



Square Butte Ranches Ltd.

Square Butte RANCH CLUB

Board of Directors Meeting

Date: 26 September 2019

Present: Colleen Kanderka, Chair

Cory Robinson, Secretary

Dave Morgan, Member at Large

Ada Morgan, Treasurer

1. Colleen moved to approve proposed Agenda for this meeting, Cory seconded, all in favor.
2. Cory moved to approve Minutes from 15 August 2019 meeting, Dave seconded, all in favor.
3. Financial
 - a) Treasurer's Report
 - i. Ada had requested financial documents from RM for this meeting, but Renaissance Management has not yet sent these documents.
 - ii. We still need equine Boarding Fees to be paid sooner by owners in order to ensure we can meet payroll.
 - iii. Cory moved that, effective 01 Jan 2020:
 - Boarding Fees be made payable at the beginning of every month for that month's boarding fee
 - Any 'incidental' fees will be included on the next month's invoice
 - All invoices will also have the revised term of 'Net 10'.Ada seconded the motion, all in favor.
Colleen to notify Renaissance Management
 - b) Budget Preparation
 - i. Board members will meet with Denise in the coming week regarding preparation of the Budget
4. Alternate Bookkeeping / Accounting Service
 - i. We have begun the exploration process for the possibility of engaging a different bookkeeping / accounting service in order to cut our admin costs and 'simplify' the entire process
 - ii. Colleen to contact possible replacements.
5. Policies & Procedures Manual
 - a) Dave has prepared a Draft for review of Board members
 - b) Board members to review and respond with edits, suggestions, etc. to Dave by Monday 30th September
 - c) We are aiming to have a Draft version prepared for the upcoming Town Hall Meeting.
6. Boarding Fee Schedule
 - a) Cory to prepare the revised Schedule to Board members for review

7. Boarding Agreement (Draft) & Liability Waiver (Draft)
 - a) Liability Waiver is now complete and copy has been provided to Denise of the Condo Board
 - b) Cory to forward Boarding Agreement with most recent revisions to Denise for review, discussion

8. Hay
 - a) 100 round mixed hay bales and 2 loads of mixed square hay bales have been ordered from Valley Hay
 - b) We will be invoiced when the hay is delivered (\$150.00 per round bale, \$14.25 per square bale)
 - c) Ada to confirm invoice amount to horse owner
 - d) Owner will be invoiced based on the amount of hay dropped to that herd, and Lori is the only person that can re-configure any herd.

9. Barn Utility Bills
 - a) Colleen to request the Condo Corp Board to review utility costs during their budget preparation for a more equitable share of their payment
 - b) Colleen to notify Renaissance Management that, going forward,
 - i. Renaissance Management is no longer permitted to make adjusting accounting entries for our payment of these utilities, and
 - ii. the Condo Corp must send the Ranch Club an invoice, with supporting documentation, for these utility fees.

10. GST Payments
 - a) Still not at the bottom of this as between Renaissance Management and the Auditor we have not received satisfactory responses to our queries (i.e. why are there two GST numbers on our documents; why were payments to the CRA overdue)
 - b) We have a credit balance

11. Financial Statements
 - a) Colleen has asked Renaissance Management to remove those accounts that reference 'Home Care'

12. Cowboy Challenge (held on 7th September)
 - a) Seemed to be a fun day for everyone that attended, there was a good turn out and participants enjoyed the Challenge
 - b) Thanks to Erin for 'conducting' the Challenge
 - c) Thanks to the members of the Social Committee for the excellent food
 - d) Dave to move the 'teeter totter' out of the way until it is repaired and safe to use
 - e) Motion made by Colleen, seconded by Cory, all in favor that a maximum of \$100.00 be used to obtain a plaque recognizing the Durward's efforts in the creation of the Cowboy Challenge

13. Waterers
 - a) West Pasture waterer requires replacement of a part in preparation for winter, Colleen to discuss with Jack (Ranch Mtce)

14. WCB
 - a) Ada to contact WCB to adjust out payment to be more in line with 'real' numbers
 - b) We should expect a credit for payments made from May to September after the WCB annual review (February)

15. Ranch Club Town Hall

- a) Date set for Saturday 26 October at 7:00pm in the Saloon
- b) Ada to confirm Saloon is available
- c) Town Hall topics to include: Budget, Boarding Agreement, Liability Waiver, revised Fee Schedule, Policies & Procedures (these documents to be circulated to all owners one week prior)

16. AGM

- a) Colleen to confirm date with Condo Board

Next meeting date is Wednesday 16th October.

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

Meeting adjourned.