



Square Butte Ranches Ltd.

Square Butte RANCH CLUB

Board of Directors Meeting

Date: 14 January 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 13 December 2019 meeting, Ada seconded, all in favor

I. 'OLD' BUSINESS

1. Treasurer's Report
 - a. Ada has not yet received the December financial reports from Renaissance Management
 - b. Anticipates some larger invoices will be due soon (utilities, GST, Auditor)
2. Budget & Fee Schedule
Ada to provide a copy of the current Budget and Fee Schedule to Renaissance Management
3. Liability Waiver
As we are not the property owner we cannot accept a role in the creation of this document
4. Boarding Agreement
Cory to circulate the revised document for Colleen to present to Condo Corp for their next meeting
5. Alternate Bookkeeping / Accounting Service
 - a. Ada to contact RBC in Okotoks to arrange meeting with all of us and Darlene Cox at RBC in order to set up an account; also to ensure e-transfers and PAP payments can be received & made with no additional fees
 - b. Ada to obtain a copy of Darlene's contract, must include details re defined responsibilities, (Payroll, taxes, GST, etc), invoicing, payment collections, payables, contract renewal, fees, 90 day written notice by either party if terminating, succession, financial reporting, confidentiality, etc.
 - c. Colleen to contact Darlene's references.
 - d. Cory to revise the draft flowchart of boarding fee due dates, accounting & arrears process (any arrears at time of change to Bookkeeping service will be carried over and the process as described in the flowchart will be used)
 - e. Flowchart to be reviewed by Board members and Darlene Cox
 - f. Colleen to draft a letter to all owners re the change in bookkeeping & accounting procedures
 - g. Letter to RM has been drafted but will be held until above items are in place

II. 'NEW BUSINESS'

1. Round Bale Spike
 - a. Colleen pursuing possibility of using the spike on the tractor in order to move bales as needed upon delivery; we cannot accommodate the space needed for the delivery of a large load
 - b. Colleen and Lori working to find a solution
 - c. We have had a non-horse owner offering to pay for the cost of the round bale delivery
 - d. Colleen to investigate if we pick up the round bales, will be get a price break
2. Horse Owner in Arrears

We have had other horse owners come forward, generously offering to pay for the board and hay for this horse whose owner is in considerable arrears; ~~we~~ need to determine who will pay any additional vet bills for this horse; Colleen to contact these owners to clarify
3. 2019 Records
 - a. Cory to establish two binders:
 - i. 2019 documents – this to include items to be archived (minutes, financial reports, etc)
 - ii. 2020 documents – this to include 'current' business plus insurance policies and relevant draft documents, etc.
4. Discussion points were made for Colleen, in order to provide them to the Condo Corp for their next meeting
5. Restated Memorandum and Articles of Association
 - a. Sandy Cameron has provided a draft of these documents.
 - b. Colleen to send our suggested revisions and questions to Sandy

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

Next meeting date Tuesday, February 11, 2020.