



Square Butte Ranches Ltd.

Square Butte RANCH CLUB

Board of Directors Meeting

Date: 15 August 2019

Present: Colleen Kanderka, Chair

Cory Robinson, Secretary

Dave Morgan, Member at Large

Ada Morgan, Treasurer

1. Cory moved to approve proposed Agenda for this meeting, Ada seconded, all in favor.
2. Colleen moved to approve Minutes from 17 July 2019 meeting, Cory seconded, all in favor.
3. Ranch Hand & Ranch Club “Performance Review”
 - a) It is now three months since the Ranch Club created the positions of Ranch Hand and employed three personnel (May 7th, 2019).
 - b) Lori (Lead Ranch Hand) was present for this review.
 - c) Electric fence equipment as discussed to be purchased by Dave within the next two days, Dave will be reimbursed
 - d) Lori to receive report from Valley Hay regarding our purchase history and also get prices for square and round bales of hay as we need to place an order fairly soon.
 - e) Lori departed meeting upon completion of the review.
 - f) A huge thank you to Linda Durward for the enormous assistance she has provided in moving the electric fence on an almost daily basis
4. Financial
 - a) “Statement of Financial Position”

The document “Statement of Financial Position as at December 31, 2018” as provided by Renaissance Management requires signatures: Colleen to clarify if the signatures should be by the members of the Board of 2018 that provided the information in this document.
 - b) Treasurer’s Report
 - i. We have a positive balance
 - ii. Boarding fee arrears are increasing again, Colleen and Ada to contact these owners.
 - iii. Still no reply from Renaissance Management as to where we stand on GST payments or if we have an outstanding balance; Colleen to follow up and also to obtain a copy of the actual document so we can better understand what we are paying for.
 - iv. Some recent invoices to owners will be adjusted as there was some confusion regarding July 8th farrier day (scheduled bookings plus ‘drop-ins’), and the relative Ranch Hand assistance.
 - v. Note: any future revision of the Fee Schedule should clarify that the ‘Catch Fee’ of \$33.00 per hour is applicable only when this service is requested by the horse owner on a non farrier or non vet day.
 - vi. Ranch Hand to ensure all owners are notified at least one week in advance of the farrier schedule (forwarding a photo of the farrier’s whiteboard to the relevant owners is sufficient; the horse owner is responsible for adhering to schedule)

- c) Preparation of Budget
 - i. Ada to contact Denise regarding preparation of the budget for the AGM in November; will also involve a possible revision of the Boarding Fee Schedule
- d) Alternate Bookkeeping / Accounting Service
 - i. Our fiscal year matches the calendar year, and as we are now seriously considering the possibility of engaging a different bookkeeping / accounting service, we need to begin this process of exploration
 - ii. Questions are to be forwarded to Colleen by Wednesday 21st August so she can compile and we may begin to research possibilities and relevant costs (banking, bookkeeping, online access, definition of costs, etc.; *note*: high 'start up' costs may be likely)
- e) Utilities
 - i. Financial reports indicate that two payments are made monthly for utility invoices, but RM's accounting reports do not clearly indicate what portion of which bills are paid by us, nor do they indicate utility name or invoice number; Cory to follow up to obtain more information.
 - ii. We understand that there is one electric meter specifically for the barn, and that there is only one gas meter for the barn *and* the saloon *and* the garage.
 - iii. Condo Corp Board must leave the proportionate amount of utility bill payment by the Ranch Club as indicated in their budget; "Board decided to let the amount stand for this year's budget cycle" (from Condo Board meeting minutes of February 28, 2019)
 - iv. At our meeting with RM on January 24th 2019, we had specifically asked RM to ensure all utility bills reflect the customer name of Square Butte Ranch Condo Board, *not* the Ranch Club Board; to date this change has not been made as requested; Colleen to repeat this request to RM.

5. Boarding Agreement (Draft) & Liability Waiver (Draft)

- a) Liability Waiver is now complete and copy has been provided to Denise of the Condo Board
- b) Cory to forward Boarding Agreement revisions to Denise for review, discussion

6. Barn

- a) Cleaning and re-organizing is complete; Ranch Hand office is relocated to main floor
- b) Lock on Owner's Tack Room to be replaced, keys will be numbered, then issued to an owner upon request; 'master list' to be kept in the Ranch Hand Office.
- c) We have twelve horse blankets hanging in the barn, of which only two can be identified. Ranch Hands are working on sizing and labeling them (any blanket not claimed by an owner will be used by the Ranch Hand for any horse when needed)

7. Cowboy Challenge

- a) Date is set for the afternoon of Saturday, 7th September
- b) Cory to notify Erin
- c) We will invite all horse owners and Ranch Hands to participate in what we hope will be an 'informal, fun day', combining this with a barbecue / pot luck evening.
- d) Ada to contact the Social Committee for their assistance
- e) Plaque as discussed at last meeting has not yet been sourced, Dave to follow up

8. Horse Movement(s)

- a) Cory to send message to remind owners to not open any gates between private property and common pastures as this creates an accounting nightmare plus the Ranch Hands are not able to care for these horses.

Next meeting date is Wednesday 25th September.

Cory motioned for meeting to adjourn, Colleen seconded, all in favor.

Meeting adjourned.