



MINUTES

DATE: Jan 20 /2014 LOCATION: Bouchie Lake Hall, 7:00pm

Commissioners:

Angela Mezzatesta (Chair), Lisa Collins, Lisa Scott – Cooper, Maria Dawson, Brenda Lebeck, Wendy Donald, Heloise Dixon-Warren (Area B Director)

In Attendance: Angela Mezzatesta, Brenda Lebeck, Wendy Donald, Heloise Dixon-Warren

Guests: Debbie Knabke, Anna Eastman, Martin Eastman, Diane Beaton, Sue Furminger, Leanna Richardson (Booking Agent / Custodian)

Regrets: n/a

Guests: Everyone Welcome!

Chair: Angela

Scribe: Heloise

- 1. Meeting called to order: 7:08 pm**
- 2. Roll call/ Introductions – Guests**
- 3. Adoption of Agenda - motioned by Wendy; seconded by Brenda; AIF**
Acceptance of Previous Minutes – Oct 23, 2013; *NOTES: (i) Positions of Vice Chair, Secretary, still open – need to be filled to reduce burn out. (ii) BLRC Minutes are emailed to bouchielakerc@gmail.com for back up on BLRC computer; copies must also be forwarded onto the CRD via Diane Rogers*
- 4. Delegations:** no formal request for a delegation; Debbie Knabke present at meeting representing the Pet Safe Coalition of Canada; Pet Safe wishes to partner with BLRC to use the BL Rec. & Grounds during the time of an emergency (e.g. wildfire); use of hall and grounds to host a Volunteer Training Weekend on May 30, 3 & June 1st; 1st choice is Alex Fraser Park; wishes for BL Rec. to be the secondary intake / triage for animals in case of an emergency; extension of animal control in the CRD / Emergency Management; shelters are never left un-manned; Memorandum existed between Noah's Wish and BLRC; grounds are already booked; requesting a partnership for the Training Weekend – reduced rental rate?; Pet Safe has accessed Grants for Assistance funds through Electoral Area B; included in application was funds for rent payment; *suggested a **Memorandum of Understanding** be submitted to the BLRC outlining the needs of the Pet Safe Coalition of Canada*
- 5. Contractor's Report – Leanna (Facility Booking Agent / Custodian)**
Kitchen Reno: painting all completed; lino re-ordered; Greg' Flooring will be installing the lino before end of Jan. (we hope); new stove enroute! ; lino to be installed before the stove is installed; Inventory to be done when the dishes are put away; ***Leanna will create a diagram & a flowchart of how the dishes will be stored;***
Electrical Upgrade – energy efficiency lights; project not quite completed; ***Leanna working with James & Sons***
Outdoor Keys: a master key will be created for all outdoor sheds; ***task to be completed in 2014***

Bouchie Lake Recreation Commission

c/o Bouchie Lake Hall, 1975 Centennial Road, Bouchie Lake (Quesnel), BC V2J 7G6

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Refinishing floor: quote to be received to have floors re-finished; perhaps every 2 years the floors need to be refinished (commercial floors get done annually); ~\$1500.00; **suggest these funds be allocated in 2014 budget**

Wayne (*Outside Maintenance*) – n/a

6. Director's Report - Heloise Dixon-Warren

- (i) **Grants for Assistance** – 2 Grants for Assistance approved for Area B totalling \$1500.00; \$500 – CHAAPS (helmets); \$1000 – Pet Safe Coalition of Canada (2 day training workshop)
- (ii) **BC Healthy Communities workshops** – RFP Workshop Coordinator posting, deadline Jan 22/14; in partnership with Parkland Recreation; total contract value: \$4800.00; some funds will be allocated to facility rent
- (iii) **Outhouse Maintenance:** \$3000,00 approved to maintain outhouses on Bouchie Lake & Milburn Lake through North Cariboo Economic Development
- (iv) **Northern Development Initiative Fund:** telephone conference call with Dean McKinley regarding hall upgrades / infrastructure needs; infrastructure improvement funds are available through the Community Halls & Recreation Facilities fund (<http://www.northerndevelopment.bc.ca/funding-programs/community-development/community-halls-and-recreation-facilities/0>)

7. **Financial Report** – Wendy (see attached); GIC; went over budget on some items; Wendy, **Angela and Heloise to finalise the 2014 budget**; in bank: \$34,951.00; \$33,000 reimbursement from CRD (July 1 – Dec. 31st); ~ \$67,000; **2014 Proposed Budget will be circulated to all BLRC commissioners with adoption at the Feb. meeting**

8. **Correspondence** – Angela; letter from Google, Staples, etc.

OLD BUSINESS

GENERAL

9. **Kiosk project** – grant update – Heloise; tabled to a future time;

10. HALL

- (i) Lighting – in process, few tasks to still be completed expected to be finalized Jan 2014.
- (ii) Electrical upgrade – *in process*
- (iii) *Waterline rerouting – tabled, to Mar/April*
- (iv) *Signage – ordered, receive - to be installed in spring (Use of Water Stand, Camping, Fires)*
- (v) *Signage re: fires @ Ice arena, approval given - to be ordered*

11. RECREATION GROUNDS – Equestrian, Baseball, Skating Rink, etc

Recommendations: *timers installed, to be turned when access to building can be gained (snow blocking door); button at concession stand by ball diamond; lights on after dark*

COMMITTEE UPDATES

Contract Committee: (Angela, Heloise)

- (i) Contracts – Booking Agent/Custodian reviewed with Leanna and will be revised. Rental agreement review underway to be completed by Jan 2014.

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12. Budget Committee

- (i) 2014 Business Plan and Budget – Review & Strategic planning meeting recommended in January;
- (ii) Capital Projects for 2014 – Review & prioritize project's; Wendy motions that the up to \$5000 be allocated towards a Grant Writer / Contract Co-ordinator with the understanding that the position will be “results based” and additional information on the position will sought after by the budget committee; seconded by Heloise; AIF;
- (iii) Budget committee meeting: Thursday, Jan. 23rd, 10 am.

13. Website Committee:

- (i) To be done by Bob (Southill Graphics)
- (ii) Add sections on programming and Community Association memberships, etc.

14. Claymine Committee: Brenda

- (i) Wheelchair trails – completed Stage 1 (600 metres completed); a trail was established but not completed; \$10,000 has been allocated to trails (Tourism); Brenda working with Dan Dobson; kiosk sign to be updated;
- (ii) Emergency contact info signage – sign ordered, installation in spring
- (iii) Claymine Road – access re: Mr Bott's feedback – report re: MOT response to request grade road

15. Pioneer Park Committee: Maria

- (i) *onhold until spring*

16. Volunteer Appreciation Committee: Heloise / Angela

- (i) **Volunteer Appreciation Garden** – *Credit @ United Concrete for \$1800.00, materials to be delivered Spring 2014; monies were given to the BLRC*
- (ii) **Volunteer Appreciation Event 2014** – *funding budgeted, need date a Chair & ideas;*

17. Upstairs Renovation (as per Strat. Plan) – *status, project included in Business plan – mtg Jan 18/14 to review usage/select layout & begin project*

18. BLCA Report – Wendy/Leanna - Notice of Special Meeting & 2014 membership – Feb 1 @ 1pm (notice attached)

19. Events hosted/sponsored

Home Business /Not for Profit Market – *successful event, 20 + vendors – generated \$320. 00 which will go toward volunteer garden – Angela*

20. Other:

Quarterly Submittals – BLRC Bylaw will need to be revised

\$30,000 – Wendy will research options for investing \$30,000 in short term (1 month / cashable) GIC's

Next Meeting: Monday, February 17, 2014, 7 pm

Adjournment: Meeting adjourned at 9:15 pm.