

### **GENERAL MEETING MINUTES**

**PRESENT:** Michele Spence – President / Chair, Debbie Savoy – Secretary / Treasurer, Ingrid Meyer – Director, Membership, Dan Jackson – Director, Maintenance.

**Absent:** William Shepherd – Vice President.

**Members:** Sharon Jones

**1. Meeting called to order at 7:06 p.m. by Chair.**

**2. APPROVAL OF APRIL 12, 2023 MINUTES – Carried with changes as noted below (Meyer) – Carried with changes noted.**

- a. Sandy Foster is no longer regarded as 108 RCA Legal Counsel.
- b. Kelly Sinoski has since resigned as volunteer grant writer due to other commitments.

**3. CORRESPONDENCE**

- a. **108 Lions Letter** – RCA reviewed and approved the draft letter response and agreed that last signed agreement between the 108 RCA and the 108 Lions is required.
  - i. ACTION: Letter to be revised and include request for any existing / signed agreement and date for receipt.
  - ii. ACTION: Letter to be emailed back to the 108 Lions President by May 18.

**4. STANDING & SPECIAL COMMITTEE REPORTS**

- a. **Finance** – Savoy read the Income Statement 04/01/23 to 04/30/23 compiled by Karen Douglas.
  - i. ACTION: Savoy to consult with Douglas to change the 'NSF' cheque noted as Maintenance; request utilities to be broken down and itemized; and re-nickname the 'Beach' bank account to 'Projects'.
  - ii. Financial Statement approved with above changes (Motion – Meyer)
- b. **Maintenance** - Jackson reviewed current maintenance issues and action:
  - i. ACTION: Jackson will meet with RMS Roofing on Monday, May 29 to review deficiencies noted in RMS report and quote and determine if any other deficiencies require attention.
  - ii. ACTION: Parking Lot line painting - Jackson reports that if the contractor he had originally arranged to prep / clean the parking lot for the line

painting is unavailable, he will clean the parking lot area with his personal pressure washer.

- iii. ACTION: Jackson to contact Mainland Roofing, Williams Lake and check on the roof warranty (30 years?) for the roof installed in 2012.
- iv. ACTION: Outside tap continues to leak despite being “fixed” three times by two different plumbers. Jackson to determine best person to investigate cause of constant leaking. Tape is turned off at main when not in use.
- v. ACTION: Jackson to arrange for Paterson to come and use camera to determine damage (if any) to septic distribution box or lines.

c. ***Community Events –***

***May 27 Fair*** - Meyer reported that the 108 Fair has approximately 20 businesses reserved and approximately 10 additional vendors with paying tables.

- i. ACTION: Spence to draft a liability insurance request and waiver for market / fair participants. This is a recommendation of our insurance underwriter.

***Open Community Drop-in Space at Hall*** – Spence put forward a suggestion to create an organized and scheduled community drop-in day for groups such as crafters, games players, coffee socializing, etc. that could be supervised by the Hall Event Manager or a Director. This would allow small groups to pay a drop-in fee per participant and the commercial insurance policy would provide coverage for the participants as it is a 108 RCA event / program.

- ii. ACTION: Savoy to contact Hall Event Manager to discuss and determine a day to try as a trial.

***Rowing Intro Days (July / August)*** – Rowing BC contacted Spence to coordinate this joint event over a number of different weeks during the summer with the possibility of reviving the South Cariboo Rowing Club. Discussion around logistics and Spence suggested using a Neighbourhood Grant to put on a BBQ at the beach during one of the rowing intro days.

- iii. ACTION: Spence to continue dialogue with Rowing BC and connect with the past executive of the South Cariboo Rowing Club.
- iv. ACTION: Spence will draft up communications to blast the community about the upcoming events.

v. ACTION: Meyer to advise the Greenbelt Commission about the events.

**Coffee Club** – there have been no reports from the Coffee Club for a long time. Spence requested clarification from Meyer (historian) to describe how this club works. It was noted that no monies have been collected and presented to the 108 RCA in over a year according to the financials.

vi. ACTION: Ingrid to contact Carol Wise and ask for the Coffee Club report and collect the fees collected.

**Hall Booking Manager** - Savoy read the report provided by Emmy-Lou Stoeter via email and noted that in addition to the Regular users; herself, Patty Pilates, Gale Zumba, SCA, AAL, AA, Coffee Club through June, Demian music group, Guys Guns (once monthly) that the Extra events were the May 27 108 Fair, June 3 Spinner's Anniversary; June 5-9 Raynor Massage Course; June 10 Wedding Main Hall; July 22 wedding Upper Hall; and July 27 dance.

**Fundraising & Grants** - Spence reported that the 108 RCA will be at the June 17 Drag Races selling cotton candy with all proceeds going to the Hall.

**Senior's Luncheon** - Meyer suggested that another event such as this should be arranged.

## 5. OPEN ISSUES

- a. **Greenspace Project** – It was noted that as of the meeting, a response from the contractor had not been received. Deficiencies noted were overspill of concrete, a climbable railing, and the handrails do not meet code for a commercial building.
  - i. ACTION: Jackson to speak with CRD and request a list of specific deficiencies based on the commercial use of the facility.
  - ii. ACTION: To be assigned – a director will review the building code for commercial facilities as it relates to this project.
  - iii. ACTION: Spence to review the commercial liability insurance policy to see if there is any reference or article in the policy that would require further action by the board.
- b. **5 Year Plan** – Discussion regarding the scope and content of the 5 year plan provided to the CRD. It was agreed that the 5 year plan should not just refer to financial "asks" and capital projects.
  - i. ACTION: By the next AGM, a new 5 Year Plan will be written. This task will be the responsibility of the Finance Committee with a draft to be provided to the Board for review no later than September 10<sup>th</sup>, 2023.

**6. NEW BUSINESS**

- a. **Emergency Centre** – Question of whether a generator should be part of the 5 year financial capital plan as it is not clear that the hall has 'Emergency Centre' status via a contract with the CRD. If a generator purchase is required for this purpose, then the CRD should pay for the generator.
  - i. ACTION: Ascertain the status of the contract, whether renewed or necessary to renew.

**7. MEETING ADJOURNED - at 8:50 p.m.**