

Saturna Recreation Centre Society

Executive Meeting Minutes

Date Held: 21 September 2011

Location: Saturna Recreation Centre, Lounge

Present: Linda Cunningham, President
Melanie Gaines, Past President
Keith Howard
Pam Janszen
Brent Sohler
Michael Vautour, Marketing
Bernie Ziegler, Treasurer
Ingrid Gaines, Minute Taker

Absent: Dian Johnstone
Kate Vigneault, Corresponding Secretary

I. Call to Order: 7:05

II. Approval of Minutes of 8 August 2011:

Motion: Keith moved, Melanie seconded that the minutes of the 8 August 2011 Executive Meeting, as circulated by the minute taker be approved. Carried.

III. Committee Reports:

Operations & Planning

- i. Basketball Hoop – Brent continues to check in with Bellavance; however things are not progressing at a very speedy or satisfactory rate.
- ii. Outside Clean up – Another work bee to be held on October 29th was arranged.

Action: Linda will arrange for signs to be made up advertising the event. Also Linda will contact Dian & ask her to make lunch.

Marketing

- i. Sock Hop – Great event! The Sock Hop generated somewhat over \$900 worth of revenue, which means that the events for this year are no longer running at a loss for this fiscal year.
- ii. Thanksgiving Event – Michael reported that he recently learned that the Lions do not intend to hold an event over Thanksgiving weekend & that he & the Marketing Committee are going to look in to

holding an event. There was discussion around the unfortunate late decision making of the Lions on this matter.

Action: Linda will write a letter to the Lions Club asking them to make a decision on whether or not they are going to hold an event over the Thanksgiving weekend.

Financial

Attached are a Profit & Loss Statement, Statement of Cash Position for the period ended August 31st. Also attached is a Comparative Statement of Income & Expenses for 2011 & 2012.

General Finances -

- i. Bernie reported in the two months since July 1st the SRCS has spent \$5400 & only has an income of \$4300.
- ii. Bernie reported that the accountants have asked him to prepare a budget for the 2011/12 fiscal year. Bernie has done this & a copy is attached to these minutes.
- iii. Gaming Summary Report - The report needs to be prepared & filed.

Action: Bernie will look after preparing and filing the Gaming Summary Report.

IV. Old Business:

- i. Fire Alarm Monitoring - Brent has sent an email to the company previously responsible for our fire alarm monitoring, but has not yet heard back from them.
- ii. Printer - The printer is in the building! Thanks to Melanie & John Gaines for the donation of the printer.
- iii. Pit Toilet Roof - Brent has all the material & will try & make time to do the work.
- iv. Sign-Board - A site on the SIFPS property has been found and agreed upon, but Keith needs help for the signboards installation.

Action: Keith & Brent will work on a list of what is needed for the signboards installation.

- v. Maintenance Book & Schedules- Book still with Bill Kastelain.

vi. Hand-dryers - Bill Kastelain believes that the dryers have an electric glitch that is making them temperamental. It was felt by the SRCS board that it is time to replace the electric hand-dryers with paper-towel dispensers.

Action: Melanie will locate & purchase paper-towel dispensers for both the men & women's washrooms.

- vii. Table Replacement - Melanie is still to purchase a new table. Linda would like to see straps that hold the tables together on the storage cart.

viii. Generator – Ian Elliot of ESS would like the generator fuel topped up before the winter storm season hits.

Action: Brent will take care of topping up the generator fuel.

ix. Ad for Shuffleboard – Pam reported that the Island Tides no longer does free ads.

V. New Business:

i. AGM – the AGM is to be held on 5 November 2011 at 1:00 PM in the RC lounge.

ii. Nominating Committee –

Action: Linda will ask Ron Monk, Susie Washington-Smyth & Annie Popperwell to comprise the nominating committee again this year.

VI. Adjournment: 8:05 PM

Motions Made & Carried

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Motion: Keith moved, Melanie seconded that the minutes of the 8 August 2011 Executive Meeting, as circulated by the minute taker be approved. Carried.

Actions Undertaken by Directors

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Action: Linda will arrange for signs to be made up advertising the event. Also Linda will contact Dian & ask her to make lunch.

Action: Linda will write a letter to the Lions Club asking them to make a decision on whether or not they are going to hold an event over the Thanksgiving weekend in June rather than September.

Action: Bernie will look after preparing and filing the Gaming Summary Report.

Action: Keith & Brent will work on a list of what is needed for the signboards installation.

Action: Melanie will locate & purchase paper-towel dispensers for both the men & women's washrooms.

Action: Brent will take care of topping up the generator fuel.

Action: Linda will ask Ron Monk, Susie Washington-Smyth & Annie Popperwell to comprise the nominating committee again this year.