

108 Mile Ranch Community Association

Board of Directors Meeting

December 4, 2024

Minutes of the Meeting

Present: Roxanne Ziefflie, President; Graham Allison, Vice President; Doris Mars, Treasurer; Ingrid Meyer, Director; Cindy Keates, Director; and Sandy Lee, Secretary.

Absent: Kevin Oliffe, Director

1. Roxanne called the meeting to order at 6:59 p.m.
2. Minutes - Review and Approvals
 - Moved by Graham and seconded by Doris to accept the Minutes of the meeting on December 4, 2024. Carried.
3. Treasurer's Report – Update and approval
 - Moved by Cindy and seconded by Ingrid to accept the Treasurer's Report. Carried.
 - a) Invoicing for Billboard (Doris):
 - Doris set up an automatic billing system using QuickBooks for the Billboard advertisement. The invoices will go out on January 2, 2025. Reminders will go out on the 15th, 30th, and 45th days following the invoice date. Outstanding invoices after those dates will be followed up individually to determine whether they want to continue advertising.
 - b) Business and residents in the books (Doris)
 - Doris will set up the same automatic billing system for the RCA's business members. Ingrid will continue to follow up with the resident members.
4. Correspondences: None to review
5. Old Businesses:
 - a) Siding Project (Roxanne):
 - The Board contracted Rowney Exterior Incorporated of Lone Butte to do the siding work. It will take four weeks, starting on February 1st. Due to the project's delay and increased costs from added insulation and metal skirting around the bottom, the total cost will exceed the \$75,000 grant from CRD. We will cover a part of the cost overrun with next year's \$5,000 capital budget but will have to find the remaining shortfall elsewhere. It was agreed that the siding would be slate grey with white trim.
 - b) Budget (Roxanne):
 - The board discussed at length the need to draft a budget for the RCA in the short and long term, specifying priorities based on urgency.

- Directors agreed that replacing the rotting roof platforms and the downstairs windows with broken seals should be a priority.
- Installing new electrical panels that could include rewiring through the walls will be costly and require further evaluation, including talking to the Inter-lakes RCA about the Better at Home services program.
- Security cameras inside and outside the building and the upgrade to the entry locks are less critical but could be added to the future to-do list.
- Roxanne will work on the budget and send out relevant information (e.g., the capital project to-do list prepared by the previous board and the draft budget by the Outdoors Recreations Committee).

c) Vacancy on the Board

- A name was submitted for a new board member. Ingrid will follow up.

6. New Business

a) The Board's mandate regarding events (Roxanne)

- Roxanne had met with the Lions to determine who does what about events. Our mandate differs from that of a service group like the 108 Lions. We have specific duties, including maintaining and operating the community hall and lobbying on behalf of the 108 residents. We are not a service group like the Lions.

b) Review of Events Committee's list for 2025 (Roxanne)

- The Board reviewed the events planned by the Events Committee for 2025.
- Some directors felt it was essential to focus on projects and events that raise funds for the Board's priorities without costing money. Others suggested that the Board could also hold events that may lose money or break even but are intended to serve the public and raise the profile of the 108 RCA among the residents.
- Based on these factors, the Board will review all future events two months before the event on a case-by-case basis.
- The event organizers will improve communication regarding budget projections, the need for volunteers, and other details so that the directors can accommodate their schedules for attending or volunteering at the events, understanding that they cannot participate in all events.

c) Quote for floor cleaning of the Community Hall (Roxanne)

- The Board accepted a quote for \$1,575 for cleaning the main floor (including stripping and re-waxing) of the Community Hall from Cleaner Clean.
- Doris will confirm that she will seek to pay for it from the bingo revenue's maintenance component.

- d) Budget for Outdoor Recreation Committee's March 16th Fundraiser (Roxanne)
 - Roxanne presented a budget for the Outdoor Recreation Committee's March 16th Fundraiser. The Committee hopes to raise \$3,000 through sales of tickets and raffles.
- e) Dec 7th Breakfast with Santa - volunteer positions (Roxanne)
 - Ingrid reviewed and assigned duties to directors volunteering at this event.
- f) Newsletter (Sandy)
 - Sandy informed the board that she and her husband would write newsletters for the RCA, including information from the local fire department, heritage site, and airport. She requested newsletter submissions from other board members.
- g) Light Up the 108 contest to be held December 18, 2024
 - This year's event will be held on December 18th. Sandy has volunteered to lead the effort. Ingrid recruited Shauna Anderson and Lisa Higgins as volunteers.
- h) Emmy Lou Stroeter's proposal
 - Emmy Lou would like to start an after-school drop-in program for home-school children to give them a venue to socialize with other home-school children.
 - Moved by Ingrid and seconded by Graham to approve Emmy Lou's proposal and to enter into the same agreement as her tutoring program and that she will be responsible for insurance. Carried.

7. Reports & Updates

a) Outdoors Facilities Committee

- The committee continues to finalize the project's cost by getting quotes for the roof, floor, and washroom facilities. It is also looking at available grants that could help finance the project. The committee is also raising money to hire an engineer to work on a preliminary plan. The committee will examine the creek on the property in daylight to see how it would affect the project layout.

b) Event Planning Committee

- The Christmas market was held on December 1, 2024. There were 290 visitors, probably 25% more. The total net income from the event was \$1,749.93 (\$1,600 for the tables and \$146.93 for the concessions). The Board will consider holding the event over two weekend days next year.

8. The next Meeting will be at 7:00 on Thursday, January 9, 2025.

9. The meeting adjourned at 9:38 p.m.