Shawnigan Cobble Hill Farmers Institute and Agricultural Society

Board of Directors Meeting
September 21, 2026 | Draft for approval

Location: Youth Hall
Time: 7:03 p.m. to 8:01 p.m.
Present: Roy (Chair), Dee, Jean, Gerry, Anna, Kathy, Ann, George, Bill and Guy.

1. Call to order and approval of agenda

Roy called the meeting to order at 7:03 p.m. The agenda included all-candidates meetings, Halloween and the year-end financial review under new business.

> **Motion:** To approve the agenda as amended.
> **Moved:** Jean | **Seconded:** Guy
> **Carried; no opposition recorded.**

2. Approval of previous minutes

The July minutes were amended to record that Kathy and Roger had volunteered to serve on the bursary committee.

> **Motion:** To approve the July minutes as amended.
> **Moved:** George | **Seconded:** Gerry
> **Carried; no opposition recorded.**

3. President's report

The President had no additional report beyond matters covered elsewhere on the agenda. Fair preparations and activities had occupied much of the summer.

4. Treasurer's report

Jean presented preliminary year-to-date financial information showing net income of approximately $38,022, subject to adjustments and reconciliation. Accounting onboarding remained underway. Jean agreed to prepare and email a monthly statement to directors. Members requested clarification of crane-activity income and discussed separate tracking for future events.

The board discussed retaining Sonja to assist with accounting training, troubleshooting and more complex requirements, including GST.

> **Motion:** To engage Sonja as an accounting consultant, paid hourly on an as-needed basis, to support the Treasurer.
> **Moved:** Gerry | **Seconded:** Kathy
> **Carried; no opposition recorded.**

5. Committee reports

Rentals: The circulated rentals report was discussed. Weekly church rentals had resumed, and Christmas booking inquiries were beginning. Positive public feedback about facility cleanliness and parking was noted.

Maintenance: Missing accessible-parking signs were reported for investigation. A faulty exterior water hydrant on the north side of the building requires further work by the plumber. An office shelf was also discussed.

Seniors' lunches: Lunches resumed September 14. The schedule includes one lunch on October 19, three in November and one in December. A discussion with Roy about the pot-pie program was requested. Concerns about cleaning the kitchen and dining-room floors appeared to have been addressed. The cleaner's work during the fair was commended.

Seedy Saturday and social media: Detailed reports were deferred because the reporting members were absent. Strong website and social-media activity during fair season was noted.

Show and Shine: No report.

Fair: The fair was reported as successful, with gate revenue approximately 28% above the previous year. Favourable weather, later arrivals and additional activities contributed to the outcome. Suggestions for future fairs included horseshoes and clearer identification of volunteers through shirts, vests or another visible identifier.

6. Business arising

Bursary program: Kathy was identified as chair of the bursary committee. Discussion supported beginning with one annual $1,000 bursary. The committee will clarify eligibility and application access for homeschooled students and strengthen the residency wording to state that applicants must reside in the designated area. Relevant trades, such as mechanics or welding, may qualify where an agricultural connection is demonstrated in the application. Documentation of post-secondary enrolment or payment and a two-year period for claiming the award were discussed.

Hot-dog stand donations of approximately $800-$900 were reported as intended to support the bursary. A potential substantial donation through a community foundation was discussed. The arrangement remained preliminary; no acceptance motion or final agreement was recorded.

Members' meetings and AGM: Possible future speakers included Ken Gray on fish recovery and a returning FireSmart presenter. A spring members' meeting date will be considered in October for announcement at the AGM. The November board meeting is scheduled for November 16 at 7:00 p.m., and the AGM for November 23 at 7:00 p.m.

Signing authority: Bank signing-authority changes, including adding Jean, were reported complete. Online access and arrangements for incoming and outgoing e-transfers remained to be finalized.

Volunteer recruitment sign: Roger's follow-up on an exterior sign remained outstanding. The proposed sign would direct prospective volunteers to an email address or QR code. An update is expected in October.

7. New business

All-candidates meetings: Meetings were discussed for October 2 at Arbutus Ridge, from 2:00 to 4:00 p.m., and October 5 at the Institute hall, beginning at 7:00 p.m. with an anticipated finish between 8:30 and 9:00 p.m. The Arbutus Ridge meeting was organized at the ratepayers association's request. Roy will moderate both meetings and review the candidate rules. Arrangements for October 5 included approximately 100 chairs initially, additional chairs available, three front tables, and coffee, tea and cookies.

Halloween: Gerry agreed to organize the event, with volunteers offering assistance. Plans included hot dogs, hot chocolate, candy and a bonfire. Members requested a smaller, manageable quantity of suitable firewood, to be coordinated with Dean. Timing and remaining arrangements will be confirmed in October.

Year-end financial review: The board discussed appointing Robyn to conduct the review, subject to her willingness to serve.

> **Motion:** To appoint Robyn to conduct the year-end financial review, subject to her agreement.
> **Moved:** George | **Seconded:** Bill
> **Carried; no opposition recorded.**

Jean will work with Sonja to compile the materials required for the review.

8. Next meeting

October 19, 2026, at 7:00 p.m., at the Youth Hall.

9. Adjournment

George moved to adjourn. The meeting adjourned at 8:01 p.m.

Action items

- Jean: Email monthly financial statements and clarify crane-activity income.
- Chair and Treasurer: Arrange Sonja's accounting support and confirm Robyn's availability for the year-end review.
- Maintenance: Investigate missing accessible-parking signs and follow up on the hydrant repair.
- Roy and seniors' lunch representative: Discuss the pot-pie program.
- Bursary committee: Clarify homeschool eligibility and revise residency wording.
- Gerry: Continue follow-up on the proposed foundation donation.
- Board: Consider a spring members' meeting date in October.
- Authorized signers and Treasurer: Complete online banking and e-transfer arrangements.
- Roger: Report on volunteer recruitment signage.
- Roy: Review rules and moderate both all-candidates meetings.
- Gerry and volunteers: Finalize Halloween arrangements and firewood.
- Jean, assisted by Sonja: Prepare the year-end review records.

Volunteers Halloween
Kathy, Betsy, Gerry, Guy, Dee
+ friend