

Sproat Lake Community Association  
Directors Meeting Minutes  
March 11, 2024

Chair: Tamara Thorpe

Call to Order: 7:02 pm

Attending: John Thorpe, Catherine Mackay, Tara Oscarson, Sheri Gerigk, Mike Gerigk, Nancy Harvey, Pat O'Connell, Rene Lacoursiere, Barbara Smith, David Brooks, ACRD Director: Penny Cote

Regrets:

Adoption of Agenda:

- Additions to agenda
  - ACRD Regional Directors report
  - Guest Process - Pickleball

**Motion to approve agenda with above noted additions: Catherine, Second Nancy – carried**

Adoption of Previous minutes:

- Minutes from the January 11, 2024 were approved by email by the past board of directors

**OFFICER UPDATES:**

Welcome and Introductions:

- Tamara extended a warm welcome to all the new board members, and to the returning members
- Round table introductions by all board members and Director, ACRD
- Catherine will circulate a list of board member's contact information

Best Meeting Days and Times:

- 1st Monday of the month, if this falls on a stat, meeting will be scheduled on the 2nd Monday
- Anticipate needing monthly meetings in the short term to work through old business not yet addressed from previous meetings

**Motion to adopt 1<sup>st</sup> Monday of each month for meetings and move to 2<sup>nd</sup> Monday if there is a stat holiday: David , Second Mike - Carried**

Vacant 1<sup>st</sup> Vice President Position:

- Discussion whether any Director at Large was interested; position involves backing up the President, creating agendas, and chairing meetings in the absence of the President
- Mike Gerigk kindly put his name forward

**Motion to appoint Mike Gerigk to the 1<sup>st</sup> Vice President position: John, Second Rene – Carried**

Conflict of Interest Protocol: Tamara

- Tamara, President, noted that John Thorpe is her husband
- Tamara will not vote on motions tabled by John and vice versa
- Both can participate in discussion in advance of any motion
- Directors in support of this approach

Treasurer report: Rene

- Overview of current financial report provided (same financial report as tabled at AGM)
- Invoices for previously approved court and bar work coming in and being paid
- Will need to take money out of investment as approved amount for current projects is more than current bank balance
- Question raised regarding hall and court insurance. Volunteers not covered by WCB. Need to look into getting a Rider Policy? Rene will send David the Insurance Policy for his review and recommendations

**Motion to accept the Treasurer's report: Nancy, Second David - Carried**

**REPORTS:**

Court Work and Hall project update: John

- A huge, huge thank you to John Thorpe who has been leading the work on the Court project, Bar renovation, Building table and chair dollies to fit under the stage, and replacing the under stage sliding doors!!
- Pickleball courts:
  - 28 posts installed and concreted to date, 22 remaining posts will be installed in the coming weeks
  - Thank you to the volunteers who helped with the installation of the first 28 posts
- Bar Renovation
  - Drywall and painting complete; flooring and light fixture installation next
  - Bar-tops and door ordered

- Under stage sliding door replacement
  - Complete
- Rolling Chair and Table dollies
  - 2 Table and 3 chair dollies complete; 2 more chair dollies to go

Hall Business:

- Nancy raised question about insurance/hall rentals and \$10,000 maximum detailed in the policy. Rene will look at it and report back

Community engagement: Tamara

- New Pickleball Registration
  - Process has gone smoothly
  - 69 community members and 28 visitors have registered
  - 64 people completed the hall commitment form and have been provided a code to the hall
- Annual General Meeting
  - Approximately 85 people attended
- Social Committee
  - planning to hold first meeting later this month or early April
  - Have a handful of volunteers from sign up at AGM and through the website
  - Penny asked Tamara to see if there is interest in a garage sale this spring
- Website/Email engagement
  - 1443 unique visitors to the website this past month
  - 227 individuals on the SLCA email list; 40 new sign ups in February arising from the AGM and a signup option on the “pickleball registration successful” page.
  - Will do another ad campaign in spring/summer and possibly some sandwich boards in the summer to grow the email list.

ACRD Director Update: Penny

- AED training
  - Sign up list was made available at the AGM
  - 1<sup>st</sup> session tentatively scheduled for later in March; a second session possibly when Pickleball starts up outside again; and 3<sup>rd</sup> session perhaps 6-8 weeks later if there is interest. Penny is working with Mike Cann to finalize the March date (Update: the first session will be on March 28<sup>th</sup> 6:30pm at the Community Hall)
  - Email and social media notices will be posted once date is finalized
  - Penny will confirm whether there is a maximum number that can register
- Penny is looking into other training courses that could be provided at the hall eg first aid. Penny has a special event fund to cover costs

- ACRD has placed an Emergency Preparedness kit in the kitchen; Penny will speak to ACRD staff about providing an orientation session for board members and volunteers so that they know what is contained in the kit. .
- At present, there is a fire department lock box and multiple keys for different locks throughout the building, eg upstairs/basement. Mike Cann is asking that the fire department have access to the lock box and key access to all areas. John is looking into a master key
- Active Transportation Study
  - There is a survey online and Penny encouraged people to complete the survey. Penny expressed that she does not support the plan in its current state.
- Penny noted that having just completed an Emergency Preparedness exercise at the Hall, in the event of an emergency or a disaster, it would be prudent for the SLCA to have a spokesperson identified in advance as we may be called upon to field questions. Penny raised this for future consideration of the board.

#### **OLD BUSINESS:**

##### Hall security:

- lock box code changed
- to receive the code you have to register and sign a hall commitment agreement that includes a commitment not to share the code with others
- The board has previously had discussions about security cameras but no decision was made; cost is \$500-\$800 for a stand alone set; if we are going to get them it would be good to purchase them before the bar is finished so the wiring can be done before the trim is completed

**Motion to move forward and purchase a stand alone security system: Nancy, Second David - 10 in favor, 1 abstain - Carried**

##### Pickleball Cash:

- There has been concern raised that there is unsecured cash in the hall; feedback from a few players that they feel uncomfortable that their payments are left unsecured;
- Recommend that a lock box be installed; there will still be a container with a small amount of cash for people to make change
- Price is \$50-60 for a lockbox

**Motion to install a lockbox for Pickleball fees: Mike, Second Barb, Carried**

##### Hall Manager:

- Preliminary discussion regarding at what point is the work managing all the Hall function too much for volunteers: there is overseeing rentals; groundskeeping;

managing events; overseeing housekeeping; depositing Pickleball funds; ongoing oversight of Pickleball registration, etc.

- Would need to define and create a job description.
  - Is this affordable?
  - Could board directors rotate through some functions;
  - Should we consider a hall committee;
  - Suggestion that we look at what other community associations do, eg Cherry Creek do – it has more rentals than Sproat?
- Discussion regarding a Hall Committee will take place under New Business

## **NEW BUSINESS:**

### Board Meeting Format:

- Attendance of ACRD Director at Board Meeting
  - Penny has asked if we wish her to attend. As the elected ACRD Director for Sproat Lake, she has attended to provide an ACRD update and as a reference for broader community matters and contacts
  - There is support for Penny to continue to attend in her position as ACRD Director, and her continued support of the SLCA is greatly appreciated
  - Penny will look at agendas and attend if there is something of interest or she has information to share
- Board Committees:
- There is no need to report every meeting if there is nothing new to report;
- If you are planning to table a motion please send to Tamara in advance of the meeting so she can include in the agenda
- Discussion regarding existing and potential new Standing Committees and which board members would be interested in participating
  - Road Committee – Mike
  - Rental Committee - Nancy
  - Hall Committee – John
  - Social Committee - Tamara
  - Governance Committee - David chair; Tamara, Nancy - ?  
community survey and review of SLCA bylaws
  - Stewardship Committee – There is a community members who would be interested in chairing; and Catherine
    - Discussion re need for terms of reference to outline scope and focus;
    - opportunity to inform priorities through a community survey

Bank Signing Officers: Rene

- Rene recommends 5 board members have bank signing authority for the SLCA bank account with CIBC
- Old signing officers need to have their signing authority removed

**Motion that effective March 11, 2024:**

**1) the following SLCA board members are approved to have signing authority for the bank account with CIBC:**

**Rene Lacoursiere**

**Tamara Thorpe**

**Nancy Harvey**

**Sheri Gerigk**

**Barbara Smith**

**2) Signing authority for all other previously authorized individuals not listed in 1) above is revoked**

**Motion: Rene Lacoursiere, Second David Brooks - Carried Unanimously**

Hall Heating and Electrical cost increase: Rene

- Electrical costs have increased; discussion regarding how to program the heat pump and better manage the propane heater to reduce costs
- Rene has been advised that the Hall cleaning contract will increase from \$260/mo + GST to \$299/mo + GST. This increase requires board approval

**Motion that the board agrees to 299/mo +GST for cleaning, but cost to include removal and disposal of hall garbage and recycling: John; Second David - Carried**

Pickleball Guest Process: Nancy

- There are matters outstanding from the previous board meeting in January regarding House Guest and Family members hall access/waivers, etc.
- Due to time constraints this matter will be put on the agenda for next meeting

Ground Maintenance: Will be put on the agenda for next meeting

Meeting Adjourned: 9:12 pm

Next Meeting: April 8, 2024 at 7pm