

Sproat Lake Community Association
Directors Meeting Minutes
4 December, 2023

Chair: Nancy Harvey

Call to Order: 19:01

Attending: Nancy Harvey, Catherine Mackay, Rene Lacoursiere, Sheri Gerigk, Mike Gerigk, Heather Sander, Pat O'Connell, Brian Cote, Tamara Thorpe, Penny Cote,

Regrets: Robert Lindores, Lynn Fridfinnson, Greg Steel

Absent: Wynn Thompson

Adoption of Agenda:

- **Motion to adopt Nancy; Second Sheri; Carried with the following additions:**
 - Lock on Gym Door
 - Spring on Bathroom Doors
 - Addition under ACRD – ESS Training
 - Set end time 9 pm

Adoption of Previous minutes:

- **Motion to adopt as corrected: Sheri, Second Rene; Carried Unanimously**
- Corrections:
 - Wynn Thompson was absent,
 - Heather agreed to email directors a Resource for Board members – protocols for meetings
 - AGM date set, next meeting will discuss whether to hold AGM at hall or ACRD building.

Treasurer report: Rene Lacoursiere

- Financial Statement of Receipts and disbursements distributed
 - Water testing done twice this year
 - Payment of \$125 for delivery of recent water system samples for testing
 - Pickleball - more revenue to come
 - Minor office expenses and previously approved expenditures being paid. No outstanding bills requiring motion for approval
 - Some GIC's coming due – will bring back to the board for discussion
- Have finalized licence with Island timberland.
 - June 2027 will be the end date;
 - Island Timberland has waived the requirement for forest fighting insurance otherwise Insurance hasn't changed
 - Licence cost will be \$650/year as of 2024

- **Motion to accept financial report as distributed: Brian; second Heather; Carried**

Vacant Secretary Position:

- **Motion to appoint Catherine Mackay as Secretary until next AGM: Nancy; Second Heather; Carried Unanimously**

Annual General Meeting:

- Discussion to have zoom for the AGM. Ideally AGM would be held at the Community Hall, however the absence of WIFI makes it difficult for people unable to travel to participate.
 - o Tamara will check with Telus if it is possible to have wifi temporarily available for the AGM.
 - o ACRD staff attend the AGM to 1) provide an update on the annual Budget, and 2) this provides an opportunity for the ACRD staff to hear about the needs of the community.
 - o Recommend notice of AGM be put in the local newspaper.
- **Motion to hold AGM at the community hall: Nancy; Second Mike; Carried**
- Our constitution needs updating: Tamara has drafted an addition that better describes current and past activities; directors to review proposed wording addition in advance of the next meeting
- Although our current number of directors was previously approved, the update was not officially registered. Current composition of the board includes a President, Vice President, 2nd Vice President, Treasurer, Secretary, and Past President, plus 6 other directors at large. This complement will hold for the upcoming AGM as any change requires approval by the AGM and filing under the Societies Act.

Multi-use Courts:

Meeting held with Nancy, Rene, and John Thorpe

- Issues:
 - o Fencing and posts require replacement
 - o Ditch on north side – issues with surface water, mowing in summer that creates a fire risk
 - Proposal is to fill in the ditch with drain rock just below the level of the courts and install drain pipe to address issues
 - o Additional segment of guard rail recommended
 - o Suggest that if this work is undertaken that a w/c access ramp be installed to the courts at the same time
- Total estimated cost for all work is \$25,000
- Discussion regarding quotes received to complete this work
- Currently there is \$13,000 remaining in grant money. Completion of all projects would require approximately \$12,000 more from existing SLCA reserve funds
- **Motion to move forward with court projects with Black Dog (fencing), Dolan's (concrete), and Warbrick Contracting at a total cost of approximately \$25,000: Nancy; Second Heather; Carried Unanimously**

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SL Community Hall:

- Quote from Graphics Factory for 2 new signs at \$274 each (plus tax) for 30" x 36' sign (same size as current).
 - o Recommend wait until work on court rules is completed to proceed.

Bar Renovation:

- Scope of work sent out to 5 contractors. Have received one 'decline', and have reviewed the area with one other for quote
- Have been looking for a solution to store tables & chairs under the stage. John Thorpe has worked on a design to make trolleys. Would not qualify for Community Fund use. Construction and welding labour will be donated. Cost for materials estimate as follows:
 - o 7 sheets of plywood 1/2" 245.00
 - o 19 dollies. 665.00
 - o Aluminum metal 700.00
 - o Misc.Material 125.00
 - o Total \$ 1735.00 Plus tax & delivery
- **Motion to proceed with custom quote: Mike; Second Nancy; Carried Unanimously**
- Under Stage Access – current sliders no longer working. John Thorpe has provided a materials list to replace with aluminum doors and railings. This work would be eligible Community Fund use – with receipts for materials
 - o 3 - 1/4 door skins. 66.00
 - o Misc materials 100.00
 - o 3 aluminum doors with locks 2628.00
 - o Total \$ 2794.00 Plus tax & delivery
- **Motion to proceed with work to replace existing under stage sliders/doors: Nancy; Second Mike; Carried Unanimously**

Hall Security and Access to the Pickleball Program

- Appreciation to Tamara for working on a solution to improve hall security.
- Document distributed that outlining Hall security issues and Use of the Pickleball Program
- Hall access:
 - o Current lock box system has led to widespread distribution of the access code
 - o Recommendation is to change lock box and require SL community members to register to receive a new code; with those who are registered and eligible to receive a code agreeing in writing not to give out the code
 - o Alarm system: Discussion regarding assigning unique alarm codes to registered members; which would allow SLCA to monitor entries and exits. There would need to be proper training
 - o Recommend re-keying the front door and re-issue keys to a select few. Keep a proper record of who receives a key now, and in the future.
 - o Security Cameras – preliminary discussion regarding options and limitations

- **Motion to start with changing the lock box as recommended and re-keying the front door: Sheri; Second Mike; Carried**
 - o Ample notice will be provided to current community hall users, along with requirements and process to be assigned a lock box code
- Authorized use of Pickleball facility
 - o Pickleball courts have become a popular destination for players who do not reside in the Sproat Lake Community.
 - o Discussion regarding who is eligible to be a registered member (ie Sproat Lake Community residents/property owners) and if any scheduling restrictions should be placed on non-members/visitors. Discussion whether non members/visitors should be paying a fee to play; discussion re: what is a reasonable fee for non members and what others clubs charge for non members
 - o General agreement that all individuals who play on the pickleball courts must be registered, including first name/last name; contact information; and emergency contact information provided.
 - o Discussion regarding how a pickleball registration and booking system could be built that sets booking privileges for registered members and allow non members and guests to register and have playing privileges. As people register, they will get their own link to the calendar and there will be a separate link for non members to sign up for open play.
- **Motion to move forward with a Pickleball Registration and Booking system that sets rules and booking privileges for registered members: Mike; Second Brian; Carried**
- Board members are asked to review the forms and rules documents prior to the next meeting for further discussion and decision.

ACRD Update: Penny Cote

- Penny provided an update on the Community works fund and Canada infrastructure building fund. The majority of funds have been allocated. Funds need to be spent before any further funds will be allocated to the regional district.
- Penny would like to have a community meeting in follow-up to the ACRD open house. ACRD staff will be in attendance to provide a summary of feedback received, key themes, and next steps
- Penny requested that the SLCA approve the use of the Community Hall for this meeting and that the rental fee be waived.
- **Motion to waive the fee for Penny Cote to host a follow up open house with ACRD Staff to be in attendance to provide an update and answer questions: Sheri; Second Nancy; Carried**

Next Meeting:

- January 11, 2024
 - o Proposed changes to Constitution
 - o AGM
 - o Formalizing a Pickleball Ctte and rules

Adjourned 21:28