108 Mile Ranch Community Association

Director's Meeting Minutes
November 14, 2024

ATTENDANCE

Present		Absent
• Roxanne Ziefflie, President	• Ingrid Meyer, Director	• Graham Allison, Vice President
• Doris Mars, Treasurer	• Cindy Keates, Director	
• Denny Fahretholz, Director	• Sandy Lee, Secretary	
• Kevin Oliffe, Director		

Guests & Volunteers in Attendance: (Don Fisher)

Roxanne called the meeting to order at 6:59 p.m.

1. Minutes - Review and Approval

a. Minutes from the October 26th AGM are reviewed and approved for posting online.

b. Minutes from the October 29th Special Board Meeting:

- Moved by Denny and seconded by Ingrid to accept the Minutes as amended. **Carried**.

2. Financial - Updates and Approval

a. Receipt of Statement of Operations & 2025 Business Plan from CRD (Doris):

- Doris confirmed we received these documents for the first time.
- We have a budget of $28,000 for this fiscal year (Jan to Dec). We are within budget, including the purchase of the gazebo and the architect's fee for the siding project.
- The statement also shows $36,000 in surplus we could use for emergency expenses (e.g. boiler breaks down)
- Moved by Kevin and seconded by Ingrid to approve the October financial statements **Carried**.

b. Join the Chamber of Commerce re: Insurance (Doris):

- We can't sign on to the Chamber's insurance because it's only for employee benefits.
- Doris will continue to search for other insurance providers.

c. Preparation of 2025/26+ Business Plan (Five-Year Plan) (Roxanne):

- Kevin will review the previous Board's to-do list, cross off the projects we don't need, and develop detailed costs for the projects we need to complete.
- Doris will give Kevin the name in Williams Lake to help Kevin with the community hall floor cleaning options.
- Ingrid will contact Dan Jackson for information on maintenance contacts.
- Al Richmond is developing a five-year business plan for the CRD. To be included in that list, we must develop our own plan.

3. OLD BUSINESS

a. By-laws (Roxanne and Denny):

- The By-laws sub-committee has been reviewing and rewriting the By-Laws.
- The Board needs to give 60 days' notice to members for approval of the new By-Laws.
- Explicit language is needed regarding the power and authority of the Board Members in accordance with the 108 RCA Constitution and the BC Societies Act.
- Denny will re-work the wording on this portion of the By-Laws.
- Sandy will review the By-laws for redundancies and inconsistencies.
- We require up-to-date by-laws to apply for grants.

b. Wedding Committee (Roxanne):

- Emmy Lou will work on the committee and the website page.
- Roxanne will talk to Donna White about her involvement in the Committee.
- We want to promote weddings to increase the use of the community hall. We will approach the wedding industry and offer to promote their businesses on our website in exchange for a discount (e.g., 10%) on their products and services to our clients who book the community hall for a wedding through our website.

c. Snow Removal Contract (Denny and Ingrid):

- Reviewed three potential contracts: The Board accepted Greg Thibeault of KC's Excavating. Ingrid will deliver the signed contract to Greg.

4. Events and Grants

a. Siding Project (Kevin and Doris):

- Kevin is waiting for more specifications (e.g. breathable value) from the manufacturer to get a new quote based on a different material.

- Doris will continue to ask architects and Harris Design for more details on their invoices. She will also keep in touch with the NDI to ensure we stay within the grant requirements. We need an architect's certificate to get a siding work permit.

b. Update on Outdoor Recreation Committee (Roxanne):

- Roxanne briefed the Board in detail on her vision for using the spaces around the Community Hall for outdoor recreational activities, including an outdoor facility, amphitheatre and fitness trails.

- A women's event is planned for March 15, 2025. All proceeds from the event will go toward the project (e.g. engineer fee).

c. Update on Grant Training with CRD (Sandy):

- Kathy Vilkas, the Regional Economic and Community Development Officer at the CRD, will be a good resource for any grants we seek from various lending agencies.

c. Board Approval of upcoming events (Roxanne):

- We will create a written list of all the events the Board is involved with so that each member knows in advance and can help out as much as possible.

- The Christmas Market is held on the first Sunday in December, and the Business Fair at 108 is held on the last Saturday in May.

- Ingrid and Cindy are meeting with Emmy Lou and will assemble a list.

5.Maintenance

a. Washroom update (Kevin):

- Kevin will fix the women's washroom and continue to seek paid labour for the men's bathroom.

b. Curb stops (Kevin):

- We will wait to install curb stops, which are necessary to prevent vehicles from going over the edge of the parking lot.

6.New Business

a. Letter received re: Cement Blocks (Roxanne):

- Kevin explained his side of the story on these cement blocks and left the meeting due to a conflict of interest.

- The board discussed the letter from Kevin's lawyer requesting the return of the cement blocks.

- Moved by Doris and seconded by Cindy that the cement blocks be returned to Kevin. **Carried**.

- Kevin returned to the meeting and requested a formal letter stating the Board's decision. The Board agreed. Kevin will remove the blocks as soon as possible.

b. New Email addresses for Directors on Shaw:

- All Board members are required to access the new RCA Shaw email addresses.

c. Policy & Procedure Manual:

- All members of the Board will complete instructions on how to perform their tasks.

- Everything we do must be recorded so that anyone else can follow it. Please start working on this.

d. Business Memberships (non-voting):

- The Board discussed creating a membership for businesses outside of 108 Mile Ranch that wants to advertise on our website.

- Moved by Roxanne and seconded by Ingrid, the Board creates an Associate Business Membership with no voting rights but a privilege to advertise on the 108 RCA website for $40 per year. **Carried.**

e. Newsletters:

- We need to inform the members of the community of our work regularly. A newsletter posted on the website is one way.

- We also need someone to contact Greenbelt, the Airport, and the fire department to obtain the information to be included in the website newsletter.

- We will put this item on the agenda for the New Year.

f. Review of the previous board's to-do list of projects:

- Discussed under the financial reports

REVISED: Motion via email November 15, 2024 to purchase the 12 X 20 Gazebo for the patio area at a cost of $4534.88. CARRIED

The meeting adjourned at 9:10 p.m.

The next meeting will be held on Wednesday, December 4th at 7:00 p.m.