

Tagish Community Association
Public Board Meeting
January 16th, 2013 - Wednesday @ 7 pm
Tagish Community Hall

MINUTES

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

1. Call to Order – 7 pm.
2. Agenda amended to include “Leon Nepper fire” under new business.
Motion to adopt agenda: Shelly Penner/ Paul Dabbs. Carried.
3. Minutes of January 16th, 2013.
Motion to approve: Shelly Penner /Paul Dabbs. Carried.
4. **Treasurer’s Report:**
Shelly provided a financial report prepared by the bookkeeper using Simply Accounting comparing expenditures up to January 5th, 2013 with amounts budgeted to May 31st, 2013 (year end). After much discussion it was agreed that at the next meeting, Shelly and Krista will work on a document that provides tracking of revenue & expenditures by project. The Board agreed to allow the bookkeeper’s contract to expire at year end inclusive of year end reporting. The TCA will consider an alternative to the present financial reporting in order to have the work done in house. Shelly is already preparing payroll, payroll remittance as well as writing cheques for invoices. It was agreed that a Financial report should be both a planning and a reporting tool. It was suggested that the bookkeeper could be put on a retainer for year end and consultation on transaction reporting.
Motion to accept Treasurer’s report as discussed: Boyd Piper/Shelly Penner. Carried.
5. **Recreation Director’s Report:** Krista was unable to attend the meeting however provided her written report. Everything went well during Krista’s Christmas leave.
Motion to accept Recreation Director’s report: Boyd Piper/Shelly Penner.

6. OLD BUSINESS

- a) Community Website – www.yukontagish.org
Paul reported the content is 95% complete. A blog functionality has been added A Services page and a Buy and Sell page has been suggested. Training to administer the site will be provided for 5 people: Paul Dabbs, Randy Taylor, Shelly Penner, Krista Lambier and Katie Clarke (admin support person).

Presently setting up a list of email addresses. The site is user friendly and flows well. The website will be owned by the Tagish Community Association although the Tagish Advisory Council provided funding and is an integral part of the site. Cost to advertise on the site will have to be determined. The site is scheduled to go live approximately mid February.

- b) Skating Rink – Shovels are getting broken in the line of duty; they are not strong enough to hold the weight of the snow. Shelly recommended purchasing some gravel shovels. The Board gave Shelly the approval to purchase additional shovels.

7. NEW BUSINESS

- a) 2013 – Calendar – Planning. Krista wishes to set up a calendar that includes the regular events that take place each year so that funding, volunteers, etc can be planned and to allow for the planning of additional events. This brought up the topic of memberships and Bonnitta suggested that membership renewals be sent out and that in future events there be a discounted cost for members and a regular cost for non-members. Paul suggested that the difference in cost or charging for events that were previously free be allocated to a contingency fund for necessary major expenditures in the future. Bill Sparks, furnace technician, has recommended that the TCA plan to replace the existing furnace in approximately 5 years. Most individuals would recognize the need for such planning and would not complain about a slight price increase. Shelly agreed that TCA should look at charging for events in case we are not able to obtain additional grant funding.
- b) February Calendar - Shelly went through the regular events of the February calendar. In addition, a Valentine's Pot Luck is planned for Friday, Feb. 15th with a cash bar and possibly a band. Paul and Boyd volunteered to be security. Pancake Breakfast is scheduled for Sunday, Feb. 17th and there was discussion around changing that date. A family skating Party and BBQ with hot dogs and hamburgers is scheduled for Saturday, Feb. 23rd. Shelly will discuss with Krista any possible changes.
- c) Kitchen Use – TVFD – On behalf of the Tagish Volunteer Fire Department and Tagish Emergency Services, Paul asked that the Community Hall, in particular the kitchen be available for volunteers during an event such as fighting a fire, search and rescue, etc. Under the Emergency Measures Planning, the Tagish Community Hall is already designated as a gathering place. By having access to the hall and in particular the kitchen, coffee and snacks, washrooms, etc can be provided for volunteers. Both the Dabbs family and the Penner family have keys and the access code and could arrange for the hall to be opened in such emergencies. Board unanimously agreed. Paul will pass on to Vicki Hancock, Chief, TVFD.

- d) Rekeying of Locks – Peter reported that the locks to the storage sheds have been rekeyed and a master key produced. Peter suggested that the Board address keys in the community hall. There are a number of doors with locks (CTRR office, TCA office, sports storage area, kitchen, laundry room, front door, Thrift shop door, library, etc). It is unlikely that the locks have been rekeyed since installation and over the years, given the number of volunteers, etc. it is impossible to know who has keys. Shelly recently cleaned up the security codes and that issue is addressed. Paul, Peter, & Shelly have a full set of keys for the hall so that they can answer security calls and provide access to users. Lisa Evans has a full set of keys so that she can clean the building when it is not in use. It was noted that others, such as Jane, have keys to the TCA office. Boyd said that there has to be a clear plan of who has keys and to what they have keys and a need to determine what 'groups' of keys. There will be a sufficient cost to rekeying all the locks and providing keys, Master keys, etc.

Paul suggested that we approach Claude Dastous, local Tagish Locksmith and ask for a quote for such a service and any suggestions that he may have. The maximum amount of the fund is building capital projects fund is \$5,000.00. It is likely that this would be considered a legitimate request.

Other projects could include improving the wheelchair access from Outside to the Thrift Shop.

Also improving the opening of the library door from the thrift shop. Due to the shifting of the building in the winter months, one has to repeatedly push and bang up against the door to open it. It is also incorrectly marked 'Exit'.

Paul said that we need to ascertain whether we can put in only one project under the \$5,000.00 building improvement fund or whether we can put in for 2, or 3 or ?? totaling up to \$5,000.00. When we know that information, we can decide what projects are most important.

It was noted that there is not an Emergency Plan for Evacuation for the building and that should be addressed. Boyd suggested listing where fire extinguishers, fire exit lights, emergency lights, etc are needed and this could be submitted to the building improvement fund.

Another issue is the chair storage. At present, the chairs are stacked in the small hallway that is L shaped and has 2 doors and there is little room for people to travel through in an emergency. It is also confusing having an Exit on the sports storage room. Shelly suggested building something along the wall where tables, mats, chairs could be stored underneath. All of these could come under Capital requests. Boyd suggested some federal grant/funding to bring the building up to fire safety codes. Perhaps CDF through YTG.

8. Fire – Leon Nepper’s house was destroyed by fire. At present, Mr. Nepper is down south with family for medical reasons. Although folks are willing to donate items, Leon has nowhere to store anything. Having a donation jar, or making events fundraisers for Mr. Nepper could assist him with buying lumber, etc for his other building for building in the spring. Shelly mentioned that something should be put in the newsletter and on the website. Mr. Nepper did not have any insurance.

9.. Correspondence – Request for donation to CNIB. Agreed not to donate.

10. Next Meeting – **Wednesday, February 20th at 7 pm.**