



MINUTES

DATE: March 11, 2013 / LOCATION: Bouchie Lake Hall, 7:00pm

Commissioners:

Angela Mezzatesta (Chair), Elizebeth Montgomery, Lisa Scott-Cooper, Lisa Collins, Phil Demers, Maria Dawson, Heloise Dixon-Warren (Area B Director), Brenda Lebeck

In Attendance: Brenda Lebeck, Phil Demers, Lisa Scott-Cooper, Maria Dawson, Heloise Dixon-Warren (Area B)

Absent: Lisa Collins / **Regrets:** Liz Montgomery

Guests: Tracy Parker

Chair: Angela Mezzatesta / **Scribe:** Heloise

1. **Roll call/ Introductions** – Welcome Tracy!
2. **Delegations:** n/a
3. **Director's Report** - Heloise Dixon-Warren
4. **Call to Order – Adoption of Agenda;** called to order at 7:18 pm; motion to accept: Lisa S.; seconder: Brenda; AIF
5. **Acceptance of Previous Minutes** – January 21st, Feb. 2nd
motion to accept the minutes: Lisa S.; seconded by Brenda
Note:
*(i) Tabled from Jan. 21st – positions of Vice Chair, Secretary, Treasurer still open; **Tabled to next meeting;***
(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
6. **Financial Report** – see attached (2013 Proposed Budget; Year To Date; BLRC Reserve Funds); Recommendation:
*(i) establish a Budget Committee; 2014 Budget needs to be prepared in July 2013 for submittal to Quesnel Leisure Services in Aug. 2013; **Heloise, Lisa S., Maria (tentative), Angela***
*(ii) Hire a book keeper on under contract to set up BLRC books (as per Strat. Plan); **Lisa motions that the BLRC hire Wendy Donald to set up the books on Quikbooks; seconded by Maria***
*(iii) Determine list of companies with whom the BLRC has accounts. Write a letter to these companies outlining who has authority to makes purchases on these accounts; **Action: The custodian and outdoor grounds keeper will have the authority to purchase on accounts to be identified.***

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(iv) Implement a PO system for all non-routine purchases. **Action: Commissioners wishing to make a purchase will require a PO to submit to the company where the account is held. PO to have 2 signatures. The companies where the accounts are held will be notified.**

(v) **Establishment of petty cash** - \$200.00 (lockable cash box needed); for routine purchases and to outfit the office; Lisa motions that the BLRC implement a \$200.00 petty cash system; seconded by Mara; AIF

7. Correspondence - n/a

8. Community Consultation / Promotion: so important!

Recommendations:

(i) Install Suggestion Box in Hall; "Beefs & Bouquet"

(ii) 3-fold Brochure

(iii) Newsletters / Unaddressed Admail; **Maria motions to allocate \$350.00 to sending out a newsletter before the next meeting; seconded by Brenda; IAF**

(iv) Website / Social Media – facebook; www.placespeak.com - \$20.00 / mo. for not-for-profit groups; **something to consider**

(v) Signage – along fence line; on ball park concession; at Pioneer Park

(vi) Signage – outlining booking procedures

(vi) Bathroom "Advertising"

9. MOU – review/discuss & adopt

Recommendations

(i) All bookings including events /activities of the BLCA must be treated as a rental (rental forms, user group information, etc. to be completed & submitted to BLRC); all bookings and booking cancellations / changes must be submitted to the Facility Booking Agent; all bookings must be entered onto the online calendar and hall calendar

(ii) All events / activities are subject to a "cleaning fee" (not rental). For community events hosted and /or sponsored by the BLRC, the BLRC will cover associated "cleaning costs".

(iii) Other

Action: Lisa S. motions that the BLRC implement recommendation #1 immediately and #2 is tabled until next BLRC meeting so data can be collected; the BLCA will share with the BLRC how the programs went from a financial perspective; Phil seconded; AIF

10. Contract Committee: (Angela, Lisa S., Heloise)

Recommendations:

(i) implement an invoicing system whereby the custodian invoices for (a) Routine Activities; (b) After every use /rental activity; (c) Non-Routine (e.g. Annual Activities);

(ii) Implemented Daily and Monthly Reporting; Janitor's Journal for communication between



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custodian and BLRC;

(ii) potential rate increase in the future, safety training, monthly water testing, km. fee

Notes: Custodian and Facility Booking Agent have been separated into 2 positions;

Status Quo for next 6 weeks until the end of April in terms of his payment (\$700.00 / mos.);

Custodian is needed to track information

Safety training for both contractors

Brenda motions Recommendations 1 and 2; Recommendation 3 is tabled until more data collected

11. Website committee: (Angela, Heloise)

(i) content for website needed; 1-2 more committee members (please!!);

12. Affiliate Memberships

\$50.00 / year – no paid up Affiliates for 2013; Affiliate Membership will be on website (see draft)

Recommendation:

(i) Review Affiliate Benefits (lots of great benefits for low fee)

(ii) Rental Rate structure for Affiliates

(iii) Encourage Affiliates to “Management Partners” (3P’s – Public Private Partnerships)

13. Claymine Committee: Brenda

(i) retirement of Phyllis from committee

(ii) more committee members (please!!)

Update: Quesnel Community Foundation signage - \$1601.60 (invoice needs to be paid)

Kiosk for Claymine – wheelchair accessible funding with tourism funding; CRD needs to pay the bills; \$2140.00 not including installation;

Wheelchair Trails: CRD has hired on Dan Dobson to assist with trail project;

Brenda showed the map for “Claymine Trails”

Gate????

Brenda motions that the Claymine budget be increased to \$500.00 from \$350.00 to address the danger trees on-site; seconded by Maria; AIF

14. Pioneer Park Committee: Heloise, Brenda, Maria

Recommendation:

(i) install “Beautification Plans Underway” signage (see last page & quote attached)

(ii) some interest expressed from community

Phil motions that the BLRC spend upwards of \$100.00 to purchase as large a sign as possible; remove “Pioneer Park” i.e “Park Beautification Underway”; seconded by Brenda; AIF

15. Kitchen / Hall Update: stove installed; electrical works completed (Phil to report);

Recommendations:

(i) Inventory / Reorganisation / clean out of Pantry; Budget to equip. with cookware / tools for renters use (as per Strat. Plan);

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- (ii) Installation of locks on cupboards (kitchen rental vs. cutlery / plates / mugs / etc. rental)
- (iii) Gas Stove – to be checked by a Licenced Gas Fitter (the BLRC needs a report as to whether the stove fails); see note below for new stove quote; **Maria motions to hire a gas fitter to have stove assessed by a gas fitter; seconded by Brenda; AIF; Angela will contact Canadian Western Mechanical;**
- (iv) **Spring Clean out:** basement, pantry purge – notify community members / organisations to collect all personal / organisation items or will be donated to upcoming garage sale; set date of sale with BLCA; - Mother's Day weekend; Maria will include this info. in newsletter
- (v) An inventory of all items used in the kitchen should be completed after each rental (Facility Booking Agent's responsibility); 75 knives missing from hall kitchen

Stove Quote (Russell Foods): Garland #G60-4G36RR \$7300.00; for Casters add \$275.00. Price is valid for thirty days and does not include taxes or delivery

16. Outside / Grounds:

Recommendation:

- (i) Tractor due for 600 hr. servicing; **proceed with servicing**

17. Volunteer Appreciation Committee: Heloise / Angela

BLRC working with Parkland Rec. Commission & Community Associations (Parkland & BL) on setting up activities / events during National Volunteer Appreciation Week (Apr. 21-27th).

Recommend: BLRC allocate \$1000.00 to Co-ordinator Position (as per Strategic Plan;

18. Upstairs Renovation (as per Strat. Plan): Tamara Turner (an Interior Designer) is available to proceed with this;

19. BLCA Report – update on programs, upcoming events, recommendations re: improvements; **will be running another set of programs; Registration Day: April 6th**

April 18th

20. Other: Lisa S. motions to spend upwards of \$500.00 to purchase the following; seconded by Maria

Clocks

Lockable Cash Box

Keyless Entry – to upstairs, basement, custodian closet (code rather than a key)

Paper Shredder / Recycling Box

Occupant Load Guidelines- as determined by BC Building Code and BC Fire Code

http://www.embc.gov.bc.ca/ofc/services/guidelines/pdf/occ_load.pdf

http://www.embc.gov.bc.ca/ofc/services/guidelines/pdf/maxpermis_bcfc.pdf

http://www.embc.gov.bc.ca/ofc/services/guidelines/pdf/design_bcfc.pdf

21. Next Meeting: May 27, 2013

22. Adjournment – 9:56 pm

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Pioneer Park

Beautification Plans Underway

250.249.5508 to Volunteer

Get Involved. Invest in Your Community

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