

**Square Butte Ranch Club
Board Meeting Minutes
September 7, 2023**

Board Members Present:

Elizabeth Clarke (Acting Secretary), Louis Delesalle, Maureen Heffring (Chair), Sebastian Kirstine. Regrets from Hazel Sangster

Guests Present:

Lori Collins (for Ranch Hand Report), Kym Penner (for financial report)

Welcome and Appointments:

Maureen Heffring welcomed new Ranch Club Board members Elizabeth Clarke and Sebastian Kirstine. Elizabeth agreed to take on responsibility for Ranch Club Communications, and Sebastian agreed to take on responsibility as Ranch Club Treasurer. Louis Delesalle agreed to take over responsibility as Board/Staff Liaison. These roles were previously held by Kym Penner, whom Maureen thanked for her service and her willingness to support the new Board members during a transitional period.

Appointment of Secretary:

Elizabeth Clarke was appointed to act as Secretary for the meeting, in Hazel Sangster's absence.

Approval of Minutes:

Moved by Sebastian Kirstine, seconded by Louis Delesalle that the Board approve the minutes of the August 4 2023 minutes, as circulated. The minutes were approved.

Ranch Hand Report:

Lori Collins reported the following:

- Doug Peters has been brought on as an additional occasional Ranch Club employee, to support Lori when she requires a second staff member, for example to escort large groups on trail rides. This Ranch Club employee status will allow Doug to be covered under the Ranch Club's insurance.
- Lori will create a communication to be distributed to the membership identifying herself, Doug Peters and Kelly Dunford as approved Ranch Club employees, and reiterating the need for all owners and guests who are involved in equine activities to sign waivers.
- We have seen an increase in people requesting trail rides, including among owners and their guests who don't usually ride.
- Lori will offer a couple of Saturday lesson times over the fall, for those Ranch Club members who can't attend the weekday options.
- Lori will investigate booking a regular weekly time slot at the Millarville arena for Square Butte members, and will offer lessons during those times. Ranch Club members are encouraged to purchase Millarville arena memberships in order to participate.
- Our west pasture was harvested and we were able to retain 14 round bales of hay for our own use. In addition, we have purchased 66 round bales and 100 smaller square bales, which should take us through the winter. Horse owners' September charges included \$500 per horse as pre-payment for hay.

Financial Report:

Kym Penner reported the following:

- The bank statement, profit and loss statement and detail, balance sheet, year to date budget variance report from January to September 7th 2023, and accounts receivables report were distributed in written form.
- As of September 7th, the Ranch Club is largely on budget, with a small operating surplus.
- The sale of the ranch club's quad for \$3,500 is pending. The funds will offset the cost of the Kubota purchased earlier in the summer.
- Currently, board and fee payments are due the 15th of the month following the month in which the costs are incurred, and this situation can cause cash-flow challenges. The Ranch Club will consider changing the payment due dates for 2024.
- Kym has prepared financial scenarios which consider potential staff wage increases and potential board and fee increases. These will be distributed electronically for Board's information and discussion.

Post AGM Debrief:

As discussed at the September 1st Annual General Meeting of the Ranch Club, we will schedule a Town Hall for Saturday November 4th, and Elizabeth Clarke will send out a Save the Date Notice. Further discussion of the AGM is tabled to the next meeting of the Board.

Other Business:

Following discussion of pasture management practices that will optimize horse health and hay yield, the Ranch Club directed Louis Delesalle and Lori Collins to investigate our options and develop a strategy for consideration by the Board. The strategy may involve bringing into use Square Butte land that hasn't previously been used for pasture.

Next Meeting:

Friday October 6th at 9:30 am at Unit 53.