

Minutes for SCHFIAS General Board Meeting

Date and time – November 17, 2025 @ 7 in the Youth Hall

Call to Order 7:05 pm

Those present: Roger Painter – President, Roy Davies – Vice President, Betsy Burr, George Baird, Scott Robertson, Guy Kendall, Sonya Clarke – Treasurer, and Dee Nelson – Secretary.

Absent: Bill Wikkerink, Michael St Clair

Approval of Agenda / Additions

Moved by Scott, 2nd by Betsy

Motion carries

Approval of Minutes from last Board Meeting

Moved by George, 2nd by Guy

Motion carries

Minutes of Directors Meeting of October 20th

Business Arising for Minutes

None

Presidents report

- The Hall gate was opened on Saturday to allow people to take wood from the Halloween bon fire. We received \$140.00 in donations for the wood so far.
- All donations from Halloween and wood pile donations covered the cost of the food on Halloween.
- A lot of people said thanks for Halloween and thanks to all the volunteers that helped. Mill Bay Fire and Country Grocer helped with the event as well.
- Jim Southwell sold over a number of our garbage cans for \$30 each. We raised about \$300. There are about nine more to sell and we will put them on Marketplace.

- Roger has been making a push on memberships to get people to sign up and become a member. We were able to get 50 members so far. Roger will try, closer to Christmas, to see if we can get more members to join.
- A report must go out to the Director of Farmer's Institute, and in the report they ask how many members we have. Roger is happy with the numbers so far.
- Roy, Sonya and Roger met and put together a budget for next year. It will go to the AGM for approval, but it will be discussed tonight too.
- The DUNCAN DABBER BINGO grant report will be put in. Changes were made to switch the remaining money which was originally going to be used towards redoing the walkway, to buy some kitchen equipment for the Farmers Institute. There is approximately \$1500 remaining.
- After the AGM a report will be prepared for the CVRD. This will include a written report plus a copy of our new budget.
- Allan will not be able to do his janitorial work and is down for the next 3 or 4 days. His rheumatism is bothering him. The Main Hall and the Stu Armor won't be cleaned until he returns. It shouldn't impact anything as there aren't any rentals of note.
- Michael Wilson, Gerry and Roger went over some of the issues between SCHFIAS and SCSA. We are trying to make it work so that we can get the people from the Coptic Church every week. We came to an agreement that Gerry and crew would come in through the back door and work in the kitchen. This won't interfere with the people from the Coptic Church. If they come in 50 days a year that would bring in \$10,000 in rent.
- Guy is making a 'plug' to plug the server window so both the Coptic church and the Seniors Lunch Group would be able to share the Hall at the same time.
- Roger and Gerry discussed making meat pies. Gerry suggested that they (Seniors Lunch Group) could make the pies for us. The pies would sell for \$7 each. Gerry would keep \$2 and Farmers Institute would keep \$2 and \$3 would go towards the food cost. Roger agreed to this bring this idea to the board.
- Michael Wilson is a good conduit between Roger and Gerry in the meetings. He understands more where the issues come from.
- Both sides are starting to realize that there are needs to offer each other things. Gerry did offer the use of the kitchen and her chafers and other equipment for the Halloween event.

Treasurers report included a review of revenues and expenditures for the following areas.

- Hall rentals
- Donations
- Membership fees
- Cleaning
- Water bill
- Garbage
- Insurance
- Website work
- Halloween

Overall Profit \$2300.56 for the Month of October

- Report read and filed

Hall Maintenance

- Guy and Roger fixed a gate that was damaged while someone was trying to steal it.
- Fire extinguishers were checked.
- The Fire compression system will be inspected on Friday November 28. Their report will go to the Farmer's Institute's insurance company.
- The Douglas Fir tree was taken down, and it is in 15" rounds.
- David, Guy, Roger and Scott will help get it ready to sell and we will find a few more volunteers to help out.
- We'll sell the wood in rounds for \$300. They will have to pick-up.
- South Island Mechanical were scheduled to look at the three heating systems on November 27th. Since the heating systems were checked in May, we will cancel the November 27th visit.
- It was decided that the piano did not need to be tuned up since it's only used twice a year.

Correspondence

- We received a report from South Cowichan Seniors Association. They were off for a few months (August and September) so nothing has been reported.
- SCSA are getting about 120 people for the senior's lunch program.
- They catered for Nellie Pullan's 90th birthday. Nellie has been a member for many years. She was very pleased that she was given free rent for this event.
- The hall was rented to the Rooke family on October 3, 4, and 5th. Gerry said the hall and kitchen were left very dirty. The main hall required spot cleaning,
- and the kitchen needed a full 2-hour scrub. The grills, counter and stove needed to be cleaned before Gerry could use the kitchen.
- The 2nd Nature Market Event was catered on October 18, and it wasn't as bad, but the kitchen still needed cleaning. The stove grill was dirty, and the bottom of the fridge was covered in some liquid.
- A \$100 damage deposit needed for cleaning will be required in the future.
- We were pleased to loan the Farmer's Institute the equipment for Halloween but one of the pans was permanently marked by hot dog stains.
- Our society has secured and provided \$5,000,000 insurance to FI as official insurer. This certificate was given to Ann Baty, the rental coordinator.
- Gerry is requesting to use the hall on December 8th for the Christmas Senior lunch.
- Roast beef will be served. As a Christmas gift for each senior, we give them a turkey pot pie. We will need to use the hall before December 8th to make the turkey pies. Our luncheon is sold out. We have 180 guests and 25 volunteers. We will need 4 hours to cook the turkey one day and one day to assemble the pies. This also takes 4 hours.
- We only have 1 day booked in December, not 2. We need to make the pies soon so we can give them away on the 8th. Our question is – will we be charged rent for this or can the fee be waived since we cleaned the kitchen after the Rooke family and after the Natural Craft Fair.

Motion to give SCSA the time they requested to make pie for free.

Moved by Scott, 2nd Guy

Motion carries

New Business

Rental Report

- Roy spoke about the Rooke wedding. They had a 3-day hall rental. They were asked to clean the hall by Sunday.
- We need to write up something telling what clean up expectations we have for rental. Clean tables, wipe counters.
- Al will do the floors and clean the bathrooms.
- Ann Baty gave a report on the rentals for this month.
- Coptic church is there for 3 Sundays, a wedding, a memorial tea, 2 - 4H banquets (beef and horse), Remembrance Day, 2 kids Christmas parties and 2 senior lunches
- All 2026 events are now subject to the new fee schedule for occasional renters.
- The Feather Fanciers did cancel their poultry show at the Stu Armor building due to the funding shortfall. They were offered a lower rate, but they still canceled.
- Rental contracts have changed. It is now the responsibility of the person renting the hall to make sure it is cleaned, not the caterer. In the contract a name will have to be provided from the party who will be responsible for the kitchen cleaning up etc.
- A list of things required to be cleaned will be provided.
- Ann and Roy discussed BYOB. Since we are a public venue, Renters need a person with a Special Event Server or a Serving It Right certificate. That person will be responsible for serving, and liability falls to that person. All the paperwork must be filled out and sent in 2 weeks prior to the event. Certificates are needed before an event.
- Farmer's Institute is not liable if we follow the rules.

Motion to accept the Rental Report:

Moved by Roy, 2nd by Scott Approved

2025-6 Budget Discussion included

- Fair Budget \$30,000
- Insurance \$24,000
- Rentals \$ 32,000 profit
- CVRD \$32,000 - \$33,000 increase in 2026
- Roy recommended to offer Ann a non-voting seat at the Board table. We felt it was important to have her at meetings. All agreed
- Budget will show as a balanced budget

- Had to cut back on repairs and maintenance upgrades last year
- Lost income by not selling meat pies so we reduced this to \$10,000
- Our overall proposed budget is \$146,000.

There were no questions from the Board, and it was decided to move it to the AGM.

- Financial review. We are looking for someone to check over the books. Gay Wise is no longer doing it. Lisa Davies will take over this task for this year. Roy wished to note that he would be distancing himself from this because of his relationship to Lisa.
- At the AGM meeting, the 2 executives up for reelection are President (Roger) and Secretary (Dee) and 4 director seats.
- Roger would like to step down. Dee will continue to be secretary.
- The Director (Scott) seat is also up for reelection as well as Michael St Clair.
- We are still looking for new members to join the Institute.
- At the AGM, the reports given will be on the Fair results as well as other topics.
- Roger mentioned helping the CMS Food bank. He suggested giving them \$1,000 this year. One year we donated \$3000 in meat pies.
- Roy suggested asking the Seniors Lunch group to make an extra 300 meat pies and donate them to the food bank. FI would pay for the ingredients.

Motion to ask Gerry to make extra meat pies for the food bank.

Moved: Betsy Burr, 2nd George Baird.

Motion to adjourn 8:10 pm Moved: Guy Kendall