

SPROAT LAKE COMMUNITY ASSOCIATION
Directors Meeting Minutes
December 2, 2024, 7pm

Chair: Tamara Thorpe

Call to Order: 19:01

Attending: Tamara Thorpe, David Brooks, Nancy Harvey, John Thorpe, Pat O'Connell, Catherine Mackay, Sheri Gerigk, Barbara Smith

Regrets: Mike Gerigk, Rene Lacoursiere

Absent: Tara Oscarson

Guests: Ross Curtis, President SLPOA; Penny Paul, Secretary SLPOA; Lorraine Curtis

- Request by the SLPOA to use the community hall 4-5 times per year for town halls at no charge
- Discussion regarding current SLCA financial situation necessitating rental fees; use of hall directly impacts operating costs related to cleaning, heating, and use of disposables
- Nancy noted catchment area and membership of the 2 societies slightly different
- Discussion re: requirement to moderate meetings to ensure adherence to SLCA Code of Conduct
- Board will decide on request and respond in writing to Ross Curtis; Penny requested that they be advised if the vote is unanimous or not
- Ross Curtis, Penny Paul and Lorraine Curtis left the meeting

Adoption of Agenda:

- Add Building report: John

Motion to adopt agenda with the above addition: John, Second Sheri – Carried

Adoption of Previous minutes:

- Minutes from September 9th meeting distributed via email.
- Correction noted – Fish and Duck organized beach clean up did not occur

Motion to approve with above noted correction: David; Second John – Carried

OFFICER REPORTS:

President's Report: Tamara Thorpe

- Tamara has asked Penny Cote to organize a town hall meeting. She has committed to hold one in March
- Thank you to Nancy for taking over merchandise sales and delivery

Treasurer's Report: Tamara Thorpe for Rene Lacoursiere

- Financial report distributed by email

Motion to accept financial report as distributed: Sheri; Second David - Carried

OTHER REPORTS

Bomber Farewell Wrap up and Fundraising: Nancy Harvey

- Sent out thank you cards to volunteer groups and sponsors
- Still have hot dogs left (frozen) – Sheri offered to buy them from the SLCA
- Update provided on sale of merchandise – 70 more orders; 180 items; over \$2700 additional raised

Hall Business: Nancy Harvey

- Overview of recent hall rentals: group event in September, party in November, ACRD event

Website: Tamara Thorpe

- Cyber attack on SLCA website
- Someone logged into Go Daddy and deleted our two web domains which brought down our website
- Password was not changed when Tamara took over – not sure who all would have had the password from before. Password now reset.
- Go Daddy has confirmed Log in was local. Request has been sent to Go Daddy requesting the IP address so it can be reported to the RCMP and investigated
- Both the .com and .ca domains have been renewed for 3 years. Cost was \$173.94 for both domains
- We have exceeded the quota for the free account with Brevia (our email list and autoresponder software). The cost for a paid account is \$10/mo or \$108/yr. Annual would be easier and less transactions for Rene

Motion to approve \$108.00 annual fee for Brevia: David; Second Barbara – Carried

ACRD: Tamara Thorpe for Penny Cote

- Penny Cote provided the following update to share with the Board
 - Penny will be hosting a Sproat Lake community meeting at the end of February or beginning of March
 - Will ask the community for any questions they have before the meeting in order to have the appropriate staff and answers
 - Penny is also asking the province to host a community meeting to provide an overview of the 2006 incorporation study and what it would look like today; likely February 2025
 - Penny is wanting to host another volunteer appreciation event for those who sit on ACRD committees and local volunteer Groups
 - Is asking the SLCA Board to approve the free rental of the hall; otherwise will look for another venue; planning for December 16th
 - Request for use of hall at no charge will be discussed under new business

NEW BUSINESS

Conflict of Interest and Fiduciary Duty: David Brooks

- Recommend going forward that new board members sign a consent and acknowledge their fiduciary duties
- David provided an overview of fiduciary duties:
 - fiduciary means trust - legal obligation to act in support of the association above all other interests
 - Duty of confidentiality
 - Decisions must be made with care and prudence
 - Strict care must be taken to ensure no conflict of interest or perceived conflict of interest
 - Cannot become a director of another society where mandates and roles may be in conflict
- David will draft a consent form for consideration by the board and adoption next term

External enquiry why non-member pickleball players can't use the indoor court without a member present: Tamara Thorpe

- The recreational facilities in Port Alberni are public property owned by the City of Port Alberni; the Sproat Lake Community Hall is not owned by the ACRD. It is on private property and the Hall is owned by the Sproat Lake Community Association for use by its members.
- The SLCA Charter reads in part: “To acquire, operate and maintain premises for community purposes; to foster the growth of community spirit in the Sproat Lake area; to provide social, recreational, and athletic facilities for the enjoyment of its members; to acquire and hold licences, franchises, real and personal property; and to do things necessary or incidental to the foregoing
- Every property owner at Sproat Lake pays a sum of money to the ACRD on our property taxes, the ACRD in turn pays a sum of money to the City of Port Alberni for “Recreation & Culture Services”. This is how Sproat Lake residents financially contribute to the facilities in Port Alberni and why they are entitled to use the facilities.
- Unlike the facilities in Port Alberni that are fully funded by the City of Port Alberni, our facility receives no funds from the ACRD, other than the funds that are collected on our behalf directly from the tax payers at Sproat Lake through a line item on our property taxes (approximately \$12/year), as well as rentals and fundraising as the property tax money doesn't not fully cover our annual operating and maintenance expenses.

\$100 honorarium paid to Harley Wylie for speaking at Bomber Farewell Event: Pat O'Connell

- Concerns raised on social media regarding the Honorarium paid
- Continued concern raised by Pat, and from Tara via Pat, regarding this cash payment and how Penny Cote came to drop this off
- As explained by Tamara in an email to board members
 - Penny was on the Farewell Party Planning Committee as a community volunteer

- One of her duties was to reach out to Harley and ask if he would speak at the event
- Penny advised that an Honorarium was customary, and this was subsequently approved by the Board members who were on the Planning Committee (such authority had been delegated to the Committee Board members through approved Board Motions in April and June)
- In follow up to the event, Penny was asked if she would drop off the honorarium; she did so along with a thank you note on behalf of the Sproat Lake Community Association
- An Honorarium was also provided to the Hupacasath First Nation speaker.
- There was no intention to offend anyone and are very sorry that this has caused upset
- It was noted, via Pat, that Tara, as SLCA Board member, met with Mr. Wylie and received the honorarium back.

Note: Nancy Harvey, with agreement of board members in attendance, assumed the role of chair as Tamara was feeling unwell.

Request for use of hall for free by the SLPOA

- Discussion re: consistent and equitable approach to hall rentals for all community members and groups
- No board member put forward a motion to support the request for 4-5 free rentals per year
- Understanding from earlier discussion that the SLPOA has some resources that would enable them to pay the nominal rental rate; however Board also recognizes that the new Association is just getting established

Motion that we waive the rental fee for the SLPOA for one (1) town hall meeting in the upcoming calendar year: John, Second David: Carried unanimously

Request for use of the hall for free for Penny Cote to host a volunteer appreciation event (Tamara)

- Discussion re: consistent and equitable approach to hall rentals
- Recognition that:
 - This is an ACRD event
 - the SLCA already waives rental fees for volunteer events for some of the same events, e.g. luncheon following the BroomBusters Volunteer day

Motion that we waive the rental fee for Penny Cote for a volunteer appreciation event – Catherine, 2nd Barbara – in favour 1, opposed 7 – Motion defeated

Hall Rental Hourly Minimum: Nancy Harvey

- Currently 2 hour minimum as there is always set up and clean up afterward
- have a request for a yoga class that doesn't fit the 2 hour minimum as there is no set up or clean up afterward
- Board agrees that on a case by case basis the minimum rental can be reduced to 1 hour

Coulson/Mosaic Plans re: bomber base: Sheri Gerigk

- Defer discussion to next meeting when Penny Cote will be in attendance

Community Hall water and sewer lines: John Thorpe

- Linked to above item
- Defer discussion to next meeting

ACRD response regarding Tamara's parcel tax questions: Tamara

- **Distributed with meeting agenda package**
- Responses were helpful in understanding the history of the parcel tax, and also the map provided that shows where this tax applies
- There was interest in asking some follow-up questions. Please forward any questions to Tamara

OLD BUSINESS

Downstairs Rental: John Thorpe

- Rental rate has not changed for many years

Motion to increase rental by 20% effective their next payment: Sheri, Second David - 7 in favour, 1 recuse – Motion carried

Hall Projects Update: John Thorpe

- Need to have grant money spent by end of December 2024
- Front building fabric upgrade complete
- Basement plumbing rough in progress
- Prep work near completion for concrete work (inside and out); anticipate concrete to be poured within 10 days
- Rene did apply for a grant but unfortunately grant funding is becoming limited and application will not be approved anytime soon

Meeting Adjourned: 20:54

Wishing everyone a Merry Christmas and Happy New Year!!

Next Meeting: January 6, 2025