

Saturna Recreation Centre Society

Executive Meeting Minutes

Date Held: 17 May 2010

Location: Saturna Recreation Centre, Lounge

Present: Linda Cunningham, President
Melanie Gaines, Past President
Brian Haley
Brent Sohler
Michael Vautour, Marketing
Kate Vigneault
Bernie Ziegler (BZ), Treasurer
Ingrid Gaines (IG), Minute Taker

Absent: Ian Smyth, Vice President
Ted Syverson

I. Call to Order: 7:05

II. Approval of Executive Meeting Minutes of March 4th, 2010:

Motion: Brian moved, Bernie seconded that the minutes be approved. Carried

III. Correspondence:

i. PAC – PAC made a \$200 donation to the SRCS.

Action: Linda to write a letter of thanks to the PAC.

ii. Saturna Women's Service Club/Sign Boards – The SRCS received a letter from the Women's Club detailing the cost of the 2 signboards that the SRCS pledged to pay up \$125 towards the cost of construction.

Action: Bernie to send cheque in the amount of \$125 to the Women's Club.

iii. Internet – Melanie received an email invoice in the amount of \$87 from Robert Montgomery for a network switch that he installed at the RC. This switch was a replacement for an older malfunctioning one.

Motion: Melanie moved, Michael seconded that Robert Montgomery be reimbursed in the amount of \$87.

IV. Committee Reports:

Operations & Planning

i. Geothermal instruction 09.12:04 – Brent & Brian will meet at a time suitable to them both to look over the system. Melanie reported that she has not yet contacted Lin Mueller with regard to servicing the geothermal system.

Action: Melanie will contact Lin Mueller to see about him coming over to do a check & overhaul of the system.

ii. Reflective Posts 09.12:06 – Brent is still working on this.

iii. Update from Ted – Linda reported that Ted had sent a note telling her that someone had tripped over the main entrance door holders.

Action: Brent will spray paint the door holders in such a way as to make them more visible.

Ted's note also stated that he has the Maintenance Book & Schedule 90% completed.

iv. Bernie reported that Reg Campbell replaced the filters in the forced air unit.

Marketing

i. Michael reported that there would be a cooking class/fundraiser with Shelley West on June 12th. A flyer advertising this event as gone out. Unfortunately the flyer does not actually say that it is a cooking class! Melanie suggested that Michael put a note in the Scribbler correcting this error.

Financial

Attached are a Statement of Income & Expenses through May 2010 & a Profit & Loss Statement for the period July 2009 through May 2010.

The SRCS is still in the black for the fiscal year 2009/10, though May's expenses have been higher than it's incomes.

There was discussion around how Bernie is to account on paper for the monies paid by Parks Canada for the construction & use of their building.

V. Old Business:

a) Review of Minutes 09. 12:05 – Policies & Procedures (Page 4)

- The chair/or past president is to provide all board members with a copy of the terms of reference.

- Conflict of Interest - The SRCS believes it needs to formalize procedure around the question of conflict of interest, while recognizing that this can be a touchy area as it is such a small community & so many people are on more than one committee. It is hoped that if any board member has a conflict of interest that they will recognize it & recuse themselves from a vote. Failing that other board members may ask them to recuse themselves.

Motion: Melanie moved, Kate seconded that if the board believes a conflict of interest exists with a board member it has the authority to ask that member to recuse himself or herself from the vote. Carried.

- Communication – there was discussion surrounding official SRCS communication. It was agreed that the Chair is responsible for all official communication. The chair may delegate to other members of the board.

Motion: Bernie moved, Melanie seconded that all official communications from and about the SRCS need to be cleared by the chair. Carried.

- Parks & Recreation – The board decided to postpone any discussions around Parks & Rec. until such time as the new emergency services building is completed.

b) Contact with Gaming 09.12:09 – Linda and Melanie filed all of the necessary reports with Gaming. On April 19th the letter requesting permission to use some of the Gaming funds for a new sound system was sent. As of yet there has been no word from Gaming.

Action: Linda will follow up on this issue with a phone call to Gaming.

c) Reflective Posts 09.12:06 – See above.

d) Maintenance Book & Schedule 10. 01: 10 – See above.

e) Negotiations with RCMP 10.03:13 – Linda received a phone message from Linda Simpson of the RCMP saying that she would be pleased with the results of their discussions. Unofficially, the SRCS may be looking at receiving \$2500 for a year's rental of 'space' at the RC.

f) Negotiations with Parks Canada 10.04:16 – Brian is trying to set up a meeting with Carolyn Stewart of Parks Canada when she is next on Island.

g) Letter to SIPRC 10.03:14 – Still pending.

h) Discussion of Maintenance Fees 10.03:18 – See above.

i) SIFPS Paperwork 10.04:17 – Melanie reported that the Van City mortgage discharge has been officially registered. Also, with regard to the lease agreement with the SIFPS,

Melanie reported that the lease will not be registered until after completion of construction.

VI. New Business:

a) Grounds work-bee –It was suggested that it would be a good idea to have a grounds work-bee.

Action: Linda is to ask Ted to arrange this.

b) Wayne/Hours for weed-eating & eaves cleaning –

Action: Melanie to discuss with Wayne the hours needed & cost of the extra work of weed-eating & eaves trough cleaning.

Action: Melanie to look in to purchasing a new weed-eater & shop vac/blower.

c) White House – When the new emergency services building is completed the SIFPS is to arrange to move the White House to a new location. It is hoped that it can be moved to another location on the SRCS property; however, as the building belongs to the Money family their permission will be needed.

Action: Bernie & Brain, as members of both the SIFPS & the SRCS will talk to the Money family about this & report back.

d) Messy Kitchen – Brent reported that he had had a discussion with a member of the Bridge group who was dissatisfied with the state of the kitchen after a recent Lions dinner/meeting.

Action: Linda & Melanie will discuss this on-going issue with the incoming Lions Chair.

e) Hand Towel Dispensers for Bathrooms – The air dryer in the men's washroom is not working. It was felt that it would be nice to have paper-towel available. Michael may be able to obtain 2 dispensers for a very good price.

VIII. Adjournment: The meeting was adjourned at 8:40 pm.

Motions Made & Carried
17 May 2010, Executive Meeting

Motion: Brian moved, Bernie seconded that the minutes be approved. Carried.

Motion: Melanie moved, Michael seconded that Robert Montgomery be reimbursed in the amount of \$87.

Motion: Melanie moved, Kate seconded that if the board believes a conflict of interest exists with a board member it has the authority to ask that member to recuse himself or herself from the vote. Carried.

Motion: Bernie moved, Melanie seconded that all official communications from and about the SRCS need to be cleared by the chair. Carried.

**Actions Undertaken by Directors
17 May 2010, Executive Meeting**

Action: Linda to write a letter of thanks to the PAC.

Action: Bernie to send cheque in the amount of \$125 to the Women's Club.

Action: Melanie will contact Lin Mueller to see about him coming over to do a check & overhaul of the system.

Action: Brent will spray paint the door holders in such a way as to make them more visible.

Action: Linda will follow up on this issue with a phone call to Gaming.

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Actions Still Pending From Previous Meeting/s

Action: BH and/or MG to instruct BS on how to check the geothermal system for air bubbles & leaks. 09. 12:04

Action: MG will use the review done by Susie Washington-Smyth to pull out & begin the motion book. 09. 12:07