



Square Butte Ranches Ltd.

Square Butte RANCH CLUB

Board of Directors Meeting

Date: 16 October 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 26 Septembert2019 meeting, Ada seconded, all in favor.
3. Financial
 - a) Treasurer's Report and Budget
 - i. Ada had requested financial documents from RM for this meeting, as she had for the previous meeting, but Renaissance Management has not yet sent these documents.
 - ii. Ada has prepared a Year To Date Financial Report to August 31, 2019, which was used to compare against the figures budgeted for 2019 and to prepare a Draft Budget for 2020.
 - iii. Board members reviewed all line items on the Draft Budget for 2020.
 - iv. Ada to prepare the Budget Draft for Cory to circulate to all owners prior to our upcoming Town Hall meeting on Saturday 19th October.
 - b) Payroll
Ada to contact Ceridian Payroll Services to confirm we are making all correct Holiday Pay payments to our employees when and where applicable.
 - c) Alternate Bookkeeping / Accounting Service
 - i. Cory met with the local representative of Farm Business Consultants to explore possibility of retaining their services; we are currently awaiting a proposal.
 - ii. Once we receive this proposal, Board Members will meet specifically to discuss details
 - d) Barn Utility Bills
Colleen sent message on Oct 7th to Renaissance Management requesting that any barn utility invoice is to include supporting documentation (a copy of the utility bill) with clear indication of the portion to be paid
 - e) Accounts in Chart of Accounts
Those accounts that are inactive ('Home Care', etc.) cannot be removed or deleted from the Chart of Accounts; therefore they should always reflect a zero balance.
4. Plaque of recognition of Cowboy Challenge
Is ready for pick up; Dave will then install it on the post of the 'gate' in the Cowboy Challenge
5. Equipment: Electric Fences
Dave will help to check and winterize all electric fence components prior to winter storage

6. Policies & Procedures Manual

The Draft form of this document was sent to all owners at Square Butte on October 15th, in advance of the upcoming Town Hall meeting on Saturday 19th October.

7. Boarding Agreement

The Draft form of this document was sent to all owners at Square Butte on October 15th, in advance of the upcoming Town Hall meeting on Saturday 19th October.

8. Liability Waiver

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9. Revised Boarding Fee Schedule

The Draft form of this document was sent to all owners at Square Butte on October 15th, in advance of the upcoming Town Hall meeting on Saturday 19th October.

10. Ranch Club Town Hall

- a) Date is Saturday 19 October at 7:00pm in the Saloon
- b) Message was sent to all owners on Sunday 13th October, inviting all to our informal Town Hall and included the Draft documents mentioned above plus the following Agenda:
 - i. Pasture Management Plan
 - ii. New Ranch Hands
 - iii. Cowboy Challenge
 - iv. Accounting – Bookkeeper
 - v. Ranch Club Membership
 - vi. Winter Horse Care
 - vii. Weather Emergency ... horse care when Ranch Hand is unable to get to the ranch?
 - viii. Draft Documents that have been circulated for input (items 6 to 9 above)
 - ix. Other

Note: the Draft Budget will be circulated when it becomes available and prior to the Town Hall.

Next meeting date is Tuesday 19th November.

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

Meeting adjourned.