

# 108 Mile Ranch Community Association

## Board of Directors Meeting

January 9, 2025

### Minutes of the Meeting

Present: Roxanne Ziefflie, President; Graham Allison, Vice President; Doris Mars, Treasurer; Ingrid Meyer, Director; Cindy Keates, Director; and Sandy Lee, Secretary.

Absent: Kevin Oliffe, Director

1. Roxanne called the meeting to order at 7:01 pm.
2. Roxanne started the meeting by moving the motion to adopt the Rules for running and reporting of a board meeting (attached).
  - After some discussion, Doris moved to defer the issue to the next meeting. Some members have not had a chance to review the rules. The motion carried unanimously.
3. Addition to the Agenda - none
4. Minutes - Review and Approvals
  - Moved by Cindy and seconded by Graham to accept the Minutes of the December 4, 2024, meeting. The motion carried unanimously.
5. Treasurer's Report – Update and Approval
  - Moved by Sandy to accept the Treasurer's Report. The motion carried unanimously.
- a) Contracts (Doris)
  - Doris is looking for written contracts for people who rent 108 Community Hall. She will contact Emmy Lou to see if she can obtain the documents from her.
6. Reports and Updates
  - a) Outdoors Recreational Committee
    - At the start of her presentation, Roxanne moved a motion that “The Board of Directors recognize the Outdoor Recreational Committee projects as a part of the overall Board projects and give their full financial support.”
    - Graham moved, seconded by Ingrid, to amend Roxanne's motion to read that “this Board approves the work of the Outdoor Recreational Committee (ORC) to find ideas for using that property for recreational purposes and that the ORC come back to the Board with recommendations.” The motion carried as amended unanimously.
    - Doris moved to amend the November 14, 2024, Board Meeting Minutes, under Section 4 (b) Update on Outdoor Recreational Committee, to read that “this Board approves the expenditure of \$4,538.00 for the purchase of a Gazebo.” The motion carried unanimously.

b) Event Planning Committee

- The Family Day event on February 17th at the Community Hall is moving at full speed. Bouncy Castles will donate indoor golf games and prizes for participants. Snowman building, hot chocolate with marshmallows, tubing and sledding on the hill and street or ice hockey games in the parking are being arranged. Wranglers will be there because they are in town with no games. There will be no income or expense from this event.
- Graham moved that the Board approve and support the Family Day event on February 17, 2025. The motion carried unanimously.

7. Correspondences

a) Request for Event (Roxanne)

- In an email, Demian Pettman requested that the Board sponsor the 108 Mile Ranch Valentine's Dance on February 11th and provide her with a free community hall rental.
- Roxanne moved to accept Demian Pittman's request to rent the Hall for free. The motion failed unanimously.
- We will communicate that if she wishes to rent the hall and hold an event, she must follow the same rules as everyone else.

b) Ingrid informed the Board that we received a thank you letter from the Family Enrichment Centre for the goodies they received from Christmas with Santa at 108 surplus.

c) Sandy informed the Board that we received a thank-you and consent for the publication of the names of the Light Up the 108 Competition winners by email and text.

8. Old Business

a) Siding Project (Roxanne):

- Although the permit application was delayed, the project's starting date and cost will not be affected.

b) Review of the Event Committee's event list (Roxanne):

- Roxanne moved that all events organized by the 108 RCA must be presented to the Board for approval two months in advance. The motion carried.

c) Review of community hall floor cleaning

- Doris moved that the Board authorize an expenditure of \$1,575 to contract Cleaner Clean to deep-clean the community hall floor. The motion carried unanimously.
- Ingrid will contact Emmy Lou and Cleaner Clean to inform them of the approval.

d) Newsletter and newspaper updates

- Dave Radcliffe has been approved to write a column for 108 by 100 Mile Press, covering stories about people and events in our community. Sandy will helm the newsletter on behalf of the 108 Mile Ranch RCA and provide more in-depth coverage of the community's happenings, including updates from various organizations like the Firehall, the airport, the Lions, etc.

e) Proposal from Emmy Lou (Roxanne)

- Doris and Roxanne will meet with Emmy Lou to discuss and work out the details of her project proposal, including the insurance.

f) Budget - Directors to determine/submit priorities

- Roxanne is looking for input from the directors on the budget based on the available lists as soon as possible because this has to be done soon.

g) Bylaws & Constitution

- Sandy will review the Bylaws and Constitution and report back.

h) Light Up the 108 Contest (Sandy)

- Based on this year's experience, Sandy suggests the residents register for the Christmas light competition next year. Neighbours and friends could also nominate others to participate. We will encourage neighbourhood blocks to enter the contest as a group next. Another idea is to find sponsors to help with prizes. We will review the process next October for the 2025 Christmas season.

i) Graham's three tasks from the last meeting

- The structure of the roof - nothing wrong with it, but Graham will confirm when we can access it after the snow season is over.
- Windows - Graham will get quotes on replacing the windows and contact Rowney Contractors for the siding to see if they can install them.
- Security cameras for outside—Graham will obtain pricing for the security cameras used at the church, and other available options and report back to the Board.

6. New Business

a) Introduction of new forms

- We will have forms on capital expenditures and event expenditures. They are in the works but not ready yet.

b) Reporting of minutes (Roxanne)

- Discussed under the Rules of the Meeting at the beginning.

c) Weekly rental rates

- We can create a minimum hourly rate for new hall users in the contract. Current users don't have that, and we will not impose it on them, but they have been paying \$3 per person for the last 10 years.
- Roxanne and Doris will discuss this option with Emmy Lou when they meet.

d) Adding events to the online calendar

- On the 108 RCA community website, any event not approved by the Board should appear as "TBC (to be confirmed)."
- Doris will communicate this to Emmy Lou.

7. Next Meeting

- The next meeting will be on Thursday, February 13, 2025

8. Meeting adjourned.