



Square Butte Ranches Ltd.

Square Butte RANCH CLUB

Board of Directors Meeting

Date: 26 May 2020

Present: Colleen Kanderka (Chair) *via Skype*, Kym Penner (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 April 2020 meeting, Kym seconded, all in favor.

I. 'OLD' BUSINESS

1. Treasurer's Report

A. Transition to 'new' accounting system

1. Kym will work to minimize anything other than essential requirements and information needed from Renaissance Management; also, to confirm details as necessary for a smooth transition
2. Kym is on track with making the necessary adjustments for regular monthly payments to various vendors (insurance, etc.)
3. Kym working to 'clean up' various accounts prior to transition.

B. Arrears

1. Those accounts in arrears should be brought to a zero balance prior to the transition, Kym is working on these accounts
2. Motion was made by Cory that: "any property owner who currently shows a credit or debit balance that is greater than three years old AND who do not have a horse on the property will be entered as 'bad debt' prior to the transition to the 'new' accounting system"; Colleen seconded, all in favor.

C. Darlene Cox - Bookkeeper

1. Kym working with Darlene in the re-creation of the Chart of Accounts; banking procedures, invoicing, payment processing, etc.
2. Darlene will be utilizing an 'assistant in training'

D. Banking

1. RCB contacts have been informed re Kym's position on this Board
2. Our e-mail address will be used for any e-transfer payment of invoices; Cory to arrange for these specific messages to be 'auto' forwarded to Darlene

2. Transfer of Horse Ownership

- Is complete; all relevant documentation is in the binder

3. Restated Memorandum and Articles of Association
 1. All relevant documents have been sent to registered Members with request for response by June 8th.
 2. Cory to send reminder on 1st June to any members who have not yet responded
4. Boarding Agreement
 - We are still awaiting response to this document by the Condo Corp.
5. Barn Utilities (Gas and Electric)
 1. We are informed (informally) that the Condo Board, while agreeable to our suggestion for a more equitable split of these costs, any retroactive adjustment will not be made
 2. Kym will confirm payment of utility bills for this year and will send a message to the Condo Board that we will pay the utility bills for this year *to date*, providing the Condo Board provides
 - a. a timely decision on this item, and
 - b. written acceptance of this redistribution of these costs going forward

II. 'NEW BUSINESS

1. Budget Considerations
 1. In order to minimize Ceridian payroll fees, we will proceed with a mid-month 'advance' payroll payment of a flat amount, with the month end payment reflecting net pay for the month minus this advance
 2. Further discussion ensued on various items and how they should be categorized within the 'new' Chart of Accounts
2. Additional 'Employees'
 - We have hired on two additional 'employees' as casual labor in order to cover for Lori
3. Pasture Plan for Summer 2020
 1. This year's plan will work on a pasture rotation basis
 2. Lori is in the process of finalizing this Plan and will present to the Condo Board

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

Next meeting date: Wednesday 17 June 2020 at 09:00am.