



## MEETING MINUTES

Date: Jan. 21, 2013

**Commissioner's In attendance:**

Bruce Johnston, Lisa Collins, Angela Mezzatesta, Jennifer Linegar-Johnston, Heloise Dixon-Warren (Area B Director), Maria Dawson

**Absent:** Phil Demers, Liz Montgomery, Brenda Lebeck, Lisa Scott

**Guests:** Anna Eastman

**Note:** *A quorum of the BLRC is 50% of the current membership or 4, whichever is greatest. As of today's date, the BLRC has a membership of 10.*

**Chair:** Angela

**Scribe:** Heloise

Meeting called to order at 7:18 pm

1. **Acceptance of Acceptance:** Angela motioned to accept Agenda; seconded by Lisa C., AIF
2. **Commission Structure: Chair, Vice Chair, Secretary, Treasurer**  
Chair: Angela accepts the position of Chair for 2013 (won by acclamation)  
Vice Chair: tabled until the next meeting  
Secretary: tabled until the next meeting  
Treasurer: tabled until the next meeting
3. **Financials:** year end submittal needs to be submitted to Quesnel Leisure Services (Attn: Diane Rogers); all bills paid until Jan. 15<sup>th</sup>;
4. **Keys:** Jennifer is in the process of setting up a Key Sign In / Out Policy; will make recommendations to the BLRC; Jennifer will complete the Key Policies with recommendations; Jennifer has created a "Key Sign In / Out Sheet"; all keys currently in circulation must be returned to the BL Hall as the front door is being re-keyed; 14 keys done; blanket code will be provided for 7 days
5. **Website:** a Request for Proposal was distributed in the fall; 4 proposals received; Angela did an analysis of the proposals; the Website Committee (Angela, Liz, Heloise) is recommending that

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**Bouchie Lake Recreation Commission**

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*Those who can, do. Those who can do more, volunteer. ~Author Unknown*



## **Bouchie Lake Recreation Commission**

the BLRC work with Southill Graphics to design the website for the BLRC; quote was \$1500.00 + HST; Angela motions that the BLRC contracts the web design to Southill Graphics; motioned by Jennifer; Angela will be the liaison between the BLRC and Southill Graphics; AIF;

6. **Responsibility of Commissioners – re: meetings;** as per the Bylaw, the appointment of a commissioner can be rescinded by the commission if the commissioner misses 3 consecutive meetings; 1 commissioner has never attended a meeting; Heloise will speak with that commissioner
7. **Call for Volunteers:** Quesnel Museum & Archives currently has a “**Call out for Volunteers**” (strategically focus on attracting people on with a particular skill set); Heloise will draft the Call Out for Volunteers and circulate to the BLRC for comment; this action to be added under Volunteer Retention / Attraction Committee
  - Book keeping / Financials*
  - Proposal /Grant Writing*
  - Policy Writing*
  - Construction Contracts & calculating costs*
  - Landscaping / Beautification*
8. **Strategic Plan:** Heloise will complete the Strat. Plan so it is in a report format; the BLRC now needs to move forward with the plan; Lisa C. motions to distribute the final Stat. Bus. Plan to the community, Quesnel Leisure Services, NCJPC, and CRD ; seconded by Angela; AIF
9. **Letters of Resignation:** submitted by Bruce Johnston and Jennifer Linegar-Johnston; the BLRC thanks them for their time on the BLRC;

**Next Meeting: March 11, 2013**

**Meeting Adjourned 8:28 pm**

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