



Square Butte Ranches Ltd.

Square Butte RANCH CLUB

Board of Directors Meeting

Date: 22 October 2020

Present: Colleen Kanderka (Chair), Kym Penner (Treasurer), Cory Robinson (Secretary)

Colleen motioned to approve Minutes from 20 October 2020 meeting, Cory seconded, all in favor.

Note: this meeting was called to specifically address the planning for distribution of the Boarding Agreement and for the requirements of the AGM

I. BOARDING AGREEMENT

We now have the Condo Corp Board approval and agreement to distribute the Boarding Agreement document to horse owners

1. Cory to send out the document to all horse owners on Friday 23rd October
2. Owners will be required to sign the document where required and return it to a Ranch Club Board member by Wednesday 28th October
3. Owners will be encouraged to contact any Board Member to address any questions they may have regarding this document.

II. AGM AND RESTATED MEMORANDUM AND ARTICLES OF ASSOCIATION

Sandy Cameron has clarified many items

1. Office address
 - a. Our current 'registered' office address is in care of Sandy's office to ensure he receives the annual notices and to ensure they are filed in a timely manner
 - b. The 'records' office should be in care of Square Butte Ranch as this is where the books and records are kept.
2. Sandy has filed the "Annual Return for Not For Profit Company" with the Gov't. of Alberta and will supply a copy for our records
3. Our obligations in preparation for the AGM
 - a. Sandy has agreed to chair our AGM
 - b. The Saloon can accommodate our low member number (17) in order to observe Covid-19 protocols; wearing of masks will be encouraged
 - c. We will request a list of items that needs to be sent to all members in the notice of the AGM from Sandy Cameron.
4. Colleen motioned that the date of the AGM be set for Saturday 28 November 2020 @ 2 pm in the Saloon; Cory seconded, all in favor

Kym motioned for meeting to adjourn, Colleen seconded, all in favor. Meeting adjourned.

Next meeting date: Tuesday 17 November 09:00am.



Square Butte Ranches Ltd.

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Board of Directors Meeting

Date: 20 October 2020

Present: Colleen Kanderka (Chair), Kym Penner (Treasurer), Cory Robinson (Secretary)

Cory moved to approve proposed Agenda for this meeting, Kym seconded, all in favor.

Colleen motioned to approve Minutes from 16 September 2020 meeting, Kym seconded, all in favor.

I. 'OLD' BUSINESS

1. Treasurer's Report

A. Budget

1. We do not anticipate any big expenditures over the next few months, excepting the purchase of new nets for the round bale feeders
2. Banking fees are currently over budget due to the initial changeover and should decrease significantly over the next months
3. Budget will be based on a population of 20 resident horses as a higher number tends to 'inflate' the numbers and present a potentially unrealized expectation

B. Arrears

Kym pleased to report that all except one horse owner are within thirty days arrears

C. Hay

Kym has researched and discovered that because we are not charged GST by our supplier and we 'sell' it to our owners at the same price we paid for it, it is considered a 'zero rated' item

D. Bookkeeping Service

1. Darlene to reconcile any payments received before sending out a reminder on the due date
2. Kym would like to see that invoices go out on the last day of the month
3. Suggestion has been made that Lori (Head Ranch Hand) take over invoicing to owners as she has 'hands on' details re applicable fees and expenses, and this should decrease many of the current bookkeeping errors
 - a. Colleen motioned for Lori to begin invoicing process effective 31 October 2020, Cory seconded, all in favor
 - b. Kym and Lori to do the invoices together on 30th October and will track the time involved

2. AGM and Restated Memorandum and Articles of Association

Colleen to contact Sandy Cameron to clarify the following:

1. Our current 'registered' office address
2. That Sandy has filed the "Annual Return for Not For Profit Company" with the Gov't. of Alberta and to obtain a copy for our records (this is not a financial report but it is a report filed annually to confirm and retain our status as a legal entity)
3. Our obligations in preparation for the AGM
4. Would Sandy agree to chair our AGM
5. The possibility of conducting our AGM in the Saloon, considering our low membership (14 current members)
6. Clarify how we can combine the AGM meeting with the legal process required to proceed with the "Resolutions Adopt Articles - May 2020"

Once we have gathered sufficient information we should be able to set a date for the AGM

3. Boarding Agreement

Still awaiting response by the Condo Corp.

4. Manure removal

Awaiting arrival of the second trailer

5. Waterers

All are in good working order excepting the barn waterer which is currently in repairs

II. 'NEW BUSINESS

1. Future Considerations

1. The budget must be based on the lowest realistic number of resident horses
2. We will review the fee schedule and revise accordingly, particularly the 'additional' fees as these can fluctuate significantly and are difficult to budget
3. We will explore the possibility of the Ranch Hand caring for horses that are kept on private property

2. Letter to the Condo Corp Board members

We have prepared a document which we will send to the Condo Corp Board members, which provides our financial information, a short digest of our activities over the past year, and which requests effective communication regarding upcoming decisions

Kym motioned for meeting to adjourn, Colleen seconded, all in favor. Meeting adjourned.

Next meeting date: Tuesday 17 November 09:00am.