



Bouchie Lake Recreation Commission

MINUTES

Date: Monday, January 30, 2012, 7:00pm

Location: Bouchie Lake Hall

Commissioners Present: Liz Montgomery-Smith, Lisa Scott, Brenda LeBeck, Lisa Collins, Jennifer Linegar-Johnston, Sybille Muschik, Bruce Johnston, Heloise Dixon-Warren, Carolyne Blanchet

Commissioners Absent: Maria Dawson, Jeff Lefebvre

Treats: Hazelnut pie with Chocolate Ganache & Hazelnut Cream

Chaired by Sybille Muschik; Scribe: HDW

Guest: Angela Mezzatesta, Jennifer Robertson

1. Roll Call / Introductions / Guests
2. Director's Report – Heloise Dixon-Warren (North Cariboo Parks & Recreation)
3. Call to Order – Adoption of Agenda; moved by CB; seconded; AIF
4. Correspondence – Business Arising: n/a; any applicable correspondence read will
5. **Chair Report:**
 - a. Motion to rotate Chair & birthdays as the order - Brenda moves this motion; seconded; discussion; a "Cheat Sheet" of how to Chair a meeting as per Robert's Rules; **Sybille will make a Cheat Sheet available for those that Chair**; Chairing a meeting as per a Schedule; AIF
 - b. Set a Schedule by birthdates: **Liz (Feb.), Bruce (March), Carolyne (April), Lisa Scott (May), Jennifer (June), Lisa Collins (Sept.), Sybille (Oct.), Liz (Nov.), Brenda (Dec.)**; if designated chair cannot attend a meeting, the next Chair in line will chair the meeting; Commissioners not in attendance will be added to the Chair schedule
Lisa Scott: August 26
Sybille: Sept. 3
Brenda: Dec. 24
Carolyne: July 6
Jennifer: Aug. 30
Bruce: May 1
Lisa: Sept. 1
Liz: April 15
Heloise: Oct. 6
6. **Elections**
 - a. Secretary – **tabled to next meeting; HDW will takes Minutes when here**
 - b. Treasurer – **Lisa nominates Bruce, seconded by Lisa; AIF; Bruce accepts; Liz will train Bruce!**; items can be delegated to other commissioners
7. **Financial Report**
 - a. Jan. 30, 2012: \$45,830.65 ; Beginning Capitol Budget; \$9,738.95 ; Combined Budget: \$55,569.60; budget needs to be set for next year;
 - b. Incoming Rental Revenue budget – Hall Rental revenue:
2009: \$6070.75; 2010: \$4223.15; 2011: \$4168.00 (Affiliate / Rental Fees); **Lisa Scott motion to table incoming revenue discussion to next meeting; seconded; AIF**



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8. Contract Manager's Report

- a. Pump House Incident; condition of pump house: building needs to be renovated (additional insulation); pump broke; repair cost: \$254.13; new baseboard heater purchased & heat tape around pump;
- b. Front Entrance light: James & Sons sensor light replaced;
- c. Bollards for well still required; **tabled to a spring meeting;**
- d. Secondary access to the hall (deadbolt / key on secondary door); **Heloise motions to add dead bolt to exterior door (through storage room); interior door needs to be fixed so it can be accessible from both sides; seconded; AIF; Action: Contract Manager**
- e. Water Tester Position: 1 x /month water needs to be tested; **Bruce accepts; water to be taken to Brian Steeves, Environmental Health Officer**

9. Booking Agent

- a. Wayne Andres doing Booking Agent job; Phyllis doing outdoor Facility booking; discussion about hiring a booking agent & pay scale; Equestrian, Hall & Facility Bookings; Baseball / Equestrian seasonal activities; table until more facts obtained;

10. Assignment of commissioner portfolios (see attachment) – DONE!

Claymine Property: Brenda

Pioneer Park Property: Brenda, Bruce

Marketing / Promotion / Communications: Liz, Lisa Collins, Jennifer J., Heloise

Events / Program Development: Angela M., Jennifer J.

Beautification: Sybille

Area Recreation: Bruce, Heloise

Maintenance / Improvements / Security / Safety: Lisa Scott, Jennifer J.

Contract manager: Carlyne, Sybille, Lisa Scott

Procedures / Policies / Affiliate Groups: Liz, Lisa Collins, Heloise, Lisa Scott, Jennifer J.

Fundraising / volunteer Recruitment committee: Lisa Scott, Angela M. Jennifer J., Brenda Lisa Scott

Outdoor Facilities committee: Liz, Lisa C., Carolyn, Lisa Scott, Jennifer Roberts

11. Old Business:

- a. Projects – ice rink; to replace & repair the ice rink; add chain link for safety (lacrosse); \$25,000 project; Liz, Bruce & Lisa Scott meets; cost; leverage: \$10,000; another \$15,000 needed;
- b. Policy Review: **Bruce motions that the policy committee review the policies and reports back to the commissioner with their recommendations; seconded; AIF; policies to be reviewed:**
 - i. **Hall Rental Policy – (i) black out times for free Affiliate Hall usage; (ii) non-transferable credit; (iii) Fundraising events = rental income for hall**
 - ii. **Affiliate Fee / Definition**

12. New Business:

- a. lock down situation at school (re: hall keys); **Carolyne will follow up with Jennifer Roberts, VP**
- b. Banking Account signatures: **Lisa Scott motions that the following persons will be the designated people with signing authority on the Integris Credit Union account for the Bouchie Lake Recreation Commission: Bruce Johnston, Sybille Muschik and Liz Montgomery; seconded; AIF**
- c. Hall Security – issuing of keys (re-key??); lanyards with “Do No Copy” key sets; **Sybille, Liz, Wayne, Maria, Brent, Jennifer Roberts (BL School), Phyllis Robertson**



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- d.** Senior's Luncheon 2012 – May 19th (fundraising / sponsorship letter); letter not yet sent out; passed onto Fundraising / Volunteer Recruitment Committee; ***Heloise will email letter, with recommended revisions to Jennifer J. & Angela M. for them to revise as necessary***
 - e.** Programs: Yoga Class – Jan. 25 – March 14th; ZHUMBA?; front sign promotion; ***Heloise will contact Phyllis re: adding Yoga Wed. 7pm on front sign;***
 - f.** Affiliate Fee review (\$50 to \$100): ***referred to Policy Review Committee;***
 - g.** Hall rental weekend package fee (\$250.00 to \$300.00?); comparable hall rates?? - ***referred to Policy Review Committee***
 - h.** Upstairs Meeting Room – furniture donations, renovation (painting), meeting table, name room; addition of round tables; ***referred to Beautification Committee***
 - i.** Downstairs Hall Way – photos / pictures, cabinet (art / craft display); Beautification Committee; ***Sybille will contact BL School for kids artwork / crafts***
 - j.** Social with other Rec. Commissions (e.g. Parkland, Kersley, Barlow Creek, etc.) – ***table to next meeting to set a date***
13. Announcements:
- a. Community Response Capacity Open House Meeting: Milburn Lk./ Bouchie Lk. / Baker Creek communities; Wednesday, Feb. 1, 2012, Bouchie Lake Fire Hall
 - b. Area B Townhall Meeting – February 5, 2012, Sunday, 1 pm, Parkland Elementary
14. Next Meeting: Feb. 27, 2012, Monday; Meeting adjourned at 9:07pm; motioned by Lisa Scott; ***Chair will be Liz!***