



Square Butte Ranches Ltd.
Square Butte RANCH CLUB

Board of Directors Meeting

Date: 24 June 2019

Present: Colleen Kanderka, Chair Cory Robinson, Secretary

Absent: Dave Morgan, Member at Large

Vacant: Treasurer

Note: as there are two Directors present at this meeting, Item 41 in the Ranch Club Articles of Association determines that “The Directors may meet together for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings and may declare the quorum necessary for the transaction of business, but until the Directors make such determination, one-half of the directors will be a quorum.” This meeting will proceed with the two Directors present.

1. Cory moved to approve proposed Agenda for this meeting, Colleen seconded, all in favor.
2. Colleen moved to approve Minutes from 09 June 2019 meeting, Cory seconded, all in favor.
3. Cory moved to approve Minutes from 19 June 2019 meeting, Colleen seconded, all in favor.
4. Treasurer’s Position
 - a) The requisite five days have passed since Taryn’s Notice of Resignation; motion to accept this Resignation made by Cory, seconded by Colleen, all in favor.
 - b) Message was sent out to all owners on 19th June, offering this volunteer position
 - c) The response received to date will be finalized at next meeting with all Board members
 - d) Taryn has agreed to continue to monitor financials until her replacement can be confirmed
5. Boarding Agreement (Draft) & Liability Waiver (Draft)
 - a) Both Draft documents have been forwarded to Denise; we are awaiting her response
6. Ranch Hand Liaison
 - a) Colleen will now act as Liaison to the Ranch Hands
7. Ranch Hand purchases for Equine Supplies
 - a) Lori to provide a list of items required for approval to Colleen (or Taryn) prior to actual purchase
 - b) Purchases will be charged to the “Square Butte Ranches Ltd.” account at Bar T-5 feed & supply facility, then will supply a copy of the invoice (not just the receipt) to Colleen (or Taryn).
8. Insurance - Commercial Farm Liability Insurance
 - a) Colleen has received a copy of this policy
9. Invoicing, Scheduling,
 - a) Our ‘bottom line’ is that we must be able to meet payroll
 - b) We are working on a scenario for payment of invoice to be due earlier than 30 days

- c) Another possibility is to charge only one total monthly amount to every horse owner which would cover all costs
- d) To avoid complicating the invoice process, looking at the possibility of using a late payment penalty (prime + 4%) to encourage timely payment of invoices

Next meeting date to be confirmed

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

Meeting adjourned.

Other Activities:

- May 3: Lori signs Head Ranch Hand Contract – Linda/Taryn
- May 2: RCB Mtg – Dave joins RCB
- May 1: Call to Renaissance to initiate payroll preparations for Ranch Hands – Linda
Letter to Condo Corp inquiring about office key for Ranch Hands – Linda
Notice: Replacement for MM
Notice: Vet Day and forms
- Apr 30: RCB Mtg
Set up mtg with Lori/Linda/Taryn to sign Head Ranch Hand contract on May 3rd
Lori – shadows MM
- Apr 29: Phone call to Kelly re status of office key for RCB and Ranch hands – no reply
Lori shadows MM
- Apr 27: Hay delivery from Valley Hay – restacking by Taryn, Clayton, Cory, Kristin
Notice: Vacant RCB position
- Apr 26: Linda followed up Denise’s offer to provide draft contracts for Head Ranch Hand and for Alternates
Further discussion with Lori about Head Ranch Hand position – Lori needed a few days to consider and get staff in place
- Apr 25: Email from Cond Board – did not accept the hiring of Tim or Lori or putting Lori on the CC payroll. Were OK with the RCB hiring Lori
Linda met with Lori to discuss options for Ranch Hand employment
Email to MM re quarantine for 3 new horses (Chrome, Diva, Rowan)
Notice: Proposed Summer Pasture Management Plan
Notice: AEF link sent to horse owners re insurance
- Apr 23: Email from RCB to Condo Corp re: proposal and payroll to hire Tim and Lori - with contract attachments
- Apr 22: Notice: Use of Cowboy Challenge
- Apr 21: Cowboy Challenge – set up by Rob & Linda
- Apr 17: Email from Kelly (Condo Corp) outlining ‘moving parts’ surrounding the hiring of Tim/Lori – Condo Corp meet on Apr 25 – no decision before then- had to cancel Lori’s ‘shadow’ time with MM
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.
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Board of Directors Meeting

Date: 19 June 2019

Present: Colleen Kanderka, Chair

Cory Robinson, Secretary

Dave Morgan, Member at Large

1. Colleen calls meeting to order.
2. This meeting was called upon receipt of the Letter of Resignation of Taryn Fielder, Treasurer.
3. Colleen reads aloud the Treasurer's Letter of Resignation, dated 18 June 2019.
4. Resignation will be complete on Monday 24th June.
5. Cory to send out a message to all owners at Square Butte Ranch announcing the vacancy of the position of Treasurer and invite interested owners to reply.
6. Colleen to compose and send a letter to Taryn, acknowledging this Board's receipt of her letter of resignation along with our thanks and recognition of her extraordinary efforts on behalf of all horse owners at Square Butte Ranch.

Next meeting date is Monday 24th June at 9:00am

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

Meeting adjourned.



Square Butte Ranches Ltd.
Square Butte RANCH CLUB

Board of Directors Meeting

Date: 9 June 2019

Present: Colleen Kanderka, Chair
Taryn Fielder, Treasurer

Cory Robinson, Secretary
Dave Morgan, Member at Large

1. Cory moved to approve proposed Agenda for this meeting, Colleen seconded, all in favor.
2. Taryn moved to approve Minutes from 28 May 2019 meeting, Dave seconded, all in favor.
3. Treasurer's Report
 - a) Cannot provide exact figures as Renaissance Management has not responded to requests for various reports (i.e. have not received copy of utility bill)
 - b) We cannot decrease fees due to the irregular payment of fees by horse owners which is, in turn, creating major issues with cash flow
 - c) Must try to make e-transfer available, even if we have to pass the cost of such to owner
 - d) Taryn to prep a spreadsheet showing budget and actual figures from Jan to end of June
 - e) Colleen will contact Bob at Renaissance to discuss RCB points of concern
4. Arrears
 - a) We will reinstate the arrears of a specific owner and an invoice will be issued by Renaissance and the owner will then pay these arrears in full; once this is done, we will contact other owners still in arrears for a meeting;
 - b) Colleen to ask Bob re options for collection of arrears
5. Invoice Scheduling
 - a) We must be able to meet payroll obligations in time
 - b) As was adopted at meeting dated 28th May, future invoices to owners must be issued so that the owner receives the invoice by the 1st of the month for that month's fees and payment must be received by the 15th of that month; any other fees not on a monthly arrangement will be included on the next month's invoice.
 - c) This will hopefully go into effect on 1st August 2019, therefore Renaissance must send invoices out on 15th July
 - d) Cory to draft letter; notice will be sent to owners as soon as possible in order to provide plenty of lead time for owners to make the necessary payment arrangements
6. Boarding Agreement (Draft) & Liability Waiver (Draft) - as provided by Denise
 - a) Addressed specific items; Cory to collate
 - b) Liability Waiver to indicate stronger inclusivity towards non-equine activities
7. Insurance - Commercial Farm Liability Insurance
 - a) Colleen still awaiting a copy of this renewed policy, will contact Dave Parker (underwriter rep)

8. Rules & Regulations

- a) Dave still working on compiling and condensing the large amount of information that requires editing, indexing, etc.

9. Pasture Management Plan

- a) Cory to get message out to owners that we should be able to move herd from West to Condo pasture by end of next week
- b) Dave & Taryn to check battery for electric fence for condo and ravine pastures
- c) Ranch Hand to determine actual day of move and will notify owner of date of actual move and send message to relevant owners when move is complete
- d) In future, Ranch Hand will make decisions in consultation with Ranch Club Board
- e) Ranch Hand will inform owner when moves are complete

Next meeting date is Wednesday 10th July at 9:00am

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

Meeting adjourned.

Other Activities:

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