



Square Butte Ranches Ltd.

Square Butte RANCH CLUB

Board of Directors Meeting

Date: 30 April 2020

Present: *via Skype*
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 14 April 2020 meeting, Cory seconded, all in favor.

Note that Ada Morgan resigned her position as Ranch Club Treasurer effective 29 April 2020; Kym Penner has volunteered to fill this position effective 30th April 2020.

I. 'OLD' BUSINESS

1. Treasurer's Report

A. 'Handover'

- Colleen to contact Ada to arrange for 'handover' of relevant documents to Kym; along with Ada's and Dave's keys
- Cory to send Kym the B of D Confidentiality Agreement
- Cory to contact Kelly to ask that Ada's e-mail address is removed from the B of D e-mail distribution list and Kym's e-mail address to be added to the list.

B. Financial Documents

- Kym wishes to state her acknowledgement for Ada's superb job in managing the Ranch Club's finances; everything is very clear
- Kym to review March financial documents and month end reports

C. Hay

- Kym to review hay invoices in regards to GST and how it calculates into our costs, pricing and invoicing to horse owners

D. Harrows

- To be adjusted in our records to reflect actual ownership (not owned by SBRC)
- Harrows will be rented and harrowing will be done by Lori when pasture(s) are ready
- Ranch Club to look into purchase of harrows

E. Owner Arrears

- Kym to review these accounts
- Draft of letter to horse owners re accounting changes will be revised to include 'new' accounting service and altered schedule of invoicing process, this letter to be ready for distribution on Tuesday 5th May
- We will review options to ensure we have as many payment option to owners as possible in order to hopefully decrease arrears

2. Transfer of Horse Ownership
 - Is almost complete
 - Kym will make the necessary accounting entries
 - Colleen to send message to 'new' owner confirming receipt of funds
 - Cory to place copy of Colleen's message into file
3. Restated Memorandum and Articles of Association
 - The draft documents are close to completion
 - B of D will review carefully with attention to relevant dates
4. Barn Utilities (Gas and Electric)
 - We are informed (informally) that the Condo Board has accepted our suggestion of a more equitable split of the barn's utilities costs
 - Kym to review
5. Boarding Agreement
 - We are awaiting response to this document by the Condo Corp.
 - We anticipate changes will be required; these to be reviewed with Denise McMullen
 - Once these changes are incorporated, the document to be sent to all owners again for a final review with a five day window for any responses
6. Alternate Bookkeeping / Accounting Service
 - A. Colleen to send letter of termination of services to Bob Lunge of Renaissance Management on Monday 4th May 2020, effectively terminating their service as of July 1st 2020 and asking for their final invoice to us by July 15th 2020
 - B. On Tuesday 5th May, Kym to send the invoice of Darlene Cox's retainer to Renaissance Management for payment
 - C. Kym to help Darlene streamline her outline in terms of the process required to ensure efficient and relevant transfer of information to her from Renaissance Management
 - D. Note that 2019 Year End documents as prepared by Renaissance Management should be provided to us by July 30, 2020
 - E. We must take care to allow Darlene time to 'set up' our books before overwhelming her with details
7. Barn Phone
 - A new phone has been purchased and will be installed in the next day or two

II. 'NEW BUSINESS

1. Financial Reporting to Ranch Club Members
 - Discussed and agreed that it would be beneficial to send out a bi-annual financial report to all Ranch Club members (end of fiscal year and again in July / August)
2. Checklist
 - Need a 'checklist' of all the notifications that must be made when a Board position changes; Colleen and Kym to send their suggestions to Cory

3. Shelter for Gate Pasture
 - A very generous and anonymous donation has been made as a purchase of a shelter for the Gate Pasture
 - This new shelter is currently scheduled to be delivered and installed May 11th to 13th.
 - Lori to confirm placement of this shelter within the pasture
 - Approval from Condo Board required for final location
 - Our sincere thanks to this anonymous donor!

4. Ranch Hand
 - A. Barn supplies
 - Lori will provide a list of supplies and medical requirement to Kym
 - Lori has been discouraged from bringing or using her owner personal equipment, supplies or tack as we should be providing the items necessary for Lori to do her job effectively
 - B. Stalls and Pens
 - The outdoor barn stalls have been re-leveled to help with drainage and shavings have been put down
 - Lori preparing quarantine pens for incoming horses
 - C. Pastures
 - Lori preparing herd pasture plan
 - Lori will harrow all pastures when weather and pasture conditions permit
 - D. Shelters & Electric Fencing & Barn
 - When weather permits, Lori will need help with shelter clean out, setting up electric fences and a day to clean & disinfect the barn
 - Cory to put out a 'call' to all horse owners when these days / dates are known
 - E. Payroll / Time Sheets
 - Google sheets is working well for managing time sheets

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

Next meeting date: Tuesday 26 May 2020 at 09:00am.



Square Butte Ranches Ltd.

Square Butte RANCH CLUB

Board of Directors Meeting

Date: 14 April 2020

Present: Colleen Kanderka (Chair), Ada Morgan (Treasurer), Cory Robinson (Secretary)

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

Colleen motioned to approve Minutes from 18 March 2020 meeting, Ada seconded, all in favor.

I. 'OLD' BUSINESS

1. Treasurer's Report

A. General

- Ada has not yet received the March financial reports from Renaissance Management
- Discussion as to whether we should move meetings to later in the month as Renaissance Management does not produce financial reports until after the 20th of the month

B. Owner Arrears

A number of owners are currently in substantial arrears

C. UFA

- We are in receipt of a yearly dividend cheque from UFA of \$52.75
- Ada to deposit into the 'new' RBC account; then investigate further the source of this cheque

D. Upcoming Expenses

Hay purchase (square bales), utilities, insurance

E. Hay Inventory

Last month's inventory showed a discrepancy of 9 square bales unaccounted for, Ada to 're-set' the count for the start of April to reflect this shortage

F. Payroll

1. Former employee

- Ada to confirm last day worked for tax reporting purposes

2. Payroll errors

- Another error on previous payroll by either Renaissance Management or Ceridian
- Adjustments again required and will be included in next payroll period
- Colleen to ask Lori to remind all employees
 - To keep their own written record of hours worked
 - A pay cheque is issued one week after the previous two-week pay period

G. Barn Utilities (Gas and Electric)

We are waiting for a response from the Condo Board regarding a more equitable split of the barn's utilities costs; Colleen to follow up

2. Restated Memorandum and Articles of Association
We have no further information from Sandy Cameron at this time regarding the details of a suggested process for registered member voting on the adoption of this document
 - We would need 100% approval of all registered members if voting electronically
 - We would need 75% approval of all registered members if a “Town Hall” is convened
3. Boarding Agreement
We are awaiting adoption of this document by the Condo Corp.
4. Alternate Bookkeeping / Accounting Service
 - A. References have been received
 - B. Contract has been signed and witnessed and will be sent to Darlene for her signature
 - C. Ada to provide Darlene with the \$250.00 retainer as per contract agreement
 - D. Ada to complete the required forms to provide Darlene access to our CRA account
 - E. Colleen to contact Darlene regarding
 1. The date that we will plan for the changeover (July 1st)
 2. Cory to revise the draft flowchart of boarding fee due dates, accounting & arrears process in order to minimize any additional bookkeeper fees that may apply
 - F. Colleen to revise letter to Renaissance Management accordingly
5. Transfer of Horse Ownership
Is not fully complete as of this date, Colleen to follow up
6. Barn Phone
Condo Corp is in process of purchasing a new phone system for the Ranch Office (as there is only one phone line into the barn, the main floor phone must be a ‘satellite’ of the Ranch Office phone)
7. Trail Map
Awaiting the map from the owner

II. NEW BUSINESS

1. Hay
 - Purchase of square bales will be made as necessary
2. Deworming
 - Is complete
3. Harrowing
 - Will be done by Lori when pasture(s) ready
 - Ranch club to look into purchase of harrows
4. Relocation of barn shelter
 - From the small barn pasture to Gate pasture
 - When weather permits, Lori and board members will 'flag' potential locations in the Gate pasture
 - Suggestion to contact Rob Durward regarding details of the initial installation of this shelter in the barn pasture
5. Google Sheets
 - Is working well in terms of sharing information

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

Next meeting date to be confirmed.