

## TAGISH COMMUNITY ASSOCIATION

Public board meeting

Wednesday, September 16, 2015

### MINUTES:

#### Minute taker - Reanna

Present: Richard Hancock, Shelley Penner, Doug Heynen; Linda Heynen; Reanna Mohamed; Glenis Allen, Sandra Paun (phone), Patrick Brown (late joined at 7:22)

Regrets: Susan Baker, Rebecca Andrei

1. Meeting was called to order at 7:02
2. Adoption of agenda – add new business under ‘e’ to pay Patrick acting pay when Reanna is gone (Richard/ Linda) Carried
3. Adoption of minutes – (Doug/ Glenis) (Sandra left) Carried
4. Recreation Directors report – change of Patrick’s days off and approval from board to approach bean north to do a coffee fundraiser (Shelley/Richard) Carried
5. Treasurers report – motion to approve the 10 month budget (new amount \$147,609) as presented to Sport and Rec which reflects the full \$68, 042 in CRAG funding (Richard/Linda) Carried (Patrick joined meeting at 7:22)
  - Richard suggested we put \$1,000 a year into the general account in order to prepare for a financial review (board agreed)
  - Richard said he would set up an account where reimbursements go (in and out account)
  - Would like to move \$3,000 into a savings account in preparation for the audit – motion: TCA transfer \$3,000 from chequing account to savings account in preparation for the financial review (Richard/Glenis) Carried
  - Motion to accept the treasurers report (Glenis/Doug) Carried
6. Community signs – funding for signs through the TAC but they want to filter the sign funds through the TCA. Agreement that this will be ok. Action: Reanna will contact Paul to advise him that the TCA will partner with TAC.
7. Business Arising
  - a) Kitchen reno’s – working on securing funding for renos through CDF. Dishwasher will be switched over and Reanna will contact the brick about the newer dishwasher not working
  - b) Second access – table til next spring. Propose to go to TAC and have them ask highways to drop the speed limit to 50 km an hour. Action: Shelley will meet with Sport and Rec next week to discuss an amendment to the project to do fire smarting instead
  - c) Board training. Strat planning – set for Oct 3 but this does not work for most board members. Suggestion to ask Sue Meikle if Nov 13<sup>th</sup>, 14<sup>th</sup> or 27<sup>th</sup> work.

- d) Harvest dinner and dance – concerns were raised about TCA partnering with the Market Society and whether TCA should be entering into such partnering agreement. Is that our role? The question was asked as to what it cost TCA to enter into this agreement – what was the outcome? Shelly did explain that any money left over (profit) is to be divided between organizations, she did not have to breakdown of the figures yet (what it cost to put the event on, what we made or if we made a profit or not) but would bring them to the next meeting.
  - e) Special occasion liquor permits and hall rental – Special board meeting at Tagish fire hall at 1300 on Thursday Sept 24, 2015. Action: Reanna and Patrick will take a look at the list and revise as needed
  - f) n/a
    - Tagish Community Church – Motion: The TCA approve the request from the Tagish Community Church to rent the hall at a reduced rate of \$75 per meeting for the next 6 months. At which point it will be reviewed by the board.) **Moved by Doug/Linda**
    - Amended motion: **Glenis/Richard** The TCA approve the request from the Tagish Community Church to rent the hall at a reduced rate of \$75 per meeting for the next 3 months, without precedence for any future rentals, this should allow the Board time to finalize the Rental Policy. The amended Motion was carried. (Shelly abstained from voting).
  - h) Credit cards – 1 time sign up fee \$150 and we have to have a point of sale terminal at \$22/month. Action: Richard will scan and email the pricing form to the board. Action: Patrick will look into how much fast card will cost.
  - i) Bats – no sign of further bat activity
  - j) Parking lot upgrade – already discussed
  - k) Cleaning contract – contract is done. There will be two contracts issued to ensure coverage (Reanna and Patrick left meeting at 8:30, Doug took over minutes)
  - l) Volunteers – Tagish Volunteer Fire Department provide coverage for the November Pancake Breakfast. Yoga has indicated an interest in covering one as well
  - m) Staff Coverage during events like pancake breakfast – motion: That one or both staff are approved to work hall sponsored programs/events on evenings and weekends as part of their regular hours. (Doug/Shelley) Carried
  - n) Job Descriptions – Draft job descriptions will be circulated to Staff with a copy to BOD for review and feedback. A meeting will be arranged if staff have questions
8. New Business
- a. Rental Policy – Special board meeting at Tagish firehall at 1300 on Thursday Sept 24, 2015 at Tagish firehall
  - b. Secretary requirements - Societies Act – Table for future meeting when more BOD are in attendance
  - c. Sept – December Calendar – Approved – would like to be updated on implementation – event reports
  - d. Community Survey – Tabled to next meeting when Reanna is there
  - e. Acting pay for Assistant Rec Director – Motion: When the Assistant Rec Director is required to act in the absence of the Rec Director for 3 days or longer they will receive acting pay. All acting pay must be approved in advance by the President of the TCA (Shelley/Doug) Carried
9. Correspondence/ Question period – None
10. Next meeting date – October 21, 2015 at 7 pm

11. Adjournment – 9:20 PM