

**Tagish Community Association**  
Public Board Meeting  
**May 29, 2013 - Wednesday @ 7 pm**  
Tagish Community Hall

**MINUTES**

Present: Peter Hamm, Paul Dabbs, Bonnitta Ritchie, Shelly Penner, Louise Girard  
Absent: Jane Hermanson, Brenda Mattson, Mitch Dupont  
Staff: Krista Lambier, Recreation Director

1. Call to Order – 7:06 pm.
2. **Motion:** To adopt agenda as amended: Bonnitta Ritchie/Paul Dabbs. Carried  
Added: New Business: Shelly – Outside Shelter, Bonnitta – Dog Training Classes in Outside Rink, Krista – funding, change in this fiscal advertising, both newsletter & website
3. Minutes of April 17, 2013.  
**Motion:** To approve: Bonnitta Ritchie/Shelly Penner. Carried.
4. Business Arising from Minutes – Louise would like to see this added to agenda.
5. **Treasurer's Report** – As of April 30<sup>th</sup>, 2013 - \$10,934.00; Current today, approx \$11,500.00; All bills have been paid for May. Shelly will provide notice to bookkeeper, Leah Verishine, next week. Louise & Shelly have decided not to go with Simply but just to provide books with Excel. Louise & Shelly have prepared a cash flow projection. Louise & Shelly have prepared a budget showing a deficit amount. Paul noted that approx 60% of our costs has to come from fundraising and only 40% from government grants.  
**Motion:** To present this draft budget at the AGM on June 19<sup>th</sup>. Paul/Peter. Carried.  
**Motion:** To approve the Treasurer's report as presented. Louise/Shelly. Carried.
6. Recreation Director's Report: - Krista was ill during the month of April and is eligible for sick time for those absences in May. The TCA's personnel policy is based on RPAY's standard contract. April's coffee and chat was down slightly, perhaps due to late spring. Krista will do up a chart of coffee and chat, pancake breakfast, etc. for the year.  
**Motion:** To approve Rec Director's report as presented for April. Paul/Bonnie. Carried.
7. **OLD BUSINESS:**
  - a) Krista has spoken to Sue Meikle re the possibility of installing windows. Because the building is not a Yukon Government building, TCA is not eligible to access YG engineers. TCA can however, submit a funding project through Sport Funding to access the cost of an engineer. Krista is looking into CDF funding for engineer costs. TCA will need a structural engineer.
  - b) Tagish Volunteer Fire Department chief, Vicki Hancock, asked if keys to the Community Centre and a special code for security could be available in case of

emergencies. Shelly will arrange for a security code specific to TVFD. Krista has provided a set of keys. BOD agreed.

- c) Hall Rental Policy – made a couple of edits to previously submitted policy, but no substantial changes. 2 weddings have been booked. Krista will send out Revised Hall Rental Policy to board members. Excellent work done by Krista and Shelly.
- d) Advertising Results from Rec Director's recruitment. No formal resumes submitted however there is local interest in job share. The TCA board will wait until Friday, when current advertised position deadline expires. If no response, will rerun the ads with a new deadline of June 21<sup>st</sup> and include the Whitehorse Star, the Yukon News and YukonWin. Paul, Peter and Bonnie will meet after 3 pm, Monday, at the Post Office for a meeting to screen any resumes received.
- e) Planning for AGM – June 19, 2013 – Krista will ask if Sue Meikle can run the elections during that meeting. Paul noted that at the AGM: a) to pass a motion to change the term of the Directors on the TCA Board to 2 years and have expired terms alternate; b) to pass the budget; c) standard motion to waive the appointment of an auditor; d) annual reports; e) upcoming year's events and f) the elections. Boyd has officially resigned from his position on the TCA Board. There are 2 persons in the community interested in becoming a board member. Shelly noted that in order to vote at the AGM, individuals must be paid up board members which can be done when arriving at the meeting. Thirty day advance notice must be placed in the newspapers and publicly (website). Discussion around a pre-meeting before AGM. Bonnitta asked if last year's AGM agenda could be sent to her. There will be potluck prior to the AGM to encourage attendance and participation. Discussion around number of board members, agreed that 7 would be a workable, attainable goal. Paul suggested a slide show during the potluck supper. Krista will arrange.

8. **NEW BUSINESS:**

- a) Youth Leadership Workshop being provided by GY in Whitehorse in 1<sup>st</sup> week in July. Suggestion – Shelly Penner, board supported. Shelly also suggested Cleo Hosni and Shylo Van Delft. Applications must be submitted. Krista will send to Ursula and the entire email list.
- b) Outstanding Youth Achievement Awards; was sent as an attachment to board members. For under 25; could also be sent out to entire email list.
- c) Volunteer Appreciation – Funding has been applied for September for Volunteer Appreciation. Paul suggested Peter could recognize generous volunteer commitment in his President's report at AGM and also mention the upcoming Volunteer Recognition in the fall.
- d) Dog Training Classes – Asked if classes could be taught in July and early August in outside rink if plans go ahead. Permission granted. A portion of cost of registration classes would be provided to TCA as an administrative cost.
- e) Exterior Shelter – Shelly suggested TCA budget for a portable exterior shelter to be used during community events to provide shelter for eating, activities, etc. Paul suggested Shelly contact Moya Van Delft of the Community Market Association as

that group is also looking a shelters for purchase and/or for rent. Discussion around several options for funding purchase for youth activities, ball games, etc. Shelly suggested a budget of \$1000.00 to ensure including concrete pads and anchors. Perhaps Lotteries Yukon funding. Peter suggested a solid foundation that would remain.

- f) Contingency Fund – Paul reminded board members that this issue should be established in the new fiscal year, to hedge against furnace replacement, etc.
- g) Lotteries Yukon is providing \$11,000.00 to TCA for Sports, Recreation & Social functions. Krista is looking at YLAP funding as well. Chris Nash is coming out on June 4<sup>th</sup> at approximately 1 – 1:30 pm. Peter will attend.
- h) Paul noted that June 1<sup>st</sup> is National Health & Fitness Day in and in future years, TCA could perhaps organize events around this recognized event.
- i) Krista has revised the newsletter so that advertisements are the same size and the newsletter is esthetically pleasing and the cost of an ad in the newsletter will be \$50.00 per year and will be consistent. The cost of the same advertisement on the website will be \$60.00 per year or \$100.00 per year for a combo of newsletter and website. Free ads on the website expire May 31<sup>st</sup>. There is still room for additional ads. Local ads are informational (directory) as well as marketing. Reverse side of the library insert has been used by Yukon Energy for announcement and by local businesses for cost of \$50.00 for the page. The library insert is inside the newsletter and often printed off by TCA. Clarification that the insert is part of the TCA newsletter and not the other way around. Paul suggested that if the Library Board brings up the issue again, request that the Library board come and present to the TCA board. TCA recommended that a deadline for submission be set, if the library prints and prepares and supplies insert to TCA, then reverse is theirs; if the TCA prints off the copy, then it has the option to include anything on the reverse side.

No regular meeting scheduled. Next meeting is AGM on June 19<sup>th</sup>. Meeting adjourned.