

Minutes of the Farmers Institute Directors Meeting held on MONDAY, January 20th 2020 at 7 p.m. in the COBBLE HILL HALL located at 3550 Watson Avenue.

Those present: Roger Painter - President, Robin Brett - Treasurer, John English, Dave Bilkoski, Bill Wikkerink, Jason Walker, Roy Davies and Gerry Giles.

Apologies: Nellie Poelman, Blair Herbert, Lynne Pohynayko and Bill Dumont.

The meeting was called to order by President Roger at 7:02 p.m.

Moved Robin Brett  
Second Jason Walker  
the agenda be acceptance as distributed. MOTION CARRIED

Moved John English  
Second Jason Walker  
the December 16<sup>th</sup> 2019 minutes be accepted as distributed. MOTION CARRIED

**Business from the Director's Minutes:**

1. the need to register GST was discussed at length. Advice by our financial advisor indicated that as we have surpassed the \$50,000 revenue plateau we must register for GST. It was agreed if Robin has questions about registration or the impact of registering she should contact our financial advisor. Following discussion of the pros and cons of registering the Farmers Institute, it was

Moved Jason Walker  
Second Roy Davies  
the Farmers Institute immediately register for and begin to charge GST. MOTION CARRIED

2. the 4-H Committee is to meet and review the amendments proposed by 4-H to the 4-H Agreement before the February Directors meeting.
3. the proposed policy regarding providing a student scholarship will be completed by Jason and Robin and brought before the March Directors meeting.
4. an update on continuing difficult with the heat pump freezing was briefly discussed. Our appreciation goes to Doug Lockhart for following up on this issue.
5. the RFP for updating our website is now out. Interest is being shown but we need to be flexible with the call for hosting our two domains. Geeks on the Beach currently host the sites and while there are issues in getting the site updated in a timely manner the hosting of the sites by them is not a problem.

**Correspondence Received:**

- ✓ A thank you card was received from Jason regarding Theo's birth.
- ✓ The three BC Assessments for FI Property were received.
- ✓ Dog Club email was discussed and it was noted the FI Board has no objection to the installation of motion detector lights outside of the Stu Armour Building provided they are installed by our electrician. The Board also has no objection to the installation of a defibrillator at the Stu Armour Hall and thanks the Dog Club for this contribution. It was also indicated that while the kitchen in the Stu Armour is on the capital list it is far down

it due to the cost. Finally, more information is needed on the sound baffling before that item can be considered by the Board.

**Treasurer's Report** was provided by Robin who reviewed the Balance Sheet and Income Statement. Attention was called to the amount of spending done. She indicated we need to stop spending until our CVRD grant and revenue from Fair sponsorships begins to come in. As it stands we can only cover standard operating costs. She said it is difficult to present an accurate financial picture with outstanding invoices not being accounted for. It was agreed that in order to present an accurate financial picture all invoices must be handed in when \$500 is reached or before the end of the month in which the expenses are incurred in, whichever comes first.

Moved Jason Walker

Second Roy Davies

all work, with the exception of emergency repairs, be halted and new expenditures be referred to the finance committee comprised of the President, Vice President and Treasurer for approval before any projects start. MOTION CARRIED

The need to establish a policy and priority list for spending once the budget is established was also discussed after which it was

Moved Roy Davies

Second John English

the finance committee meet immediately upon passing the annual budget to establish a priority list for that current year's spending. MOTION CARRIED

Moved Jason Walker

Second Bill Wikkerink

the Treasurer's report be accepted as presented. MOTION CARRIED

The January and February rental calendars were reviewed as was the New Year's Eve event with Montgomery County, which provided us with a lot of learning experience. Gerry indicated the rental calendar for the month of February was filling fast.

The following Maintenance Report was provided by Bill Dumont:

1. Finalized schedule and advertising for new movie program until March 31, 2020
2. Commenced movie program on January 5 with two movies per week. Contract signed for movie management with Lisa Finch
3. Designed and ordered new entrance signs for Cinema program
4. Drafted monthly report forms for Cinema program
5. Sent movie program ad mail out to 750 postal boxes in Cobble Hill
6. Contract for Prices Alarms for Baird and Sheep barn heat detectors signed and deposit paid. Met with technicians and electricians to organise buried conduit for new alarms. Project delayed until funding secured
7. Assessed horse field drainage issues with contractor following heavy rains and identified several additional drainage needs for the centre and front of field to be done in the spring
8. Youth Hall heat pump was fixed again by Doug Lockhart
9. Fixed angel on Christmas tree and purchased spare
10. Moved all equipment and supplies from Poultry Shed to new maintenance shed

11. Removed all shelving and soiled panels from Poultry Barn in advance of installing new walls and shelves for bird cages. Disposal of soiled wood and debris from demo
12. Started interior framing of all walls to install new plywood interior and new shelving- about 70% of interior framing completed
13. Made food for, organised bar and hosted New Year's Eve concert in Cobble Hill hall. Poor attendance but everyone had fun
14. Sought and secured food donation from Country Grocer for NYE event
15. New Year's Day site cleanup including on-going cleanup of Poultry barn and addressing rot on bottom of main walls in that barn
16. Installed new power outlet plug in Poultry barn
17. Installed additional new lighting in the Poultry barn-still underway – 80% complete
18. Sought and secured \$250 donation from Rona for part of the 55 sheets of plywood needed to rebuild walls and shelving in Poultry barn-project delayed until funding available
19. Wrote Home Depot for donation of 55 sheets of plywood for Youth Hall rebuild
20. Purchased concession supplies for Cinema program
21. Replaced front hall porch light bulbs with LED flood lights
22. Installed power and lighting to new Maintenance shed
23. Purchased new 7 cf freezer on sale (\$299) for bar area in main hall for SCS
24. Determined source of minor water leak in main hall dishwasher with Key Foods technician-pending resolution with supplier
25. Purchased a new, impressive 12 foot Christmas tree for hall for \$200 (with \$136 donation from Dumont Tours) –regular retail value of more than \$900 at Canadian Tire
26. Took down all Christmas decorations etc. and stored in upstairs office
27. Assisted with RFP for re-design of SCHFIAS websites
28. Turned off upper Fisher water hydrants to reduce winter freezing issues
29. Shovelled snow and spread salt on main hall and Youth Hall

**New Business:**

1. The Movie Program is slowly gaining hold and a financial picture was presented by Robin. A minimum of 3 people are needed at each film to successfully run the program. It was suggested we try to establish a call in list to ensure the program needs are met.
2. The signing authority at the bank needs to be amended to reflect the new President of the Society.

Moved Jason Walker  
 Second Roy Davies

that president, Roger Painter, be added to the Shawnigan Cobble Hill Farmers Institute and Agricultural Society Island Savings bank accounts.

MOTION CARRIED

3. 2020 Fair Chair or Co Chairs appointment is needed so that planning for the 111th Cobble Hill Fair can begin.

Moved Bill Wikkerink  
 Second Jason Walker

Gerry Giles and Blair Herbert be appointed Co Chairs for the 2020 Cobble Hill Fair.

MOTION CARRIED

4. A discussion on meeting our insurance requirements when food is served by us at Farmers Institute events was held. The Board has been notified our insurance coverage will cease on any event if we host a pot luck dinner or bring food into the hall prepared in a facility that is not a licensed kitchen.

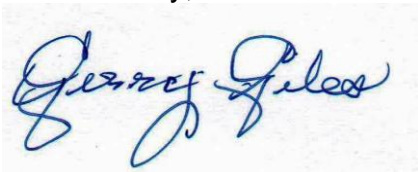
Moved Gerry Giles  
Second Dave Bilkoski

to ensure our insurance coverage conditions are being met, all food served by the Farmers Institute at any Farmers Institute event must be prepared in either our own or another licensed commercial kitchen. MOTION CARRIED

5. The discussion about the Farmers Institute Constitution and Bylaws was tabled until the February meeting.

There being no further business the meeting adjourned at 8:28 p.m.

Submitted by,

A handwritten signature in blue ink that reads "Gerry Giles". The signature is written in a cursive style with a large, stylized initial "G".

Gerry Giles, Secretary