

Minutes of the Farmers Institute Directors meeting held on August 17, 2020 with Jason Walker acting as Chair and hosting the meeting via Zoom.

Jason Walker - Vice President, Robin Brett - Treasurer, Roy Davies, Lynne Pohynayko, Dave Bilkoski, Blair Herbert, George Robbins, Gerry Giles - Secretary.

Apologies: Roger Painter

1. Acceptance of the agenda

Moved Robin Brett
Second George Robbins

to approve the agenda with the addition of Rotary under new business.

MOTION CARRIED

2. Acceptance of or corrections to the July 20, 2020 minutes

Moved Blair Herbert
Second George Robbins

the July 20, 2020 minutes be accepted as presented.

MOTION CARRIED

3. Business from the Director's Minutes:

- Constitution and Bylaw - on hold until we can meet
- Shaw service provisions - on hold until March of 2021
- Volunteer Recognition - no meeting held to discuss this item

4. Correspondence:

The correspondence from Alistair MacGregor to the Federal Government in support of Covid19 funding for Fairs and Exhibitions was received and filed.

5. Treasurer's Report - Robin

The Financial Report, Covid Budget (attached) and Financial Statements were distributed with the agenda. Robin reported that when we adopted the Covid Budget we were \$4,000 short of funding to make it to April of 2021. With careful planning and some fundraising we are now able to continue financially till June 2021 with \$89 to the good. Consequently, we are holding our own with the Covid19 budget but we can expect the financial statements to get much worse. The Duncan Dabber grant was provided based on application for fixing the electrical in the kitchen but their society now recognizes the funds might be more valuable used for other items. Roy indicated there is very little chance of receiving Duncan Dabber funds next year.

Moved Robin Brett
Second Roy Davies

The treasurer's report be accepted as presented.

MOTION CARRIED

6. Secretary's Report - Gerry

Reported on the Red Cross Funding application she submitted for \$33,576 to provide food services for seniors and low income families. She also indicated she submitted the annual funding document for the CVRD grant. This time she stressing it is not a CVRD grant but a Cobble Hill taxpayers grant in aid that was approved by referendum vote in 1985. The final report to the New Horizons for Seniors Program for approximately

\$24,750 in funds received for the Movie Program has also been completed. Gerry indicated she has responded to seven Prices Alarm calls in the past two weeks. What was triggering this alarm was someone who has a key to the building unlocked the door using a key rather than using the keypad. When this is done it leaves the building open to entry by anyone who pushes down on the latch. She indicated that the front and kitchen door should be rekeyed with only 2 keys issued, which would force everyone to use the keypad. Dave Bilkoski reminded all about the small door at the back of the ramp that gives access to the basement.

Moved Robin Brett

Second Dave Bilkoski

the locks on the front and kitchen door and the 2 basement doors be rekeyed and that only 2 keys be issued to the Secretary for the Main Hall and enough keys be cut for those who need to access the basement. MOTION CARRIED

Moved Robin Brett

Second Lynn Pohynayko

the Red Cross funding application be authorized. MOTION CARRIED

Moved Gerry Giles

Second George Robbins

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

7. Fundraising - Report

Gerry indicated the Finance Committee had met to discussed and suggest priorities for the 2020/21 Capital and Maintenance Budget as well as review fundraising ideas to present to the Board for their consideration. Both of those documents are attached to these minutes.

With respect to the fundraising recommendations Gerry indicated if the Board was in agreement she would like to work on the fence advertising signage for our sponsors as well as the tree donation by the CVRD.

George, Jason, Blair and Lynne agreed to work on the membership drive and Gerry is to provide the list to George.

The Board agreed in principle to the sponsor advertising signs as well as the donation of the fruit trees and berry bushes.

The Proposed Priority Capital and Maintenance Budget 2020/21 was reviewed with details provided for the immediate needs on page 1 of the report.

Moved Robin Brett

Second Dave Bilkoski

the 2020/21 proposed priority Capital and Maintenance Project List be adopted as presented in the report by the Finance Committee and the immediate work is to include those items shown as Immediate Priority and they are to be undertaken provided the work fits within the \$3,000 South Cowichan Seniors donation. MOTION CARRIED

It was suggested we have a donation button placed on both of our websites, and that we consider making the turkey, beef and chicken pot pies as a fundraiser. Roy, Gerry, Robin and Lynne said they would help with this.

8. Rentals Report - Gerry reviewed her rental report. After considerable discussion it was

Moved Dave Bilkoski

Second Lynne Pohynayko

that the buildings not be rented in September due to Covid19 and that this item be placed on the September board meeting for review. MOTION CARRIED

9. Maintenance Report - Bill submitted his maintenance report along with his resignation from the board effective September 15, 2020.

Moved Roy Davies

Second Lynne Pohynayko

Bill's resignation be accepted with regret and appreciation be expressed by the Board for the significant amount of work Bill had undertaken for the Farmers Institute.

MOTION CARRIED

10. New Business

A Virtual Fair Update was provided by Gerry who indicated that registrations and submissions to the Fair has certainly exceeded her expectations. Judging will take place on Wednesday and Thursday and the winners in each category will be placed on the website on Saturday.

Gerry requested the use of the hall on the 15th of September for the Rotary Dream Vacation Raffle draw and for use of the grounds on the 30th of August.

Moved Lynne Pohynayko

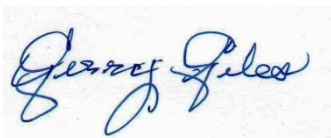
Second Robin Brett

Gerry's use hall on September 15th for the Rotary Draw be approved.

MOTION CARRIED

There being no further business the meeting adjourned at 7:44 p.m.

Submitted by,



Gerry Giles, Secretary

Shawnigan Cobble Hill Farmers Institute

Covid Budget to June 30, 2021

Bank

Chequing Bank Account	9,374.75
Contingency Fund - Premium Savings	7,819.20
Reserve for Security Lease	7,003.16
Duncan Dabber Reserve	6,009.60
Audio Visual Reserve	11.06
Expected Profit from Virtual Fair	6,000.00
Expected CVRD Grant in February	10,000.00
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	46,217.77

Expenses

Cleaning	2,500.00
Kitchen Electrical (Duncan Dabber Grant)	6,000.00
Insurance	15,400.00
Repairs & Maintenance - Grounds	500.00
Repairs & Maintenance - Bldgs	1,000.00
Telephone & Security	7,970.52
Hydro - Main Hall	5,000.00
Hydro - Youth and Stu Armour	3,500.00
Heating and Cooking Fuel	800.00
Water	535.00
Garbage Disposal	900.00
Bank Charges	500.00
Postage	100.00
Website Expenses	1,375.00
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	46,080.52

Profit 137.25

**2020/21 Capital & Maintenance Budget
Proposed Order of Priority
As Reviewed by the Finance Committee August 12, 2020**

Project Name	Details	Cost	Funding Details
Immediate Priority			
1	Kitchen Electrical	Except for 1 at the entrance to the kitchen, all of the electrical plugs in the kitchen are on an old system that trips the breakers when used. During a recent rental there was a small electrical fire in one outlet due to too (two) many items being plugged into it	In all instances, the project costs will need to be obtained to be current
			The \$6,000 Duncan Dabbers grant listed this item as a project.
1	Remove Heather Bed	Overgrown and in the wrong location	Volunteer labour with some possible machine help donated
			Unknown
2	Paint wainscoting in the dining room and touch up the main hall	Over the years there have been many dings in the paint primarily in the dining room. It would be an ideal time to do this touch up work while the hall is closed to rentals	Cost of paint only @ \$500. Hopefully this job can be done by volunteers
			donated funds
2	Youth Hall Interior Painting	Repair holes and repaint while this hall remains closed to the public	Cost of paint about \$500. Hopefully this job can be done by volunteers
			donated funds
2	Repair Kitchen Backsplash	Remove small beading between the stainless steel sink and backsplash. Assess and clean area then replace beading with a wider product then seal with DAP or some other form of Silicone Sealer. This work can be done by volunteers.	Although a temporary fix, it is a much better solution than doing nothing. Replacing the sinks and backsplash is too costly for now
			donated funds
3	Youth Hall Kitchen Reno	Replace open cabinets with doors above and below the sink and look at a better counter configuration	\$1000 and possible partial donation of cabinets from cabinet shops in CH
			donated funds or products. Gerry to contact Will and Gord to get estimates

Fundraising Suggestions

August 12, 2020

Not in order of priority and for discussion purposes only.

- Heritage Canada Grant - for new floor and storage space
- Explore other grant opportunities for not for profit organizations
- Go Fund Me Page and community appeal if/when things get dire
- Membership Drive with an increased membership fee
- Selling signs much like those that had been done with the hearts for front line workers but geared to agriculture
- Selling fence advertising to local sponsors
- Raffle - side of beef

Long term - when pandemic is over host a dinner and silent/live auction