

Minutes of Saanich Peninsula Memorial Park Society Board Meeting April 10, 2018

Directors Present: Richard Paquette, Bill Blair, John Bell, Dick Reynolds, Conny McBride,
Mel Sangha, Sheilah Fea

Executive Director: Brad Edgett

Regrets: Jane Hall, Christie Hall, Barb Menzies

Guest: Richard Isaac

Liaisons: Tim Chad, Sidney Council. Heather Gartshore, North Saanich Council.

Meeting called to Order: Richard called the meeting to order at 4:00 p.m.

Approval of Agenda

The agenda was circulated.

There are no February financials to report.

Conny motioned to approve the Agenda, seconded by Sheilah. Agenda Approved.

Adoption of the Minutes

John motioned to adopt the Minutes from March's meeting.

Seconded by Dick, minutes were approved.

New Business

1. A link of the new Board bios and pictures will be sent once the website page is finished
2. The theatre risk analysis will be presented at a meeting when a SD63 liaison is present.
3. The Peninsula Soccer Association was unsuccessful with their gas tax grant application.

The group is re-grouping to determine their next steps.

Report from North Saanich Council Liaison

2018 Budget: preliminary property tax increase is 1.98% (.9% to fund municipal operations and 1.08% to increase funding for infrastructure replacement.

Fire Dispatch Services: the proposal from the City of Surrey has been chosen and staff are proceeding with transition planning and contract.

Report from Sidney Council:

Many large construction projects are happening all over Sidney.

The Town of Sidney has agreed to waive the parking space allowance for the new Star Cinema. Star Cinema currently does not have their own parking, waving the allowance will give the cinema a greater chance of staying in our community.

The Public Works department is readying Tulista Park for the volleyball and pickleball courts.

Report From Chair:

We have received resumes from three individuals, Rick Isaac, Brian Losie and Malcolm Brailsford who are all interested in joining the Board at the AGM. This puts us in a good position for Board members. Please review their resumes, any questions can be sent to Brad or Richard.

Treasurers Report:

Once again it was a very clean audit.

They have recommended that we set-up a corporate credit card and open two new accounts to handle our capital funds.

Page 1: There is a new line called Capital Improvement Fund

Page 3: The line called Blue Heron Park Expense will not be used moving forward as we are now paying for park expenses with money from the Town of Sidney easement lease. At a later date the Board will have to decide what to do with the money as it will continue to accumulate.

Page 4: There is a deficiency of \$7000, this is due to the moving of capital funds. It is also because of our increase in theatre revenue and theatre expenses that impacted salaries and wages.

Brad's Report of Audit

Page 4: The biggest issue to our bottom line was the large increase in salaries and wages. Last year we had a severance payout and a general wage increase but it was the theatre tech wages that made the biggest impact. The bigger shows we are bringing in require specialty qualified technicians who command a higher wage, they are also working up to thirteen hours per show. Looking forward to 2018 we have reduced our core staff by one and have increased our tech out rates and rental rates throughout the building. Wages will decrease about \$30,000 in 2018.

Office expenses increased from \$21,000 to \$37,000 because of an IT company that was hired for a short term contract. They were brought in to update our software and servers after having a security scare in 2016 where we lost the majority of our information.

Bill motioned to receive the audited financials as information, seconded by Richard. Motion passed.

Report from Executive Director:

2018 Goals: Please read the 2018 Goals package, any feedback is welcome. If you think something should be included please send to Brad. The package will be revised and presented at the next regular board meeting for approval.

MWC Productions: We have already had a great start to the year with Valdy in January. In March we had Johnny Reid kick-off his nationwide tour. It was risk for us to put on a show of this magnitude, but it was sold out and the feedback from both patrons and Johnny were excellent. Alex Cuba was a return performer who had previously been here. He was recommended by our Board President and has now had two very successful sold out shows here.

Capital Plan: This year we have replaced the cyclorama and travel curtains in the theatre. We have not replaced the stove top or purchased new tables.

\$65,000 was originally allocated for the Bodine Hall floor. The Quote has come in at \$67,000 +tax.

Richard brought in an interior designer who came up with a design for us. The material is a roll on vinyl with welded sides and has a 30-year warranty.

Richard motioned to increase the budget for the Bodine Hall an additional \$7000, seconded by Sheilah. Motion Passed.

\$15,000 of the contingency has been spent. We had a 200 amp service installed. This service is a requirement for some of the larger shows we have been producing. If we did not have this upgraded we would have had to hire an electrician and generator to run the show. With this upgrade we are now able to rent it out at \$1 an amp/hr.

Insurance Settlement: In 2013 we had a slip and fall insurance claim that has finally been settled. The payout was \$84,000 minus our \$1000 deductible. Brad has talked to Doug at SeaFirst Insurance who doesn't think this will change our insurance for 2018 however we will not know until May when we re-negotiate.

Next Meeting Date:

Our next meeting is the AGM which will be held on May 22, 2018 at 7:00pm, followed by the Foundation AGM.

Adjournment at 5:25 p.m., followed by an in camera discussion with and without management.