. Operations and Maintenance –

- i. Diesel Generator – Andrew is working with Bill Kastelian to have him order a new engine warmer for the generator.
- ii. Entrance Sign & Signboard – Andrew has dug the holes needed to re-erect the entrance sign and will work with Ian Gaines to have concrete poured so that the sign can go back up. Work on placing the signboard near the Fire Hall entrance is still ongoing.
- iii. Sprinklers – Andrew queried as to whether the fire sprinklers were checked on a regular basis and was informed that this is done by Four Seasons on a yearly basis.
- iv. Hot Water Tank – Once again there have been problems with hot water when the dishwasher is being used at a high-level. Andrew discovered that the in-floor heating was not demanding to be turned on which leads to the hot water tank not heating water. Before events we need to ensure that an in-floor heating zone be turned on to signal the hot water tank to heat water.
- v. CRD Water System Upgrades – Andrew informed the board of some of the issues surrounding the water system upgrades and the RC, specifically with regard to the Back Flow Water Prevention System and fire protection when the water holding tank is emptied and when the water line to the RC is cut and then reconnected as a part of the upgrades. Though Andrew notified the board of these issues he is unable to represent the board with regard to them as he is contracting with the CRD to do the upgrades.

Action: Linda and John will write a letter to the concerned parties to let them know that the SRCS is aware of these issues.

- vi. Potty – As the potty has no sump pump Andrew feels that it should be locked until such time as the board decides if the potty is truly needed.

Action: Andrew will lock the potty and look in to prices on sump pumps.

Marketing

c. Membership and Direct Marketing –

- i. Membership – 100 membership applications were distributed by way of a mail drop. At present 28 family, 7 single and 1 student memberships have been purchased. This number is a little low but it is hoped that more memberships will be renewed/purchased presently.

Action: Melanie will put a reminder about memberships and the door combination changing on SIPOA.

Action: John will ask Al to put this same information on the website as well as a downloadable membership form.

d. Entertainment and Promotions -

- i. Christmas Open House – the good will open house and tree lighting event more than covered its costs with a small profit of \$76.71.
- ii. New Years Eve – the fantastic New Years event brought in \$2329.27. Joani Bye is booked for next year!

John requested that Michael circulate his reports by email prior to the meeting so everyone has one in hand for the discussion.

- ii. Valentine's Dinner Dance – event to be held Feb. 11th and will follow the usual format.
- iii. Schedule of Events for 2012 – Michael has drawn up a preliminary schedule for 2012 and will circulate to the board after the entertainment and promotions committee has approved it.

e. Financial -

As Deb Simpson and Linda have not yet had time to meet and discuss the preparation of financial reports there was no report given.

Other Financial Items -

- i. Property Insurance – The insurance totaling \$8666 was paid in December.
- ii. CAP Grant – Linda believes that it may be possible to obtain another CAP grant.

Action: Linda will try to find the CAP Grant application from last year and update it so it can be sent in again for this year.

- i. Community Club Donation/Treadmill – The CC made a donation of \$1000 towards a new treadmill. Kate Vigneault has been sourcing news treadmills and has found a suitable one at Aloyd for \$4255.99. Aloyd will also take the old treadmill for servicing and resale with a 60/40 split with the SRCS in any profit.

Action: John will ask Rachael to write a letter of thanks to the CC for the donation.

- ii. Worksafe/HST Rebate ETC – Linda informed the executive that there were several financial matters to be dealt with and that she had only agreed to keep bill payments etc up-to-date. There needs to be a plan for dealing with other financial matters. Michael suggested that Linda contact Joan Hoskinson to see if she would be able/willing to handle some of these matters. Andrew suggested that maybe a 'Financial Committee' with Linda, Joan and Deb Simpson might be a way to proceed.

Action: Linda will contact Joan Hoskinson with regard to some of these financial matters as well as talking to her about setting up a financial committee of sorts.

IV. Old Business:

- a. Fire Alarm Monitoring – There should be monthly testing of the fire alarm monitoring system. Andrew will work on this matter.
- b. Sign-Board – See above.
- c. Maintenance Book/Schedule – The book is now in Andrew's possession.

- d. Table Purchase/Plexiglass Tops – Melanie has found the right table, but had to purchase four. The tables will be delivered to Sleggs in Sidney for pick up. Another plexiglass top has been broken and it is believed a few more are cracked.

Action: The number of plexiglass tops needed to be looked in to and this item to be put on the agenda for the next meeting.

- e. Basketball Hoop – Melanie has had actual contact with Greg Bellavance who says that he will make the hoop a priority and he apologized for his tardiness.
- f. Bar Door Mat – See above.
- g. Water System Upgrades – See above.
- h. Exercise Equipment – See above.
- i. Bank Signatories – John will proceed with obtaining signing authority now that the minutes of the last meeting have been approved.
- j. First Aid Kit – See above.
- k. Website Revision – John informed the Board that the history section of the webpage was now gone & that Al continues to be concerned about the timeliness of the Board making updates to the events section of the page.

V. New Business:

- i. Storage Shed (Linda) – Linda believes that the RC has need of a storage shed. It was generally agreed that this is in fact the case, however, there is concern about how to pay for a storage shed. It was decided that an inventory of what needed to be stored should be done so that the SRCS would have a better idea of what size and type of shed is needed.
- ii. No Smoking Sign (Linda) – The Health Committee has asked permission to obtain and place no smoking signs outside the door of the Medical Clinic. The Board agreed to approve the placement of no smoking signs.
- iii. Defibrillator (Linda) – The Health Committee would like to hang a defibrillator in the hallway between the clinic and RC so it can be accessed easily by both groups. Andrew agrees that this is a good idea but says that there is a law against non-certified people using them and that they need to be behind a lock. This item was tabled for the next meeting after more information has been obtained.
- iv. Water Valve (Andrew) – See above.
- v. Thanks to Women’s Service Club (Linda) – Linda provided a list of goods purchased by the SWSC for the SRCS in 2011.

Action: John will send a letter of thanks to the SWSC for their donation of goods.

- vi. Computer Room/Mezzanine (Michael) – Michael noted that there always seemed to be people in the computer area but that there was only one computer for their use. Everyone will look in to the possibility of obtaining free computers for the RC.
- vii. Massage Therapist Signage (Melanie) – Melanie expressed concern (due to some complaints), with the fact that the massage therapist hangs signs that suggest that paid members of the SRCS are not allowed to play basketball on four days of the week when they are giving massages. It was generally felt that though effort should be made to accommodate the massage therapist (i.e. not using the basketball hoop), the needs of the members should take precedence over a business being running in the Medical Clinic and that any signage should be hung by the SRCS not the massage therapist.

Action: John will discuss this matter with the massage therapist.

- viii. Scheduling of the Gym (Melanie) – Melanie stated that she is having a problem finding a time to schedule ball hockey due to conflicts with karate. John would like to see the gym schedule.

Action: Melanie will provide a gym schedule for the next meeting.

VI. Adjournment: 9:10 PM

Next Meeting: Sunday February 26th, 2012

Motions Made & Carried
31 January 2012, Executive Meeting

Motion: Melanie moved, Linda seconded that the revised minutes of the 21 November 2011 Executive Meeting be approved. Carried.

Actions Undertaken by Directors
31 January 2012, Executive Meeting

Action: John will email this letter to the other members of the board and put this item on the agenda for the next meeting.

Action: John will ask Rachael to write a general letter of thanks to the December functions volunteers for posting to the SIPOA website and Island notice boards.

Action: Linda and John will write a letter to the concerned parties to let them know that the SRCS is aware of these issues.

Action: Andrew will look the potty and look in to prices on sump pumps.

Action: Melanie will put a reminder about memberships and the door combination changing on SIPOA.

Action: John will ask Al to put this same information on the website as well as a downloadable membership form.

Action: Linda will try to find the CAP Grant application from last year and update it so it can be sent in again for this year.

Action: John will ask Rachael to write a letter of thanks to the CC for the donation.

Action: Linda will contact Joan Hoskinson with regard to some of these financial matters as well as talking to her about setting up a financial committee of sorts.

Action: The number of plexiglass tops needed to be looked in to and this item put on the agenda for the next meeting.

Action: Linda, Andrew and Melanie will work on an inventory and Melanie will ask John Gaines to look in to types and costs of storage sheds for future consideration.

Action: John will send a letter of thanks to the SWSC for their donation of goods.

Action: John will discuss this matter with the massage therapist.

Action: Melanie will provide a gym schedule for the next meeting.