

**THETIS ISLAND COMMUNITY ASSOCIATION**  
**Minutes – Executive Meeting**  
**December 6, 2021**  
**9:00 a.m. Forbes Hall**

**Present:** Ron Bannister, President    Don Sinclair, Vice President    Teresa Moore, Secretary  
                 Brianna Sloan, Director        Marjan Jackman, Director

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1. Approval of Agenda. Carried
2. Approval of minutes November 1, 2021.
3. Outstanding tasks (To Do list) reviewed. Marjan suggested the board explore the possibility of getting a Coop student from VIU to help with developing the IT system and perhaps, grant writing. She will look into this. Brianna offered to work with Marjan and Teresa on the IT project.
4. Treasurer’s Report – Ron presented the October treasurer’s report. Report accepted.
5. Membership report: Don reported there are 162 families, 62 singles = 386 voting members. No change from last month.
6. New Business
  - a) Donations: (i) Teresa asked if it was possible for a donor to restrict a donation to a specific project or purchase. For example, could a donor say “I’m giving you \$500 for the purchase of a new printer”. This is not possible by CRA rules. A donor can donate to the library or to Food Services as these are registered programs within TICA’s mandate as a charitable society. (ii) There was also discussion about library and Food Services funds and what they can be used for. Money raised through the Book and Bake Sale for the library and through Soup’s On or other special events involving Food Services can be used for any purchases the respective groups wish. Food Services has a small committee (Don Sinclair, Ann Dickie and Shirley Burr) that determines how monies will be spent. The Board approved the creation of a similar committee for the library with Celine Valestrand, Marjan Jackman, Brianna Sloan and Teresa Moore as members. Teresa will discuss this with Celine. (iii) Discussion regarding the need for an Expense Report for anyone submitting receipts for purchases. Marjan will draft something for the board’s review and subsequent approval.
  - b) CVRD – Grant for purchase of generator. Lynn Smith (CVRD Director Area G) is writing a letter to the CVRD requesting funding for a generator for Forbes Hall, as the hall is the designated emergency location for Thetis Island. She has received support letters from TIRRA and the Improvement District and requested a support letter from TICA. Ron will draft for board approval and it will be sent to Lynn. The letter must also indicate that the Hall is the primary emergency location. Currently it is listed as the secondary location with the Cowichan Community Centre as the

- primary. Marjan will check with Mary Forbes, with the ESS, if there are any historical documents regarding this issue.
- c) Federal Accessibility Grant – We can receive \$4500 from the federal government to install an automatic opener for the main entrance. The door will have to be removed and an electric opener installed. This is not a priority at this time.
  - d) Sound system – A sound system has not been installed at this point. Ideally, the assembly hall would have a 70-volt distributed sound system where speakers could be placed around the room. There is no infrastructure for this, so wires would need to be pulled. TICA would need to hire someone to do the design and set up and volunteers would be needed to do the actual work. The estimated cost would be about \$2500. First step is to find someone with experience in this area. Marjan will put out an espokes to see if there is anyone on the island who can do this.
  - e) Government of Canada surplus- Ron received a letter regarding surplus items (such as furniture and electronics) available to organizations. He will forward the letter to the board for further review.
7. TICA organization
- a) Food Services: Don reported that TICA had a profit of \$650 from the luncheon on Saturday, Dec. 4 after the Around the Island Tour.
  - b) Repairs and Maintenance – Nothing to report.
  - c) Quarterly – Next issue is December 1.
  - d) Garden Committee – The committee is applying for a New Horizons Grant. The purpose of the grant is ‘promoting volunteerism among seniors and other generations...engaging seniors in the community through mentoring other...supporting the social participation and inclusion of seniors.... providing capital assistance for new and existing community projects and/or programs for seniors’. The original plan was to apply strictly for the gardens (irrigation system, plants, soil) as this is largely managed by seniors, but the board requests that the grant also include comfortable chairs for the multipurpose room and a new computer and printer for the library- both of which will assist seniors. Don has done a draft of the proposal which Briana, Marjan and Teresa will review. Teresa will put the draft on Google Drive and send permissions to board for access.
  - e) CEC – Teresa reported on the debt repayment plan. The CEC is meeting with Paul Duncan on December 7 to develop a plan which will be presented to the membership in January. They are also meeting with Wendy Hinsperger (TIRRA president) to discuss community participation, volunteering and the acknowledgement of those volunteers.
8. Old Business
- a) Composition of TICA board – There is a piece in the December Quarterly seeking volunteers to join the TICA board.
  - b) Hall Manager position – Ann is finalizing the job description which will go out in December.
  - c) New Horizon Grant – Grant must be submitted by December 21.
  - d) Tennis court – Nothing to report.
  - e) Donor recognition – This will be part of the overall volunteerism discussions the CEC

is initiating with Wendy Hinsperger at the next CEC meeting.

Meeting adjourned at 11:05

**Next meeting Monday January 10, 2022 at 9 a.m.**

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