

Tagish Community Association
Public Board Meeting
November 20, 2013 - Wednesday @ 7 pm
Tagish Community Hall

MINUTES

Present: Peter Hamm, Bonnitta Ritchie, Shelly Penner, Susan Baker, Louise Girard
Regrets: Paul Dabbs, Cleo Hosni, Leslie Kerr, Lorraine McNabb
Staff: Colin Hickman, Recreation Director

1. Call to Order – 7:10 pm.
2. **MOTION:** To approve Agenda. Susan/Peter. Carried.
3. **MOTION:** To approve Minutes of October 16, 2013. Susan/Peter. Carried.
4. **MOTION:** To approve Minutes of October 9, 2013. Susan/Peter. Carried.
5. Business arising from Minutes:
 - (a) Hall Rental Policy – Louise discussed with Ursula Angerer (who provides the RPAY programs) incorporating a fee for use of the hall. At present, the TCA does not receive any remuneration for use of space. Ursula understood the rationale and agreed to include space rental in her proposal for the next set of RPAY programs. Shelly has spoken with RPAY on this issue in the past and RPAY's policy is that all their programs are free to the participants (and so a small charge to cover lights, etc, is not acceptable) however there is a line item for space rental in their proposal templates for programs under the REAL Leaders program. Peter asked Louise to follow up with Ursula to include space rental in her next session of programming.

ACTION: Louise
 - (b) The Heating System upgrades have been completed by Mainstream Plumbing and the contractor has been paid. TCA has received the funds from the government to cover the cost of the upgrades to the heating system.
 - (c) Outdoor Rink Coordinator Position – Interviews of the two applicants were conducted by Colin, Bonnitta and Peter. The successful applicant was Katie Clarke.
6. Treasurer's Report:

Delivered by Louise with copies for Board members. The Tagish Oktoberfest was a success and resulted in a net profit of approximately \$800.00. Louise has been in touch with Leah Verishine, former bookkeeper, to prepare information for the accountant for the review required by Societies Yukon. TCA has not registered for GST or made formal application to be refunded the 50% eligible for non-profits. The previous statements showed an accumulation of \$2,908.00 as a receivable. This amount will be reversed and a letter of explanation provided to Societies. Louise stated that the depreciation of assets needs to be investigated. Louise provided a tax assessment of the building and a copy of the lease from YG for the land to the accountant. The accountant was confident that GY will be satisfied with the final reports. When the review is finished, the accountant will submit her invoice. Shelly has spoken with Sue Meikle, GY Sports & Rec and there is the possibility of funding in the future, (not at present) for non-profits when they are required to perform a review every 3 – 5 years. In the annual budget, TCA needs to include an amount for future reviews. The lease for the building is coming due this January for another 10 years. Judy Dabbs will be entering the data during the month of December while Louise is away.

MOTION: To approve Treasurer's Report as presented. Peter/Susan. Carried.

7. Recreation Director's Report

Peter asked about funding for the bands/jam sessions, etc. Colin responded that the money is part of a larger pool with Lotteries Yukon and YLAP funding and he has kept both of these funders current with arrangements and they are within the amounts and parameters of the funding agreements. Louise questioned Colin's hours. Colin will ensure that any overage is part of his Leave of Absence during the Christmas Holidays. Bonnitta noted that the Pancake Breakfast of Nov. 17th earned \$733.00 with an excellent turnout. Christmas Craft Sale was very successful on that date. Colin offered that Shelly and Lois Taylor have provided soup for the Coffee and Chat which helped increase sales. Bonnitta noted that Colin's report was very well done and the format was excellent. The Board appreciated getting the reports in advance of the meeting.

Shelly offered her home for the December 18th TCA meeting for a Christmas event. It will be noted in the December newsletter that there is no regular meeting of the TCA in December. Potluck at 6 pm for the social event.

ACTION: Shelly

8. Holiday Schedule

Colin will be leaving on Dec. 22nd and returning January 7th. The Hall will be closed from Dec. 22nd to January 7th. Ursula will continue her programs during this time; she has keys to the main door. If Ursula is unavailable, the participants wish to continue with the regular programming for fitness and carpet bowling. Board agreed. There will be no Pancake Breakfast in December. Craft sales will accompany the Coffee and Chats in December. The cost of rental for the tables is \$5.00. The Seniors Dinner is scheduled for Saturday, December 14th and Family Christmas is December 21st. Pancake Breakfast will resume in January and next Coffee and Chat will be January 8th, 2014. Shelly offered to open the TCA hall on New Year's Day for skating, hot chocolate, chili, etc. an Open House type of thing. The rest of the Board agreed and supported Shelly with this event. Open House : 1 pm – 3 pm. Shelly will provide sparklers for the children. Colin is working with Gordy to have the rink flooded. Peter wants to meet with Katie to work on the surface preparation for the rink.

ACTION: Colin/Peter

OLD BUSINESS:

- (a) Heating Contract – Mainstream Plumbing was the successful bidder on the Heating Upgrades contract. The work has been completed and the contractor paid.
- (b) Kitchen Assessment – Has been put on the back burner. For a fee of \$150.00, which has been paid, Mitch Dupont provided an assessment of what the kitchen should incorporate. Mitch's assessment was commercial requirements. The Board will revisit the kitchen upgrades needed in the New Year. Shelly noted that the kitchen needs a sink upgrade, a new dishwasher and a proper exhaust system. There is a need to assess the equipment on hand and decide what needs to be replaced/discarded/kept. Wish list could be provided to the Board prior to the meeting. The Board will look at receiving further input and another assessment. Shelly suggested having a carpenter come in and look at what would be involved in some of the renovations.

ACTION: Shelly

NEW BUSINESS:

- (a) Handicapped parking – 2 residents approached Colin about having designated handicapped parking. Shelly noted there should be a 15 minute "Loading Zone" designation at the front of the building so that area remains free in case of emergency. Agreed that there will be 2 signs at the front of the building for Handicapped designation and a Loading Zone designation. Concerns have been brought to Peter with safety issues by the playground and cars backing up. Shelly suggested that orange snow fencing should be in front of the playground. Shelly will contact Leon of Highways, YG for the fencing. Peter suggested barrels with sand and water to put in posts for the fencing so that it is movable. Agreed to table the Parking Issue.

ACTION: Shelly/Peter
ACTION: Board will revisit Parking Policy

- (b) Joint Activities with Marsh Lake/Carcross/Mt. Lorne Recreation Community Associations. Colin will investigate setting up a meeting with the representatives of these communities. Peter offered to sit in at the meetings.

ACTION: Colin/Peter

- (c) Thrift Shop – Due to the heating contract renovations, the Thrift Shop has been neglected and needs attending. There is a need for volunteers to assist with keeping up the maintenance of donations, etc. Colin can include a call for volunteers in the newsletter.

ACTION: Colin

- (d) Christmas Events – Colin has a good assembly of volunteers for the Seniors Dinner and residents donating food/cooking, etc. There is a list of duties and persons needed for the running of the evening. Shelly is submitting the application for the Special Event Liquor Permit and will organize the purchase of the wine and beer. Shelly will organize the 50/50 raffle for the Seniors dinner. Shelly is organizing a Gift Basket filled with donations for the Seniors' dinner. There will be a door prize/draw for the Gift Basket. Colin and Shelly will meet about the arrangements. Still need a Santa Claus for the Family Dinner. Supplies will be purchased where most economical, not just at G & P.

ACTION: Shelly/Colin

- (e) New CDF Projects – (a) new Hot Water Tanks and (b) Boardwalk joining the front and side entrances Colin will use the Jan. 15 deadline for the HW Tanks and in will apply on the May 15th deadline for the Boardwalk. The projects will require going through the tendering process again.

ACTION: Colin

- (f) Table Maintenance – Some of the tables need repair and should be done prior to the Seniors Dinner. Peter will call Mike Morrow and see if he can fix the tables.

ACTION: Peter

- (g) Rodent Control – When the old furnaces were removed, there were several dead mice in the furnaces and there is mice in the basement. It is impossible to keep mice out of the building due to the faults of the old building. Shelly has set traps in the kitchen and caught mice in there. It was agreed that traps don't work, need to put down poison for mice in the crawl space and in the storage rooms. Shelly suggested contacting Jutta Gantner to come in and look at the building and offer solutions. Ms. Gantner used to have an extermination business in Germany. Shelly will contact Jutta and include Peter in the meeting.

ACTION: Shelly/Peter

- (h) Cold Weather Policy – A resident called Colin and asked at what temperature is the Hall closed or events cancelled. Peter noted the Hall is an Emergency gathering place and must be kept open. For shoveling the rink or outside events it is cancelled at minus 25.

- (i) Correspondence – Letter from the Tagish Library thanking TCA for the donation for the Halloween Party and also advising that the Tagish Library will provide a donation of cleaning supplies.

- (j) Bonnitta requested that the outdoor lights by the Post Office and the Library be left on during the dark winter months. The Board agreed that was fine.

Adjournment.