



Square Butte Ranches Ltd.

Square Butte RANCH CLUB

Board of Directors Meeting

Date: 19 December 2019

Present: Colleen Kanderka, Ada Morgan, Cory Robinson

Positions on this Board were submitted as follows:

Chair: Colleen Kanderka; Treasurer: Ada Morgan; Secretary: Cory Robinson

Colleen moved to approve volunteers to these positions for the 2019/2020 Square Butte Ranch Club Board, Ada seconded, all in favor.

Today's meeting of Square Butte Ranch Board Members is the first for the 2019 / 2020 year.

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

I. 'OLD' BUSINESS

1. Barn Utilities

Ada reported that our portion of the barn utility bills have not been paid for a number of months; RM has never issued an invoice to us for any barn utility; the question regarding our percentage of the total bill has not been resolved

2. Horse Owner Arrears

- a. Colleen to contact owner for final arrangement of removal of a horse
- b. Ada will research the costs involved for the possible use of a collection agency

3. Fee Schedule

- a. The 'amenity fee' will be decreased but cannot be eliminated as this will help defray operating costs (insurance, use of facilities, etc.)
- b. Board members to review prior to adoption
- c. Once adopted, a copy of this Fee Schedule to be forwarded to Renaissance Management, and to all property owners

4. Budget

- a. Ada to make revisions as necessary as we do not own any assets therefore we cannot budget for the repair of such, however we can budget for necessary labor costs when volunteers are unavailable.
- b. The 'contingency fund' will be used only as and when necessary (i.e. if owner arrears force a 'cash flow' shortage when payroll is due)

5. Year End Documents

Ada to contact Renaissance Management for confirmation that they will prepare all relevant Year End reports for tax purposes, including GST reporting and the issue of T4 for employees, plus any other.

6. Liability Waiver
Is a legal document intended to protect the Condo Corp, therefore The Ranch Club cannot contribute to the creation of this document, also because the Ranch Club does not own any property or assets on Square Butte Ranch; Colleen to notify Denise (Condo Board).
7. Boarding Agreement
Cory to continue revisions, limited to those aspects directly relevant to equine related activities; will circulate revised doc to board members for review
8. Equipment Use
Dave is to contact Lori to arrange for a 'training' session for all Ranch Hands (and possibly including Tim and new Board members) on the use of the tractor.

II. 'NEW BUSINESS'

1. Alternate Bookkeeping / Accounting Service
 - a. An 'informal' meeting was held with Darlene Cox on Monday 16th December; board member opinions were favorable over all
 - b. Initial costs will be higher as there will various 'start up' fees while Renaissance Management continues to process our accounting and charge us their fees
 - c. Cory moved for us to contact Darlene Cox to determine the best workable date in the first quarter of 2020 and if she is willing to act as a 'consultant' to assist us in making all possible preparations for a smooth transition. Ada seconded, all in favor.
 - d. Colleen to contact Darlene in order to
 1. obtain a copy of her contract;
 2. ask her assistance to create a 'to do' list of required items (banking, cheques, etc.)
 3. help us to understand the tax reporting rules for a not-for-profit

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

Next meeting date Tuesday, January 21, 2020.



Square Butte Ranches Ltd.

Square Butte RANCH CLUB

Board of Directors Meeting

Date: 13 December 2019

Present: Colleen Kanderka, Chair (*via Skype*)

Cory Robinson, Secretary

Dave Morgan, Member at Large

Ada Morgan, Treasurer

1. Cory moved to approve proposed Agenda for this meeting, Ada seconded, all in favor.
2. Ada motioned to approve Minutes from 19 November 2019 meeting, Dave seconded, all in favor (small syntax errors to be corrected before posting to website).
3. Treasurer's Report
 - a. Ada has still not received the November financial reports from RM, therefore cannot provide accurate current account balances.
 - b. Invoices for hay delivery, and Don Hyde (Auditor's Report) are expected.
 - c. On Dec 10th, Ada received a copy of this year's monthly barn utility bills from RM.
 - d. Have received an invoice from the Condo Corp for Tim's work; Ada to clarify the actual hourly fee to Ranch Club as we were told we would be charged at cost.
 - e. We can expect a 'healthy' invoice from RM for November and December, as this will include costs for preparation of the AGM, plus Sandy Cameron's fee.
 - f. One owner in considerable arrears was asked on 2nd December to have the horse removed by today, December 13.
 - g. Payroll:
 - i. We have a credit balance in our WCB account.
 - ii. Ada to confirm that all employees' pay was correctly adjusted on Dec 6th payday to reflect correction of previous month's errors.
 - iii. Ada has not yet received payroll reports from RM for last pay period (RM has not been sending us the reports by Ceridian upon the completion of each pay period).
4. AGM, Membership, Voting Rights
 - a. Reports by Board Members

Have been compiled into one document; Colleen to send to RM for Sandy Cameron to present at the AGM.
 - b. AGM Voting Members
 - i. Of the 48 property owners, 13 are currently Ranch Club Members.
 - ii. Of those 13, none are in arrears, therefore there are currently 13 members with voting rights (for a total of 16 votes) and will require ballot forms.
 - iii. There are 6 non-members in arrears.
 - If any of these 6 owners appear and wish to pay their arrears in FULL by certified cheque or bank draft (as was specified in the Square Butte Ranch Club Notice of Annual General Meeting), they must also complete a membership form and then they will then be permitted to vote (and will also require ballot forms).

- If any of these 6 owners appear and wish to pay their arrears in FULL by a personal cheque, they must complete a membership form, but they will NOT be permitted to vote (we will accept their cheque, but we cannot consider their account paid until the cheque has cleared).
 - iv. We have asked RM to have ready a confidential list of the actual amount of arrears owing for specific owners (in case anyone turns up wanting to pay).
5. Alternate Bookkeeping / Accounting Service
- a. Cory has compiled a document with all the responses to our questions from the three candidates for Board members to review in order to make recommendation to the new Board members.
 - b. An ‘informal’ meeting has been scheduled with the preferred candidate for Monday 16th December; this to be confirmed with the new Board members.
 - c. There seems to be no documentation regarding any contractual obligations regarding the proposed change of accounting service; it would be a professional courtesy to inform RM as soon as practically possible with thanks and apologies for the relatively late notice (if the Board proceeds to acquire a different accounting service).
 - d. Discussion re technical aspects of alternate bookkeeper ensued (cloud storage vs PC installation of the relative software).
6. Equipment
- a) Dave reports that the West Pasture waterer is problematic and requires continuous monitoring and/or service.
 - b) Dave to contact Lori to arrange for a ‘training’ session for all Ranch Hands (and possibly including Tim and new Board members).

Today’s meeting of Square Butte Ranch Board Members is the last for this Board.

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

Next meeting date to be determined by the 2020 Square Butte Ranch Club Board.