

**108 MILE RANCH COMMUNITY ASSOCIATION
MEETING MINUTES
April 12, 2023**

Meeting called to order at 7 p.m. by vice-chair Debbie Savoy

Only three directors present: Savoy, Ingrid Meyer and Dan Jackson. Laura Oliffe was absent.

About eight members of the public were in attendance, including bookkeeping volunteer Karen Douglas.

Minutes will be posted on the RCA website.

New Business

The board accepted the resignations of chair **Donna White** and secretary-treasurer **Shirley McInnes**. Neither were in attendance.

Financial report

Debbie Savoy read a financial report provided by volunteer bookkeeper **Karen Douglas**, who noted several inconsistencies in the bookkeeping program to December 31, 2022. **(The full report is attached)**.

Quick synopsis of Douglas' report:

- Of the RCA's three bank accounts (Operating, Beach and Gaming), only the Operating account has been used for transactions and reconciliation.
- Revenue and expenses occurred in both the Beach and Gaming accounts but were not recorded and if they were, there were no descriptors of what the money was used to expense.
- Expense invoice numbers were not often used, cheque numbers were missing or used twice.
- The records for the Greenspace renovation (funded by a Northern Development Trust grant) were not recorded accurately.
- Funds in the Beach account should have been in the Operating account.
- Several deposits were made to the Gaming Account in error because the wrong deposit slips were used.

- Due to incorrect deposits going into the Gaming Account, when outstanding invoices were paid, there was one bounced cheque.

Savoy noted she did her own examination of the books and also found several inconsistencies, especially with the Greenspace project. She said there were no supporting documents in the folder, no itemization of the work that was done, no tendering and only one quote. There was also some confusion about where some of the money went because of missing or incomplete invoices.

Savoy also raised concerns about a Lions contractor being awarded the bid for the project.

The project has also caused damage to the septic tank/soap box and has still not been completed. Director **Dan Jackson** said the other wall has not been construction nor as the other driveway. "We'll probably have to find another fundraiser to finish it," he said.

Savoy also questioned why there was money left in the Gaming account when it had been earmarked for a hot water heater. She said she had been told the money had been raised in a raffle and must be used for charity instead.

Meyer questioned why they would raise the money through a raffle if they couldn't use it and said they will have to figure out what to do with the money.

Signing authority

Dan Jackson and **Ingrid Meyer** were given signing authority for the RCA, along with Savoy.

New directors

The board asked for members of the public who were willing to be directors on the board. **William Shepherd**, **Michele Spence** agreed to join the board. **Len Doucette** was absent but has also accepted a director role. An election of officers will take place at the next meeting, May 10.

Emmylou Stoeter has been appointed as the new hall manager, with Carol Thorne as the hall janitor. Sandy Foster remains the RCA's legal advisor, with Demian Pettman as the website volunteer and Kelly Sinoski responsible for finding grants.

The meeting adjourned at 8 p.m.