



Square Butte Ranches Ltd.

Square Butte RANCH CLUB

Board of Directors Meeting

Date: 30 April 2019

Present:	Linda Durward, Chair	Taryn Fielder, Treasurer
	Colleen Kanderka, Vice Chair <i>(via phone)</i>	Cory Robinson, Secretary

This meeting was called for the sole purpose of discussing specific details of the Ranch Hand draft Contract.

- a) Denise had very kindly provided a critique of the current draft
- b) Members reviewed all her comments and suggestions
- c) Cory to revise draft contract as per today's discussions.
- d) Linda to contact Renaissance Management with a list of questions re the completion of payroll details
 - i. Review of required details to Ceridian Payroll System
Completed those sections we could, Linda and Taryn to create list of questions
 - ii. Employees will need to submit a timesheet – or some form for regular reporting of hours worked – for submission to RM / Ceridian
Linda / Taryn to clarify timesheet submission process with RM (including approval for payment process)
- e) Discussed amount of pay for the Alternate Ranch Hand(s); must not be the same as the Head Ranch Hand; Linda to confirm wage salary expectation
- f) Next meeting date is Thursday, 2nd May at 7:00pm
- g) Cory motioned for meeting to adjourn, Colleen seconded, all in favor

Meeting adjourned.

Note:

Those items that would normally appear in the "Other Activities" section of Ranch Club Board Meeting Minutes have not been included in this document.



Square Butte Ranches Ltd.

Square Butte RANCH CLUB

Board of Directors Meeting

Date: 29 April 2019

Present: Linda Durward, Chair
Colleen Kanderka, Vice Chair (*via Skype*)

Taryn Fielder, Treasurer
Cory Robinson, Secretary

This meeting was called for the sole purpose of determining whether to pursue the establishment of the position of a Ranch Hand as an employee of the Ranch Club (Moose Mountain's horse care contract expires: 8th May 2019)

- a) MM had sent an email message to Square Butte horse owners (but did not include the Ranch Club Board), on April 8, 2019 stating “ The relationship between us and the current Ranch Club Board has deteriorated to the point that we feel we can no longer serve you and your horses properly”.
- b) it is decided to continue and expedite the pursuit of securing the services of a Ranch Hand to be employed by the Ranch Club.
- c) it was decided to continue with securing Lori Collins as Ranch Hand, who had been interviewed and approved to provide horse care services at Square Butte Ranch
- d) It was decided to move forward with achieving an acceptable contract and terms by April 30, 2019 in order to discuss with Lori
- e) Lori Collins, pending Ranch Hand, is shadowing the MM Wrangler at the time of this meeting and is also scheduled to do so tomorrow.
- f) Motion put forward to go forward with the process to employ a Ranch Hand and Alternate Ranch Hand(s):
Linda moves to approve motion, Taryn seconds the motion, Colleen approves, and Cory abstains.
Motion is carried.
- g) We acknowledge the need to inform and reassure horse owners that horses are – and will – be cared for. Message to owners be sent to notify them of Lori's presence.
- h) Linda will try to arrange for a meeting with Lori and Board members for tomorrow, immediately after Lori has shadowed the Wrangler.
- i) Another message to be sent to owners when Ranch Hand contract is finalized and signed.
- j) Notification and forms for Vet Day, May 15th, will be sent to owners as soon as a contract is signed.

- k) Linda to discuss process of employment with Bob Lunge of Renaissance Management; focus is to commence employment of Ranch Hand on 8th May.
Note: any 'alternate' Ranch Hand must also be an employee of the Ranch Club
- l) We will use the term "Ranch Hand" for this new position (in order to differentiate from MM "Wrangler")
- m) It will be necessary to determine the capability of the Ranch Hand's use of the Ranch Office computer for communications with owners and for all required reporting as the Condo Board has decided The Ranch Club Board members will not be provided a key to the Ranch Office.
- n) Ranch Hand Contract Revisions
 - i. Cory to revise / edit the draft contract supplied by Denise and will seek her advice regarding any further revisions, including those items specified under 'Appendix A' of the contract.
 - ii. No benefits to be offered (other than those as stipulated by law)
 - iii. Pasture Management must be first priority re herd movement / composition
 - iv. Confidentiality must be a clear requirement
- o) We cannot assume that Ranch Maintenance will assign any priority to duties necessary for our purposes (i.e. Pasture Management); we must use all available help from community volunteers
- p) Next meeting date is tomorrow, Tuesday, 30th April at 10:00am
- q) Colleen moved to approve Minutes from 18 April 2019 meeting, Taryn seconded, all in favor.
- r) Linda motioned for meeting to adjourn, Taryn seconded, all in favor

Meeting adjourned.

Note:

Those items that would normally appear in the "Other Activities" section of Ranch Club Board Meeting Minutes have not been included in this document.



Square Butte Ranches Ltd.

Square Butte RANCH CLUB

Board of Directors Meeting

Date: 18 April 2019

Present: Linda Durward, Chair
Colleen Kanderka, Vice Chair

Taryn Fielder, Treasurer
Cory Robinson, Secretary

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- A. Cory moved to approve proposed Agenda for this meeting, Taryn seconded, all in favor.
- B. Linda moved to approve Minutes from 11 April 2019 meeting, Colleen seconded, all in favor.
- C. Priorities and Related Tasks
Various items were discussed, then ranked according to priority:
1. Ranch Hand
We will provide the Condo Corp a copy of the Ranch Hand Job Description, the Ranch Hand Job Responsibilities Table and a list of our concerns and conditions regarding the Condo Corp hiring for this position to be discussed at the Condo Board meeting April 25.
Time is of the essence as Moose Mountain completes their work at Square Butte Ranch on May 8th, 2019.
 2. 'Boarding' contract
We will provide a copy of the boarding contract that is offered by a local facility, along with a copy of our Draft Proposal of Rules and Regulations in order for the Condo Corp to write the 'Boarding' contract and the relevant liability waiver. .
 3. Rules & Regulations
We will provide a Draft of this to all members for review.
 4. Accounting
Taryn has some month end documents that require signatures.
 5. Vet Day
Interested horse owners must complete the required form and submit to us no later than Tuesday 30th April to provide enough lead time to TD Equine.
 6. Pasture Management Plan
A draft of this proposal will be posted to the web site and an e-mail sent notifying all owners
 7. Accounting Arrears
Standard accounting procedures to be followed by Renaissance Management; Ranch Club Board will also follow procedure as defined in the Articles.
Any and every owner is welcome to request a meeting with the Ranch Club Board in order to discuss any arrears issues; any and every owner must provide documented proof of any issue they may have.

8. Membership Application

Forms completed and signed by Board Members, forms will be sent out to Members soon.

9. Equine Insurance

Horse owners will be sent an e-mail directing them to Alberta Equestrian Federation

10. Fee Schedule

A few changes needed to accurately reflect the hourly wage that would be paid to the Ranch Hand.

D. Decision Making

Discussed and agreed that we would carry on with 'Parliamentary Procedures' and as directed by the Ranch Club Board Articles

E. Next meeting date is Tuesday 30th April at 09:00am

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

Meeting adjourned.

Other Activities:

- Apr 17: Email to Linda from Kelly outlining stipulations before hiring of Ranch Hand
- Apr 16: Email to Jack to refer CC contact working on the Ranch Hand contract – Linda
'Shadow' arrangements made for Lori with MM – Apr 22/23 – Linda
Response to Linda from Jack re CC contact for Ranch Hand contract – Kelly/ Denise
Email to Kelly from Linda asking to share info being proposed for hiring Ranch Hands
Taryn confirmed Vet day with TD Equine – May 15th
- Apr 15: Mtg with Tim and Lori to review proposed pasture management plan – Linda
- Apr 13: Notice sent: Reminder About Gates
Notice sent: to all horse owners re herd movement & pasture harrowing / rest
Notice sent: to all horse owners regarding cleaning up after their own horse plus fee of \$33.00
- Apr 12: Letter of welcome emailed to Lori – Linda
- Apr 11: Circular by Chair shared with RCB – 2 not in favour of sending it to members – not sent
- Apr 10: Email to Tim asking to call Linda – clarification on position of Lori/Tim
Tim returns call to Linda – everything 'great'! Kelly writing up position of Condo Corp
Call from Kelly – support RCB – fee arrears – budget – Movement of Ravine herd – drawing up terms of agreement (Condo Corp, Tim/Laurie, RC)
Response from CCB re questions from RCB
- Apr 09: Linda call to Jack – still looking for confirmation – refers Linda to Kelly – call to Kelly
Kelly responds – Condo Corp – having a conference call that evening
Linda updates Lori re recent transactions
Condo Corp – conference call re hiring of Tim/Lori
Phone call from Gary to Linda re moving Ravine herd, etc
Email complaint from Jennifer
- Apr 08: Moved Ravine herd to Main herd – smooth transition
→ All horses except for Jenn's were led (by Colleen, Taryn & Linda) to the West pasture without incident. Katie directed the move. All went exceptionally well.
→ Taryn checked on the horses 4 times throughout the day, took pictures of Stinky, Baloo, Missy, Winston and Jake and sent to owners (who were delighted)
Notice to Horse Owners from Board - Apr 8, 9:58 am
Jennifer took Dee off property
Linda talked with Erin & Maureen re RCB plan for herds
MM resigned
Linda left message for Jack to get back re: Board confirmation
Linda – Phone call to Lori
Email complaint from Gary, response from Linda - Apr 8
Email complaint from Melodie
- Apr 07: Phone call to Jack re confirmation from Condo Corp re Tim/Lori
Email from Kym re moving ravine herd
Letter from Kym to Board - Apr 7, 9:37 pm
Email of complaint from Kym
Notice to Wranglers/MM from Linda; Apr 7, 9:37 am
Neil's email re Jennifer/Jan (Apr 7) - Apr 8 Taryn to Neil
- Apr 06: Email to Jack asking for written endorsement from Condo Corp – attached letter to Lori
Jack assured Linda he would respond with a letter the next day
Email from Erin – bringing 2 new horses / reply from RCB

Notices sent to / received from various horse owners regarding pasture movement or herd reconfiguration:

- Emails from Taryn to Greg, Jan, Jenn, Tish, Denise notifying of move on Apr 8th – agreement from all except Jennifer who did not respond
- Jennifer - Apr 6 - Taryn, response Jennifer Apr 7 Taryn to Jennifer, Apr 9 Jennifer to Board, Linda to Jennifer
 - Jan - Apr 6 Taryn to Jan, Jan to Taryn, Apr 8 Taryn to Jan, Jan to Taryn
 - Greg - Apr 6 Taryn to Greg, Apr 7 Greg to Taryn, Apr 8 Taryn to Greg
 - Trish - Apr 6, 7 Taryn to Trish, Apr 8 Taryn to Trish, Trish to Taryn
- Apr 05: Tim and Lori make proposal to RCB for position of Ranch Hand (RCB, Jack)
 All RCB in favour of bringing on Tim and Lori with provisions—see RCB minutes of Apr 5
 Letter to Lori from RCB – on hold until reply from Condo Corp
 RCB forwards to all horse owners the link sent by Gary regarding an article about basic Horse Health in the ‘Gateway Gazette’
 RCB sends message to all horse owners that MM requires at least two weeks notice re moving a horse onto or off of SB property (especially when quarantine is required); included a notice re cleaning of sheds and owners to clean up after their horses
 Erin - Apr 5; Response from Linda - Apr 6, Erin Apr 6, Response from Linda Apr 6, Taryn's response Apr 7, MM response Apr 7
 Email to Jan from Taryn re moving Missy with Stinky and Baloo
- Apr 04: Mtg with Neil – see Cory's notes of the mtg / Neil's notes
- Apr 02: Call from Tim to Linda to set a date to review proposal with RCB for Ranch Hand – Apr 5
 Email from Denise to MM (fwd to Linda); Denise not at the ranch for another week and wants to be around when her horses are moved
 Email from MM (Wendy) to Denise; Neil recommended putting Stinky and Baloo in West pasture immediately, No “phasing-in” required
- Apr 01: Mtg with Jack & Tim re RFQ. Jack asked Tim to prepare a Proposal for Ranch Hand to submit to the RCB showing how he and Lori would work as a team. – Linda/Taryn
 Denise had her horses in for farrier day and (on the spur of the moment) she thought this would be an opportune time to move them to the main herd. Taryn and Linda were in a mtg with Jack/Tim at the barn and said they could help Denise if she wanted. Denise asked Katie what she thought of the idea. Katie thought Denise's horses should be slowly integrated into the herd and suggested bringing some of the horses from the West pasture to the Gate pasture for integration. Katie wanted to check this off with Neil first.
- Mar 30: Cory sent notice to all members re “no quading”
- Mar 29: Taryn replied to Jan and Trish by email
- Mar 27: Cory called Neil – “status quo” on contract
- Mar 27: Colleen sent Condo Board “Items for Discussion” – response by Apr 4th
- Mar 12: Cory forwarded Dave Morgan's report on the Horse Water Systems to the Square Butte Ranch Office
- Mar 11: Linda met with Jack and Tim re working with Dave on Waterers
- Mar 7: Request for Quote for Ranch Hand sent out by Cory
- Feb 20: Letters of reply re Budget sent to: Hazel, Morgans, Karen, Robin, Melodie, Kym - sent through RCB email by Cory
- Feb 16: Informal mtg of RCB (Colleen, Taryn, Linda) and some of Condo Board (Kelly, Denise, Jack)
- Feb 15: Mtg with Annemieke to research past RCB records - Taryn/Linda
- Feb 14: D & O Liability Insurance for the Ranch Club finalized - Co-operators - Taryn/Linda
- Feb 13: Jennifer removed from RCB email address – Kelly
- Feb 13: Email sent to Renaissance - Banking Directives - Linda
- Feb 12: Dave Morgan Letter re West Pasture Waterer

- Feb 12: Unofficial mtg of the RCB
- Feb 07: Linda & Cory met with Neil - renegotiation of \$30/hour wage
- Feb 05: Jennifer Gill, Director at Large, has submitted Letter of resignation from this Board
- Feb 04: Colleen and Linda met with Denise McMullen regarding Membership application as defined by Articles
- Feb 01: Summary of Motion to accept Jan 28th RC minutes sent from Linda to all board members
- Feb 01: Horses moved from Pond pasture to Ravine pasture
- Feb 01: Draft of 2019 RC Budget sent to all Ranch Club Members
- Jan 31: Mtg with MM – Cory, Taryn, Linda (Rob called in to clarify original contract)
- Jan 29: Insurance application forms sent to Bob Lunge and Dave from Colleen
- Jan 27: ‘Summary of Renaissance Meeting’ was sent to RCB and RM, with attachments by Linda
- Jan 27: Linda & Rob delivered 2 round bale feeders to Ravine pasture



Square Butte Ranches Ltd.

Square Butte RANCH CLUB

Board of Directors Meeting

Date: 11 April 2019

Present: Linda Durward, Chair

Taryn Fielder, Treasurer

Colleen Kanderka, Vice Chair

Cory Robinson, Secretary

1. Cory moved to approve proposed Agenda for this meeting, Colleen seconded, all in favor.
2. Minutes from 5th April 2019 meeting were motioned as approved, via e-mail, by Linda, seconded by Taryn, all in favor.
3. SB Condo Board
Our thanks to Denise for collecting the replies from various Condo Board members
Long discussion and debate followed:
 - a. Utilities: open to renegotiation of the share of costs;
 - b. Horse Waterers: indicating that the Ranch Club is responsible for the costs of maintenance and repairs;
 - c. Renaissance Management: we will be looking to acquire a more reasonably priced alternative
 - d. Moose Mountain: Condo Board needs to participate in the development of any arrangements
 - e. Audit: Condo Board determining necessity of Ranch Club audit based on Condo Board needs
 - f. Pastures: Condo Board would like to meet with Ranch Club to discuss suggestions for pasture management
3. Herd Management / Health
 - a. Taryn to contact provider to confirm a date for 'Vet Day' and obtain a copy of the required form; once date is known, these forms will be sent out to all horse owners and if they wish their horse to participate they must complete the form and send to the provider by a specific date
 - b. Pastures be harrowed as soon as possible
4. Rules & Regulations
 - a. Colleen and Taryn working on final draft
5. Information Circular
 - a. As prepared by Linda, discussion followed
6. Moose Mountain
 - a) Submitted their notice for Termination of Services on April 8, 2019 and will cease providing horse care in 30 days (May 7th), or sooner if released by the board.
7. Ranch Hand
 - a. Hoping to have contract ready for review by Ranch Hand on April 18th and signed upon approval of both parties; looking at 01 May 2019 start date, with Moose Mountain providing a few days for 'handover';
 - b. Will be officially 'employed' by the Condo Board in order to offer employee benefits
8. Next meeting date is to be confirmed as we require the Ranch Hand Contract to be in place
9. Colleen motioned for meeting to adjourn, Cory seconded, all in favor
Meeting adjourned.

Other Activities:

- Apr 10: Email to Tim asking to call Linda – clarification on position of Lori/Tim
Tim returns call to Linda – everything ‘great’! Kelly writing up position of Condo Corp
Call from Kelly – support RCB – fee arrears – budget – Movement of Ravine herd – drawing up terms of agreement (Condo Corp, Tim/Laurie, RC)
- Apr 09: Linda call to Jack – still looking for confirmation – refers Linda to Kelly – call to Kelly
Kelly responds – Condo Corp – having a conference call that evening
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Linda left message for Jack to get back re: Board confirmation
Linda – Phone call to Lori
Email from Gary re town hall - Apr 8, Response from Linda - Apr 8
- Apr 07: Phone call to Jack re confirmation from Condo Corp re Tim/Lori
Email from Kym re moving ravine herd Letter from
Kym to Board - Apr 7, 9:37 pm
Notice to Wranglers/MM from Linda; Apr 7, 9:37 am
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All RCB in favour of bringing on Tim and Lori with provisions–see RCB minutes of Apr 5
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Erin - Apr 5; Response from Linda - Apr 6, Erin Apr 6, Response from Linda Apr 6, Taryn's response Apr 7, MM response Apr 7
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Square Butte Ranches Ltd.

Square Butte RANCH CLUB

Board of Directors Meeting

Date: 05 April 2019

Present: Linda Durward, Chair
Colleen Kanderka, Vice Chair

Taryn Fielder, Treasurer
Cory Robinson, Secretary

1. Linda moved to approve proposed Agenda for this meeting, Taryn seconded, all in favor.
2. Taryn moved to approve Minutes from 27 March 2019 meeting, Colleen seconded, all in favor.
3. SB Condo Board
 - a. Have as yet had no response from Condo Board as per questions submitted to them by Colleen at their most recent meeting on 28th March. We had asked for reply by 4th April; Colleen will inform Denise that we have now extended this to 10th April so that Denise has more time to collect replies from the individual Condo Corp Board Members.
4. Moose Mountain
 - a. Negotiations 'on hold' as this Board prepares to interview an applicant for 'Ranch Hand'
5. Pasture Management Plan
 - a) Linda presented a Summer Pasture Management Plan followed by an action plan - discussion followed
 - b) Colleen moved to adopt this Pasture Management Plan, Taryn seconded, all in favor.
6. Herd Management
 - a. Was discussed in terms of meeting Pasture Management Plan
 - b. Horse owners will be notified of their horse's movement between pastures and will be reminded that pasture / land needs are the priority
 - c. Looking at the possibility of configuring three herds with most horses being channeled into the main herd unless special circumstances arise.
7. Rules & Regulations
 - a. Colleen and Taryn still compiling, editing, rewriting
 - b. Looking at 1st of May for a draft to be ready for review by fellow Board members
 - c. Colleen will draft a message to be sent out to all owners which will ask for their input or suggestions; when ready Cory will send out
8. Renaissance Management
 - a. RM fees are still too high, in spite of our request at the meeting with RM on 24th that we expect the future RM fees to be minimized
 - b. The utility bill name change has still not been done
 - c. We have still not received a reply from RM to our letter sent to them on Feb 13, 2019

- d. Taryn will compose a job description for a bookkeeper / accountant so that we can get some quotes in anticipation of finding a more reasonably priced replacement for RM

10:49am Ranch Club Board Meeting suspended

11:00 am (Saloon) Meeting / Interview with Lori Collins and Tim (Ranch Maintenance)

9. Friday 5th April - Interview for position of Ranch Hand at Square Butte Ranch conducted by

Ranch Club Board Members:	Linda Durward, Chair Colleen Kanderka, Vice Chair	Taryn Fielder, Treasurer Cory Robinson, Secretary
Also present:	Tim Seymour, Ranch Maintenance Jack Wilson, Condo Corp Board Member	
Applicant:	Lori Collins / Tim Seymour	
Location:	Square Butte Ranch Saloon	

- a. Intention is that the Condo Corp will hire Lori Collins as Ranch Hand
- b. Tim presented his confirmation that he could provide back up to ensure the tasks and responsibilities of the Ranch Hand would be met when the Ranch Hand has scheduled days off;
- c. Tim and Ranch Hand would be equally responsible to provide an experienced, qualified replacement if either staff member is unavailable

12:20pm (approximately) Interview over

12:30pm (approximately) Ranch Club Board Meeting reconvened

10. Discussion re the applicant followed

- a. This board would require a signed confidentiality agreement from both of these Condo Corp employees, as they will also be conducting Ranch Club business
- b. This board would require a signed terms of agreement with the Condo Corp which would include:
 - the Ranch Hand job description,
 - minimum & maximum number of hours required on site,
 - no overtime rate will be paid by the RC,
 - any 'short' days to be tracked for working off at a later date,
 - any hours 'banked' cannot be added to standard vacation days entitlement;
 - must maintain a daily log of all equine related activities, observations, actions, feedings, etc.
 - RCB expects a minimum of 3 hours per day with a maximum of 21 hours per week;
 - cannot act as trail escort or host, or as a riding instructor due to liability issues;
 - must compile required information for weekly reporting to RC Treasurer;
 - is there a Condo Corp employee liability waiver they would need to sign?

- Ranch Hand is paid \$30.00 per hour by the Condo Corp; Condo Corp, in turn, invoices the RC \$33.00 per hour (includes payroll costs of WCB, holiday pay, etc.) for the Ranch Hand
- c. Looking at 1st May 2019 start date, assuming applicant will sign on with the proviso that we cannot confirm placement until agreement between RC and Condo Corp is in place
- d. SBRC would need to change the MM Wrangler's e-mail address

11. Next meeting is scheduled for 07:00pm on Thursday, 11th April 2019.

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

Meeting adjourned.

Other Activities:

- Apr 04: Mtg with Neil – see Cory’s notes of the mtg / Neil’s notes
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