

DATE ASSIGNED	TASK	ASSIGNED TO	STATUS	DATE COMPLETED
29-Jul-23	Concern from rental group about lack of fans / ventilation in the hall. Will take back to Jackson for assistance in resolving issue.	Jackson	Outstanding	
28-Jul-23	Create a Capex Budget for presentation at AGM	Finance Committee	Outstanding	
19-Jun-23	Request for Quote to be written and sent out for the building siding project.	Shepherd	Outstanding	
9-Jun-23	Post Janitorial Job, Thorne work ends Aug. 31	Savoy	Outstanding	
17-May-23	Develop 5 year plan including Vision Statement for AGM	Finance Committee	Outstanding	
17-May-23	Contact Mainland Roofing, Williams Lake and check the roof warranty (30yrs.?)	Jackson?	Outstanding	
17-May-23	Emergency Centre - Ascertain the status of the contract, whether renewed or necessary to renew.	Meyer	Outstanding	
10-May-23	Inspection of roof identifies rotting platform for exhaust fan system on roof. Platform is made of wood not metal. Will need to hire an engineer to calculate load and provide engineered drawings to replace.	Maintenance Committee	Outstanding	
24-Apr-23	Letter to be sent to contractor regarding remaining materials from the Greenspace Restoration. <b>2nd letter sent but no response as of Jun 20, 2023.</b>	Spence	Outstanding	
11-Jul-23	Investigation of septic system found that the distribution box was damaged and is no longer level in the ground and the lid had been torn in half. The position of the box is causing the liquid to feed through only two (2) of the eight (8) septic lines out to the field. The two (2) lines were completely blocked. Discussion of repairing distribution box identified the estimated cost of \$60,000 because all of the lines would have to be cut and then reconnected which may then require upgrading to current septic requirements. Decision made to install regulators on each of the septic lines to try and equalize the volume going through each line. Paterson given the approval to proceed. The tank was pumped out and the recommendation to have pumped every 5 years and at that time the regulators will be replaced.	Jackson/ Spence / Savoy	Complete	17-Jul-23

20-Jun-23	Access stairs on backside of building to be barricaded / taped off due to building code non-compliance and safety issues.	Maintenance Committee	Complete	22-Jul-23
14-Jun-23	Action Plan to be uploaded to website each month with the minutes and financial report.	Douglas	Complete	20-Jun-23
14-Jun-23	Arrange meeting with Accountant that specializes in NPO and Canada Revenue filings to submit outstanding reports and request debt / fine forgiveness	Finance Committee	Complete	28-Jun-23
17-May-23	Contact Carol Wise and request the outstanding Coffee Club report and monies collected during the past year.	Meyer	Complete	25-May-23
17-May-23	Draft a liability insurance request and waiver for market / fair participants	Spence	Complete	25-May-23
17-May-23	Consult with Douglas to change 'NSF' cheque noted as Maintenance on April Income Statement and request utilities be broken down and itemized	Savoy	Complete	29-May-23
17-May-23	Re-nickname 'Beach' bank account to 'Projects' and advise Douglas	Savoy	Complete	29-May-23
17-May-23	Advise Greenbelt Commission about beach BBQ and rowing intro. Days	Meyer	Complete	1-Jun-23
17-May-23	Greenspace Project: Request a list of specific deficiencies based on the commercial use of the facility.	Jackson	Complete	5-Jun-23
17-May-23	Greenspace Project: Review commercial liability insurance policy	Spence	Complete	5-Jun-23
17-May-23	Greenspace Project: Review the building code for commercial facilities as it relates to the project	Spence	Complete	5-Jun-23
17-May-23	Outside constantly leaking tap requires examination and repair by a plumber	Jackson?	Complete	7-Jun-23
17-May-23	Contact Hall Event Manager to determine a day to trial a community drop-in	Savoy	Complete	14-Jun-23
17-May-23	Draft up communications to blast the community about the upcoming events.	Spence	Complete	21-Jun-23
17-May-23	Continue dialog with Rowing BC and connect with the past executive of the South Cariboo Rowing Club	Spence	Complete	10-Jul-23
10-May-23	AGM to be put on Hall calendar	Savoy	Complete	12-May-23
10-May-23	Start creating list of potential janitorial services for July 1	Savoy	Complete	17-May-23
10-May-23	Carol & Bruce Beidler to be contacted re: contract with hall and future plans.	Jackson	Complete	27-May-23
10-May-23	Insurance company requires proof of liability insurance for registered companies and RCA Waiver form signed for home based market vendors.	Meyer	Complete	27-May-23

10-May-23	Letter to Lions - response to their letter of May 4th and decision on utilization of space in the hall.	BOD	Complete	12-Jun-23
10-May-23	Emergency repairs required to roof. Contact RMS Roofing to complete immediate roof repairs.	Jackson	Complete	4-Jul-23
3-May-23	Insurance requirement to paint parking lines in main parking lot.	Jackson	Complete	22-Jun-23
1-May-23	Renew CGL Insurance - contingent upon painting parking lines in main parking lot. Deadline June 11, 2023.	Spence	Complete	10-May-23
24-Apr-23	Update Hall Event Manager on 24 hour notice to be given to community event organizers when evening prior or day after an event needs to be rented out.	Savoy	Complete	25-Apr-23
24-Apr-23	Response letter to S Foster re: CRD Funding and removal of name from website as legal adviser.	Savoy	Complete	28-Apr-23
24-Apr-23	Confirm CRD funding format as it relates to both 108 and other community halls.	Shepherd	Complete	5-May-23
24-Apr-23	Update Societies - Director Registry	Savoy	Complete	16-May-23
24-Apr-23	Request copy of current signed copy of the 108 RCA agreement with the Lions.	Meyer	Complete	25-May-23
24-Apr-23	Call to Paterson to arrange for inspection of the damaged septic system.	Jackson	Complete	11-Jul-23