

Minutes of the Farmers Institute Directors Meeting held Monday, February 17, 2020 at 7:00 p.m. in the Cobble Hill Hall.

Those present: Roger Painter - President, Jason Walker - VP, Robin Brett - Treasurer, Bill Dumont, Blair Herbert, Dave Bilkoski, Lynne Pohynayko, Roy Davies and Gerry Giles - Secretary.

Apologies: Nellie Poelman, John English

Roger called the meeting to order at 7:01 with a request for additions to or adoption of the agenda. Added to the agenda under New Business were Past President, Fundraising Event, Victoria Seedy Saturday report.

Moved Bill Dumont  
Second Blair Herbert  
The agenda be adopted as amended. MOTION CARRIED

Moved Lynne Pohynayko  
Second Jason Walker  
the minutes of the January 20<sup>th</sup> 2020 be adopted as circulated. MOTION CARRIED

#### **Business from the Minutes:**

- a) GST update - Robin - no report
- b) 4-H agreement recommendations - Roy explained the new policy proposed for 4-H and suggested we treat the 4-H use of SCHFIAS facilities as rentals then crediting each Club for reasonable hours donated in exchange for paying rent.

Moved Blair Herbert  
Second Roy Davies  
the policy and 4-H rental agreement proposed be adopted as circulated and that Roy be tasked with following up with the 4-H Clubs and the District. MOTION CARRIED

#### **Policy - Use of SCHFIAS property by 4-H**

Purpose: The Shawnigan Cobble Hill Farmers Institute and Agriculture Society (SCHFIAS) has had a long-standing relationship with 4-H in the Cowichan Valley and wishes to continue to support these youth. SCHFIAS has also invested considerable time and money into the updating and ongoing maintenance of their property. Therefore, as a way to support the 4-H program, SCHFIAS will provide 4-H clubs, districts, regions and provincial entities the use of SCHFIAS property in accordance with the following policy.

#### **Policy:**

- Regardless of the entity, all 4-H uses, with the exception of Cobble Hill Fair, will be considered an individual rental and require a completed 4-H Rental Agreement and abide by the terms within said agreement.
- 4-H will be asked to provide reasonable volunteer hours of service to assist with the upkeep of the properties, or pay the appropriate non-profit rate for each rental.

- SCHFIAS will record volunteer hours and apply them to rentals as directed by the volunteers who completed the hours.
- As laid out in the 4-H Rental Agreement, 4-H will need to provide a certificate of insurance listing the SCHFIAS as an additional insured, either annually or on a per use bases.
- SCHFIAS will waive damage and cleaning deposits, but reserves the right to charge for either damage or additional cleaning.

NOTE: a revised 4-H Rental Agreement will be attached to the above policy and provided to each 4-H Club

- c) Student Scholarship - tabled until October
- d) Update on heat pump - Gerry explained it currently seems to be working well but the heat program shows the building heat as 80 degrees. She will check into this.
- e) Website Request for Proposals - a half a dozen proposals have been received ranging from \$2,500 to \$35,000 for redoing the 2 Farmers Institute websites. Gerry indicated Sharon Jackson had offered to help review the submissions and she suggested having Sharon review would alleviate any perceived conflict of interest.

Moved Bill Dumont  
Second Roy Davies

Sharon Jackson be asked to review the bids and recommend a web designer to the Farmers Institute. MOTION CARRIED

- f) Heather Garden Recommendation - Roger reported on his recent conversation with the president of the Heather Society. He indicated the Heather Society was unwilling to redo the Heather Garden at a more suitable location.

Moved Gerry Giles  
Second Robin Brett

because a suitable location for the Heather Garden cannot be agreed upon, the garden be decommissioned and a memorial for Dan Cooke be provided on one of the trees in the Horse Field. MOTION CARRIED

- g) The Constitution and Bylaw Review with possible name change was explained by Gerry and she suggested it was past time for another review of these documents.

Moved Bill Dumont  
Second Roy Davies

a committee comprised of Gerry Giles, Bill Dumont, Dave Bilkoski and possibly Morris Wadds be formed to review the Constitution, Bylaws and name of the Shawnigan Cobble Hill Farmers Institute and Agricultural Society and make recommendations on same to the Board of Directors. MOTION CARRIED

### **Correspondence:**

An extensive Summary of Proceedings from FI Event held by the Ministry in Vancouver on Nov 29<sup>th</sup> 2019 was received and filed.

**Treasurer's Report:**

Robin reviewed the Balance Sheet and Income Statement by Project. She indicated the FI now has an approximate Net Earnings deficit of \$35,000 which was largely due to project being undertaken at the wrong time of year and the projects done not coming in on budget. She again said the spending needs to stop as we are now spending this year's Fair profit before the Fair has been held. Robin introduced a SCHFIAS Finance Policy for review. After discussion, it was

Moved Robin Brett  
Second Lynne Pohynayko  
the proposed SCHFIAS Finance Policy be adopted with an amendment to the third line in the third paragraph by adding the words "for any capital expenditure or major work" after \$500.00. MOTION CARRIED

**SCHFIAS Finance Policy**

The intent of this policy is to ensure the financial activities of SCHFIAS are properly planned, controlled and accurately reported to the Board of Directors, and the membership, so that decisions made with respect to annual spending are recorded, reported and monitored for approval and accuracy.

**Budgeted Expenditures:**

Annually, upon approval of the operating budget, the Finance Committee comprised of the President, Vice President and Treasurer will meet and review the proposed budgeted capital expenditures to prioritize the work outlined. Once considered, the Finance Committee will submit their recommendations, along with rationale, to the Board for consideration. Only the Board can authorize purchases or contracted work on behalf of SCHFIAS and only the President and/or the Secretary can sign letters, contracts or agreements on behalf of SCHFIAS.

**Capital Expenditures or Major Works:**

All capital or major works must be authorized by the SCHFIAS Board of Directors. A minimum of three tenders will be sought for all acquisitions of goods and/or services over \$500.00 for any capital expenditure or major work. Tenders received will be submitted to the Finance Committee who will review the expenditure and recommend action to the Board. Once Board approval is obtained, a Purchase Order will be issued to the supplier noting the quoted bid price. In all cases SCHFIAS is not obligated to select the lowest bid.

**General:**

In the case of an emergency the Finance Committee has the authority to approve work in order to safeguard all SCHFIAS holdings. Normal day to day operating expenses will be paid as they occur. All out of pocket expenses must be submitted to the Treasurer for payment within the month in which the expense is incurred. SCHFIAS will not be responsible for any debt incurred in the Society's name if it is not first authorized by the Board of Directors.

Moved Lynne Pohynayko  
Second Blair Herbert  
the financial report be accepted as presented. MOTION CARRIED

### **Rental Calendars:**

The February and March rental calendars were distributed for information purposes only. Gerry noted the calendar is subject to change on short notice.

### **Maintenance Report:**

Bill reviewed his maintenance report and noted the sink was leaking in the women's washroom and this would need to be fixed before major damage occurs. He also submitted a cost estimate to repair the exterior walls of the Poultry Barn and rebuild the interior. This document was referred to the finance committee for their consideration.

### **Fair Report:**

Blair referred the Board to the February 10<sup>th</sup> 2020 Fair notes. It was indicated the 2020 Fair Budget had been approved by the Board and then the membership at the AGM in November of 2019. Blair pointed out we are currently searching for a volunteer coordinator and someone to do data entry.

### **New Business:**

1. BC Fairs Renewal will be \$400 this year as cost is based on previous year's attendance - our attendance was 5,700.
2. Capri Insurance Renewal - the forms filled out and filed with Capri. The cost of our insurance will increase by approximately \$2,000 this year.
3. As Past President George Robbins would like to be kept informed of SCHFIAS business.

Moved Bill Dumont  
Second Blair Herbert

George Robbins be added to the Director's mailing list and invited to attend all Director's meetings. MOTION CARRIED

4. An invoice was received from District A for renewal of our dues.

Moved Roy Davies  
Second Blair Herbert

\$200.00 be paid to District A for 2020 membership dues. MOTION CARRIED

5. Bill reported a Beer, Burger and a Movie night is being organized for April 11<sup>th</sup> 2020.
6. Blair reported on the Seedy Saturday he attended in Victoria and said our event was stellar in comparison, which was nice to hear.

There being no further business, the meeting adjourned at 8:35 p.m.

Respectfully submitted,



Gerry Giles, Secretary