

**THETIS ISLAND COMMUNITY ASSOCIATION**  
**Minutes – Executive Meeting**  
**January 12, 2021**  
**9:00 a.m. via ZOOM**

**Present:**

Ron Bannister, President	Don Sinclair, Vice President	Matt Hess, Treasurer
Teresa Moore, Secretary	Carolyn Askew, Director	Celine Valestrand, Director
Shirley Burr, Director	Kathleen Thompson, Director	Marjan Jackman, Director

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1. Approval of Agenda. Carried
  2. Approval of minutes of December 8, 2020. Carried
  3. Treasurer’s Report –Matt reported the following: The operating fund “Repairs and Maintenance” has been charged with the \$25k of work on the septic system; \$8k has been transferred from the library fund to the hall expansion fund; and the grant from the Chemainus Health Care Foundation has been booked as an accounts receivable to offset the AED and first aid supplies already purchased. He noted that the \$150,000 received from the local lenders does not appear in this December report as the funds were deposited on January 1, 2021. Celine moved that the Treasurer’s Report be accepted. Carried.
  4. Membership Report- Don reported one renewal of a single membership this month: December total =164 families, 64 singles for total of 398 voting members.
  5. New Business
    - a) Membership renewal letter/form- Teresa addressed the issue of including pledges on the membership renewal form. Board members had expressed concern that this is not an appropriate place for a pledge request. Teresa reported that the CEC feels that pledge requests are necessary and are increasing in number. Don suggested that we include a pledge form as a separate document in the membership package but not actually on the membership renewal form. We would use the same form which the board approved for the November Ask Letter. The board agreed. Teresa and Don will report this back to the CEC for action. The renewal letter will go out this month.
  6. Standing Committees
    - a) Kitchen – nothing to report
    - b) Repairs and Maintenance – nothing to report
    - c) Quarterly – nothing to report
    - d) Hall Expansion
      - i. Communications and Engagement Committee – Teresa reported that the CEC had passed the CRA letter regarding adding programming to the TICA mandate to the Program Outreach Committee for review. Though ultimately a board decision, they recommended that TICA do nothing about this now. Ron pointed out that we

currently operate programs, such as Soups On and the Quarterly. Matt pointed out that they are allowed by the CRA because they are fundraising activities which support the hall. CRA gives us quite a latitude for fundraising, such as selling t-shirts, soup for lunch or ads and subscriptions to the Quarterly. The board agrees that amending the mandate should be put on hold for now.

The CEC is also recommending that TICA raise the membership fee. Teresa will send board information about the last fee increase and the board will review and discuss what the fee increase will be at the next meeting. (*Post meeting note: TICA last increased membership fees at the 2011 AGM effective January 2012. Family fees increased from \$55 to \$75 and individual fees increased from \$28 to \$38.*)

- ii. Funding Development Committee – nothing to report
- iii. PMT – Ron detailed the work going on now- trim doing up, subfloor going down this week and the flooring by end of the month. Ann is sending out the next financial update on Wednesday.
- iv. Programming Outreach Committee – The committee intended to meet with the people who organized or ran programs or activities in the old hall, but with COVID restrictions this is not possible. The committee, therefore, has created a short survey (five questions) which will be sent to all those who responded to the original request. The survey will be reviewed by the CEC and the final will be circulated to the board.
- v. Old Business
  - a) AGM Planning – Teresa asked if regulations have been changed regarding the extension of 2020 AGMs to the end of March. Board agreed to set the proposed date for the 2020 AGM as March 27. Teresa queried when we would hold the 2021 AGM which is typically held in April. Carolyn will check the Societies Act and see if the registrar has set any new timelines for the 2020 and 2021 AGMs.
  - b) Hall name change - In our last two membership renewal letters the building was referred to as the Forbes Community Centre. The CEC recommends that we adopt that name rather than Forbes Hall Community Centre. Discussion regarding Forbes Hall Community Centre or Forbes Community Centre. The issue was that the word *hall* has a narrower meaning, like a legion hall or a church hall than a *centre* which offers a variety of diverse activities, as is planned for the new building. The current sign is being refurbished by Peter and Simone Luckham. Marjan will take a photo of the old sign and circulate to the board and the board will revisit the discussion at the February meeting. (*Post meeting note: Marjan circulated the photo which shows the name as – COMMUNITY CENTRE Forbes Hall*)
  - c) Hall Manager Job Description – Shirley distributed the draft job description. Discussion regarding the nature of the position: Is it a facilities manager or a program outreach position? Carolyn suggested that the focus of the new job description was to include programming not just deal with the building. It was intended to be an outreach position not just a maintenance job. Shirley will resend the job description for the board to review at the next meeting.
  - d) Maynard Johnny commission. Marjan reported that the funds should be available by the end of this week. There is an agreement in principle with the artist and Chris

Kelsey is working on the legal agreement. He will send Marjan a draft. The artist retains the copyright of the design. Any use of the design for TICA's fundraising purposes would require a separate agreement with the artist. Matt asked who will sign the agreement and who is making the decision regarding the agreement. Ron said the board would review the agreement by email and he would sign the agreement as president.

- e) Funding from Chemainus Health Care Foundation - Ron ordered the AED and first aid supplies. The Foundation will be forwarding the funds to cover the cost of the equipment.
- a) Water sampling –Carolyn and Teresa will review the new regulations and report back to the board.

Meeting adjourned at 10:20

**Next meeting February 2, 2021 via ZOOM.**

