



Square Butte Ranches Ltd.

Square Butte RANCH CLUB

Board of Directors Meeting

Date: 16 September 2020

Present *via Skype*: Colleen Kanderka (Chair), Kym Penner (Treasurer), Cory Robinson (Secretary)

Cory moved to approve proposed Agenda for this meeting, Kym seconded, all in favor.

Kym motioned to approve Minutes from 18 August 2020 meeting, Colleen seconded, all in favor.

I. 'OLD' BUSINESS

1. Treasurer's Report

A. 'Wave' software accounting application

1. The 'Wave' software accounting application we are now using is not capable of providing budget-related reports, nor can it provide 'actual vs. budget' comparisons (information must be taken from Wave and manually entered into a separate spreadsheet); possibility of moving to QuickBooks or some other financial app that will provide this information but this is dependant on the cost/benefit ratio considering our relatively small operation and as determined by future board members

B. Bookkeeping

1. Kym asking questions regarding the posting of various line items to specific accounts in order to further clarify and ensure accuracy of posting details
2. Kym working with Darlene with the intention of ensuring continuity for future board members

C. Arrears

1. Kym has contacted those owners in arrears and is successfully working towards the elimination /reconciliation of the negative balances

2. Restated Memorandum and Articles of Association

"Resolutions Adopt Articles - May 2020"

1. This process has been tabled for now as the AGM will be within a few months

3. Boarding Agreement

1. We are still awaiting response to this document by the Condo Corp.

4. Manure removal

1. Condo Corp has provided two small trailers that can be towed by a quad; will require more frequent trips to the West Pasture to empty these smaller trailers.

5. Waterers
 1. The newly purchased concrete pads have been installed in the Ravine, Pond and Gate pastures; are fully operational and have also been winterized
 2. The barn waterer is currently being repaired
6. Hay
 1. We have ordered 60 round bales and 160 square bales from Valley Hay
7. Gate Pasture Shelter
 1. Kym is in contact with the anonymous donor and also will follow up with the Ranch Maintenance Manager re placement

II. 'NEW BUSINESS

1. Horse Occupancy
 1. Colleen to remind Lori to inform Ranch Club Board members *prior* to the scheduled arrival of any horses to the Ranch and of any horses departing the Ranch
2. Ranch Hand Contract
 1. The current contract does not specify an 'end date', only that thirty days' notice is required by either party in order to terminate the contract
 2. Board members to review the current contract in order to determine
 - i. If anything needs to be changed
 - ii. if a 'new' contract is required
3. AGM
 1. Process to be determined with consideration of the Covid-19 protocols
 2. Colleen to contact the Condo Board regarding the potential date of their AGM
 3. Colleen to ask Sandy Cameron if he would 'chair' our position at the AGM
 4. In anticipation of the AGM and Ranch Club Members' voting rights, prior to our next Board meeting Cory will send an invitation to those owners who are not currently members
 5. We must anticipate questions regarding budget and spending as many of those items that were planned and budget for had turned out to be outside of our sphere.
4. Round Pen & Arena
 1. Kym to arrange a meeting with interested horse owners to discuss the upgrade / replacement of the footing of the round pen and possibly the arena
 2. Kelly Dunford to be invited in order to provide impartial suggestions and the pros and cons of user suggestions
 3. We are told that in previous years these surfaces were supplemented in alternate years
 4. Colleen made the motion to commit \$500.00 towards the immediate upgrade of the round pen surface, Cory seconded, all in favor.

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

Next meeting date: Tuesday 20 October 09:00am.