



Square Butte Ranches Ltd.

Square Butte RANCH CLUB

Board of Directors Meeting

Date: 11 February 2020

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

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

Cory motioned to approve Minutes from 14 January, 2020 meeting, Ada seconded, all in favor.

I. 'OLD' BUSINESS

1. Treasurer's Report

A. General

1. Ada has not yet received the January financial reports from Renaissance Management
2. The larger invoices from year-end calculations have been paid;
3. Current outstanding payables include the GST still payable, hay deliveries, payroll

B. Payroll

1. Ada has made considerable effort to research government regulations to report that our two part time employees (Ranch Hands) must be paid for a minimum of 2.25 hours per day (\$45.00) for any day worked, NOT paid for three hours minimum as had been previously understood
2. Usually a 6-month retroactive review would be made only if there is a complaint; however, it was decided that it is in our own best interest regarding fairness to our employees, to immediately make any adjustments necessary
3. Ada has gone back 6 months to find those days where this minimum requirement was not met and will calculate the adjustments needed
4. It has become obvious that it is important that every employee must 'clock in' and 'clock out'; Colleen to convey to Lori our expectations regarding the recording of time worked and ask Lori to remind the Ranch Hands of their responsibility for accurate record keeping of their time worked

C. Hay

1. There have been difficulties in tracking and recording the receipt and distribution of hay
2. Cory to create a form that will be kept in a clipboard / binder which the Ranch Hand will complete on a Daily basis

- D. Barn Utilities (Gas and Electric)
 - 1. Ada has spent considerable time compiling and comparing information regarding how much we are paying for the barn utilities considering our use of the barn
 - 2. We currently pay 50% of the total gas bill for four locations: saloon, garage, barn upstairs and barn downstairs; and we pay 40% of the electrical costs for the entire barn
 - 3. Ada to send the information to Colleen who will present these numbers to the Condo Corp Board members, along with our rationale of a fair opinion regarding an equitable allocation of these expenses

- 2. Restated Memorandum and Articles of Association
 - a. Message with attached relevant documents were sent to all owners on 02 Feb '20, asking for comments or feedback by Sunday 16th Feb.
 - b. Only one owner has responded to date, Cory to send out a follow-up reminder message.
 - c. If no replies received by deadline, Colleen to ask Sandy Cameron to provide a final draft for our review

- 3. Boarding Agreement
 - a. Condo Corp Board members have not met to prepare feedback
 - b. Colleen will request their feedback with a deadline of Tuesday 18th Feb as we need to soon complete the document for use
 - c. On Tuesday 25 Feb, Cory to send out the draft Boarding Agreement to all property owners to ask for their feedback

- 4. Alternate Bookkeeping / Accounting Service
 - A. Banking
 - 1. RBC account has been opened in Okotoks
 - 2. Contact is Erica DeCoteau
 - 3. Board members to research the RBC 'Wave' software (rbcroyalbank.com/rbcexpress/demo)
 - 4. Cost of the use of this software is \$40.00 per month
 - 5. Colleen to contact Darlene to get her feedback regarding the use of RBC's 'Wave' accounting software
 - 6. Clarification still required as to who owns the data if using this software
 - 7. Colleen to contact Darlene to determine her level of knowledge & use of this software and her feedback regarding the limitations of this software

 - B. Bookkeeper
 - 1. Colleen still waiting for one of Darlene's references to reply
 - 2. Colleen to contact Darlene for her prompt feedback regarding the draft flowchart of boarding fee due dates, accounting & arrears process; board members will then review the flowchart again
 - 3. Darlene to have access to our CRA account information after contract is signed
 - 4. Question arose re Darlene's \$50.00 hourly fee; discussed and agreed that it is better to have one bookkeeper that is qualified in accounting, payroll and tax reporting rather than pay the fees to hire three different persons

C. Timing

1. Timeline is tricky; in order to minimize charges to horse owners it was suggested that we move the transition date to later in the year when there will be no hay fees and because the transition will require an overlap of accounting services and invoicing to owners; this will also provide more time for Darlene to prepare the books
2. motion made by Cory to move date of 'switchover' from Renaissance Management to bookkeeper service to 01 June 2020, Ada seconded motion, all in favor, motion accepted.
3. Colleen to explore the possibility of Darlene starting on our books in mid May
4. Letter to RM has been drafted; will now be revised to reflect new timeline and held until above items are in place
5. With Darlene's feedback, Cory to prepare a draft letter to horse owners regarding the 'new' accounting process regarding the handling of arrears (to include flowchart); also refer to item 4, B (2) above

D. Arrears

1. We still have owners in arrears.

II. NEW BUSINESS

1. Jobs / To Do List

Lori has asked we provide her with jobs we think must be done as spring approaches; Cory to provide her with the spreadsheet of jobs, which were included in her initial contract.

2. Google Docs

Colleen working on a form that can be shared on Google Docs; Lori to input the relevant data on a timely basis for Ada to approve for invoicing

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

Next meeting date 09:00am on Tuesday, March 10th, 2020.