

**TAGISH COMMUNITY ASSOCIATION  
PUBLIC BOARD MEETING**

**Wednesday, April 15, 2015**

**MINUTES**

**Present:** Paul Dabbs, Doug Heynen, Rebecca Andrei, Shelley Penner, Susan Baker, Louise Girard, Anna Radzimirska

**Regrets:** Bonnitta Richie, Richard Hancock

**Guests:** 2 members of the public were in attendance

**1. Call to Order - 7:05 PM**

**2. Agenda - Motion:** to approve agenda with the addition of development of a Hall policy on program cancellation (carried forward from March meeting), Shelly Penner/Sue Baker - Passed

**3. Minutes of March 18, 2015:** Motion to accept, Sue Baker/Shelly Penner- Passed

**4. Treasurer's Report - Presented by Louise Girard.** The Association is in sound financial shape.

Initial review of the financial reports to March 31, 2015 indicate a possible surplus of approximately \$4,000 but after consideration of other items such as reimbursement to Lotteries for unspent funds estimated at \$300, YLAP reimbursement of \$1,8000 and possible purchase of a computer and a sound system that we will be very close to a NIL balance by the end of March. This is a conservative estimate not taking into account miscellaneous future revenues.

Motion to accept the financial statements as presented, Sue Baker/Shelly Penner - Passed

**5. Recreation Director's Report:** Accepted as presented noting the change in the YLAP refund amount, along with clarification that Geana Hadley will be

approached about Yoga sessions for the summer, and clarification that the community garage sale is to be held on Saturday May 16, 2015.

6. Recruitment of new Recreation Director - Copies of the revised job description along with previous advertisement were provided with small changes. It was decided the position will be advertised Yukon wide with a closing date of May 1<sup>st</sup>. The ad will be amended to reflect that we would consider flexible work arrangements such a possible job share. An eligible list for potential use in filling future positions. The previous interview questions will be circulated to board members for their review. The interview panel will be Doug Heynen, Bonnitta Richie and Sue Baker.
7. Planning for Transition to new RD - Anna will prepare draft of May news letter prior to leaving. Shelly offered to cover Mother's Day pancake breakfast along with ensuring Coffee and Chats carry on for the month. Paul will cover the Community Garage Sale. The hall will require coverage for day to day operations. Please check your schedule and let Anna know if there are times you are able to cover regular hall operating times.
8. Allocation of additional core funding - The \$32,700 will be allocated between Salaries and regular O&M. The breakdown is \$28,000 to salaries, \$3,000 to building maintenance, and \$1,500 toward an annual reserve to cover the cost of the financial review required by the government to be undertaken once every five years.
9. Purchase of sound system and computer - Motion approved to the allocation of \$1,500 for the purchase of a new sound system and \$1,000 for the purchase of a second computer for the office, Paul Dabbs/Sue Baker - Passed.
10. Upgrade of website - The program that currently host our website needs to be upgraded to a new version. The projected cost is approximately \$700 and there is some money available through the local area planning process as a possibility of some from the Consultant managing the LAP process. Motion to approve the upgrade Paul Dabbs/Shelly Penner - Passed.

11. Date of AGM - the date has been set for June 13, 2015 at 1:00 PM at the Community Center. Two items for the agenda are, possible changes to our financial year end and looking at our bylaws to reflect 10% of the TCA members to be required for the quorum rather than the current 20%. see what constitutes a quorum.
  
12. Approval of internal policies/procedures - Motion to approval draft polices as presented with the inclusion of a 2 year review date being included in the policies, Paul Dabbs/Sue Baker - Passed.
  
13. Approval of YLAP budget 2015/2016 - Motion to approve as presented, Louise Girard/Rebecca Andrei - Passed.
  
14. Rental request for Tagish Church - A request was received to conduct regular services at the center, on the first and third Sundays of the month during the evenings. The request was approved with the understanding that all signs, advertisements, objects used by the church for their purposes, be removed from the hall when usage of the hall is finished. The request also asked that the regular hall rental rates be reduced for these times. As the board does not currently have a policy that allows for this type of exemption, we were not able to grant this portion of the request. Development of a policy on this will need to be discussed further.
  
15. Coffee and Chat times - These were originally changed to coincide with the operation of the post office. With the closing of the post office there is an opportunity to revisit this decision. Feedback from the community will be sought on any potential changes.

Meeting adjourned at 9:10 PM