



Square Butte Ranches Ltd.
Square Butte RANCH CLUB
Board of Directors Meeting

Date: 28 January 2019

Present: Linda Durward, Chair
Colleen Kanderka, Vice Chair

Taryn Fielder, Treasurer
Cory Robinson, Secretary

Absent: Jennifer Gill, Director at Large

1. Colleen moved to approve proposed Agenda for this meeting, Cory seconded, all in favor.
2. Draft 2019 Budget
Document was reviewed line by line and in detail.
 - a) Taryn to make all suggested changes to this Draft and present to members for review tomorrow, 29 Jan 2019.
 - b) It was agreed that, from the date the Draft Budget for 2019 is accepted by members as the 2019 Budget, it would be reassessed in six month's time after implementation and fees may be adjusted accordingly.
 - c) Options were considered for the increased monthly horse boarding fee and how each fee would be reflected at year-end accounting for all items.
There is concern that these options reflect too high an increase, however at this point in time we must increase fees in order to help stabilize the current financial situation. We strive for a clearer financial picture of the entire operation.
Cory moved to approve the \$205.00 monthly fee per horse in the Draft 2019 Budget, Colleen seconded, all in favor; motion approved.
 - d) There will also need to be an increase to the 'Convenience' Fee and the monthly fee for horses kept on private land in summer months. These increased fees will be addressed in the letter that Taryn is composing to accompany the Draft document when it is sent out to members for review.
 - e) Motion was made for Taryn to have the Draft 2019 Budget, and accompanying letter, ready for distribution to all members for review no later than Thursday 31 January.
Cory moved to approve, Linda seconded, all in favor. Motion approved.
 - f) The entire accounting process was discussed.

3. Meeting with Renaissance Management on Thursday 24th January
In attendance were Bob, Pat and Sandy from Renaissance, and Linda, Taryn and Cory of Square Butte Ranch Club.
 - a) A lengthy, informative and ultimately productive meeting in which all parties came to have a better understanding of the Ranch Club financial picture and the requirements for efficient, effective and precise communications and record keeping.
 - b) Discussion included those fees that should have been invoiced last year and as yet had not been. It was agreed that Renaissance would compile and send out these invoices with an accompanying letter of explanation as soon as possible.
 - c) During this meeting, it was agreed that Taryn would send messages as follows:
 - i. a message to Renaissance Management that all financial transactions pertinent to Ranch Club accounts must first be approved by the Ranch Club Treasurer or Chair
 - ii. a message to all relevant parties (Renaissance Management and / or Condo Board and / or Moose Mountain) that any and all invoices that require payment by the Square Butte Ranch Club will be reviewed by the Ranch Club Treasurer or Chair before payment for the invoice is approved.

4. Insurance

Colleen and Jennifer attended the Condo Board meeting on Thursday 24th January, specifically to obtain information from Dave Parker of CJ Campbell Insurance. Current and New Insurance is being researched by Colleen and Jennifer with assistance from Robert Lunge of Renaissance Management and Dave Parker of C J Campbell Insurance (our insurance provider).

5. Assistance from Denise McMullen

Ranch Club Board Members wish to express their gratitude to Denise McMullen for her generosity of time and thoughtful expert opinion provided to us, as we work to create various legal documents that are required.

6. Taryn motioned to adjourn, Linda seconded. Meeting adjourned.

Next meeting is scheduled for Wednesday, 6th February 2019.



Square Butte Ranches Ltd.
Square Butte RANCH CLUB
Board of Directors Meeting

Date: 23 January 2019

Present: Linda Durward, Chair
Taryn Fielder, Treasurer
Jennifer Gill, Director at Large
Colleen Kanderka, Vice Chair
Cory Robinson, Secretary

1. Cory moved to approve proposed Agenda for this meeting, Colleen seconded, all in favor.
2. Taryn moved to approve Minutes from 08 January 2019 meeting, Colleen seconded, minutes approved.
3. Budget
 - Taryn presented a draft budget for 2019, providing detailed explanations to Board members.
 - Taryn will make suggested revisions and present a revised draft to Board members for review by Monday and then out to members within a week for their feedback.
4. Moose Mountain Contract
 - Is still in revision
 - Discussion amongst Board members; more details required in body of contract; contract to have additional documents as Appendices (Fee Schedule with description of Moose Mountain services and rates; Job Responsibilities; Liability Waivers)
 - Cory to make changes, additions and set up a meeting with MM.
5. Board Member Conduct
 - Linda, as Chair, asked a Board member to refrain from sending emails to other Board members containing contentious and insulting remarks. This resulted in a heated discussion. This member agreed to hear consolidated feedback from other Board members regarding this behaviour. The issue has yet to be resolved.
6. Colleen motioned for meeting to adjourn, Taryn seconded. Carried. Meeting adjourned at 1:00 pm.

Other Activities not related to Ranch Club Board Meeting:

- a) On Sunday 13th January horses from the Ravine Pasture were moved to the Pond Pasture
- b) Linda and Taryn 'shadowed' the Moose Mountain Wrangler on Friday 18th January and were pleased to report that MM performed tasks as required.
- c) On Monday 21st January a letter was emailed to Renaissance Management from the Ranch Club Board itemizing issues of concern and requesting a meeting with Renaissance Management. A vote was taken to see if the majority agreed to send the letter; 4 in favor; 1 opposed. Three Board Members met with Renaissance Management January 24th for clarification on these issues.
- d) On 23rd January MM (Blair), Rob Durward and Danny Grant set up 2 round bale feeders with nets. These bale feeders will be placed in the Ravine pasture, ready for use when the herd in the Pond pasture returns to the Ravine pasture. This was a major job and we are grateful for the volunteer help of Rob and Danny.



Square Butte Ranches Ltd.
Square Butte RANCH CLUB
Board of Directors Meeting

Date: 08 January 2019

Present: Linda Durward, Chair
Taryn Fielder, Treasurer

Cory Robinson, Secretary
Jennifer Gill, Director at Large

Absent: Colleen Kanderka, Vice Chair

1. Cory motioned to approve proposed Agenda for this meeting, Taryn seconded, all in favor.
2. Minutes of the 11 Dec 2018 Ranch Club Board meeting were posted to the website on 15 Dec 2018. (via email: Motion to accept by Taryn; seconded by Linda; motion passed).
3. Wassailing Event held on 22nd December 2018 was a resounding success. Large number of attendees sharing food and drink; thanks for the time and efforts of the many volunteers involved.
4. Message sent 19th December 2018
 - a) Document “Advisory re Proposed Member Billing Changes for 2019”
 - This message was sent to all owners asking for feedback to the proposed revisions to hay billing and direct billing for other equine services.
 - There has been no response to this message.
 - Motion to accept these Billing Changes by Linda, Cory seconded. Jennifer not in favour. Motion passed.
 - Taryn will send letters to Owners, Ferrier, Vet, Moose Mountain and Renaissance re the new billing policy.
 - b) Document “About the Ranch Club”
 - This message was also sent to all owners asking for feedback; there has been no response.
 - Motion to accept this document and post to the website by Taryn, seconded by Cory, all in favour. Cory will post to website.
5. Budget
Taryn reports the Budget is still in process and is currently waiting for more details from various sources.
6. Membership Registry
 - Jennifer has been looking for historical documents which may contain this information; may need to contact Renaissance if they have paper or electronic version. If documents not found, Jennifer will create new.
 - Jennifer to draft a letter that will be sent to all owners in order to update information to assess membership categories for SB residents and various associates.

7. Insurance / Liability
 - Jennifer will contact CJ Campbell Insurance and speak with Dave Parker (SBR's Insurance Agent) to obtain specific information as to the two policies we seem to currently have in place, and the details of each.
 - We've now come across a number of undated liability waivers, none of which seem specifically created for Square Butte Ranch but are more of a generic nature. Colleen will draft a document that is specific for our purposes.
8. Rules and Regulations
 - Taryn and Colleen will be working together to create this document to provide clarity to our membership regarding the Ranch Club's mode of operation as required by the "Articles of Association"
9. Moose Mountain Contract
 - Cory still working on revisions, along with various relevant forms.
 - Discussion held re various billing / invoicing methods available in order to reduce our costs.
 - Discussed the possibility of the MM Wrangler keeping own horse here.
10. Pasture Management
 - We agreed that this is a good time to move the Ravine herd to the Pond pasture to graze down the grass so as not to interfere with spring activities. Linda to advise Neil and Wranglers.
 - Jennifer to contact Jack to ask that the "Weekly Update" message that is sent to all owners include the status of various pastures and whether they are in good condition for anyone planning on using motorized vehicles (i.e. too wet, too soft, too dry (fire hazard), etc.).
11. Herd Management
 - Concern raised re any horse in herd wearing shoes with spikes. Linda and Colleen to research. Tabled to next meeting.
12. Next meeting is scheduled for Wednesday, 23 January 2019.
 - Also proposed that regular meeting day now be the first Wednesday of the month (not Tuesday).
13. Cory motioned for meeting to adjourn, Taryn seconded.

Meeting adjourned.