



**Square Butte Ranches Ltd.**

## **Square Butte RANCH CLUB**

### **Board of Directors Meeting**

Date: 16 June 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.

Kym motioned to approve Minutes from 26 May 2020 meeting, Colleen seconded, all in favor.

### **I. 'OLD' BUSINESS**

#### 1. Treasurer's Report

##### A. Transition to 'new' accounting system

1. Kym continuing to work to minimize anything other than essential requirements and information needed from Renaissance Management; also to confirm details necessary for a smooth transition
2. Kym working to 'clean up' various accounts prior to transition; some Renaissance Management financial reports are not fully up to date; some accounts are not fully reconciled
3. Kym to confirm details of the two regular monthly direct withdrawal payments regarding Farm Liability Insurance and Board of Directors insurance
4. Preparations for a smooth handover are ongoing as Kym communicates and works with RBC and Darlene Cox (bookkeeper).
5. Darlene should be able to produce full and complete numbers by mid-July
6. Kym has provided a deadline date to Renaissance Management for ensuring Ceridian Payroll has all the necessary information

##### B. New Accounting Process – Dates

- Horse owners will be informed as to the 'new' dates for invoicing and payment due dates as soon as possible

##### C. Arrears

- Those owners currently in arrears have indicated they will make full payment when e-transfer payment becomes available.

##### D. Budget

- The year's budget to be reviewed for 'real' numbers once the transition from Renaissance Management is complete

2. Restated Memorandum and Articles of Association  
“Resolutions Adopt Articles - May 2020”
  - Two members did not respond, one member requested more time; Colleen will follow up.
3. Boarding Agreement
  - We are still awaiting response to this document by the Condo Corp.; Colleen will follow up
4. Barn Utilities (Gas and Electric)
  - a. We are still awaiting response by the Condo Corp. to our request for a more equitable distribution of these costs; Kym will follow up
  - b. We are informed that Renaissance Management made an accounting entry reflecting May payment of these costs
  - c. Kym will remind Renaissance Management that we do not pay barn utility bills unless we are provided with:
    1. An invoice from the Condo Corp
    2. A copy of the specific utility invoice

## **II. ‘NEW BUSINESS**

1. Hay
  - a. We will be ordering 60 round bales (grass mix) from Valley Hay; Colleen to order
  - b. Price of square bales still to be sourced
2. Time Clock / Google Sheets
  - a. The use of the time clock is redundant as Google Sheets records time when logging on and off.
  - b. Colleen made a motion made that Lori be responsible for entering time / hours worked by casual labor staff (as they do not have editing access to Google Sheets), Kym seconded, all in favor
3. Payroll
  - Kym confirmed that Lori’s mid-month pay will be the same amount each month as ‘advance pay’, and that end-of-month pay will reflect that month’s total hours worked, deductions, etc.
4. Horse Shelter for Gate Pasture
  - We are still awaiting word from the Condo Corp. regarding specific placement of this shelter; Kym will follow up

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

Next meeting date to be confirmed.