

DIRA Executive Meeting – January 4, 2010

Old School Meeting Room, 7:30 p.m.

Executive Present: Liz Johnston, Moira Webster, Doug Wright, Derek Hood, Patti Willis, Max Campill-Wedges

Regrets: Andrew Scruton, Perri Gorrara,

Call to Order: 7:32 p.m.

Presentation: Dock Committee Re: Funding Application Blueprint Document

Presenters: Dock Committee Chair, John Johnston; and Clark Siferd;

Further to Executive Patti Willis' concern that the Dock Committee Funding Application Blueprint Document does not have sufficient budget detail. John addressed these concerns by suggesting that the Dock Committee Cost Budget Document be attached to the Blueprint document (for funding applications) for clarity and accuracy, and be taken forward, by the Executive, for approval to the Membership at the upcoming meeting.

They also requested that the Access permit be signed off by the Executive. It clarifies and solidifies access to that site only and shows due diligence.

The Dock Committee is looking for support from the Executive to proceed with funding opportunities by submitting expressions of interest to funding sources. The Dock Committee will prepare a Motion for the Membership (to be presented at the January 2010 meeting) to proceed with submitting expressions of interest to funding sources.

Approval of Agenda: *M/S/carried*

Approval of December 14, 2009 Executive Meeting Minutes with amendments. *M/S/carried*

Incoming Correspondence:

1. Response from CVRD Beth Rees Manager of Community Parks
Re: Trail Committee Cross Island Trail (December 16, 2009)
2. PC Activity report to DIRA (December 14, 2009)
3. WAC TOR and Committee Minutes from December Meeting (December 16, 2009)
4. More Funding Opportunities from private sources for DIRA forwarded by Ian Smith (December 22, 2009)
5. Year End Budget Report for Bill Mee Park From John Wigle (December 27, 2009)
6. Draft 'Boiler Plate Doc' Re: Funding Applications/Dock Committee (December 24, 2009)
7. DIMS Request for a letter of Support from DIRA (December 28, 2009)
8. Letter from Andrew Scruton Re: DIRA Vice-Chair Position. (December 29, 2009)
9. Letter from CVRD Beth Dunlop Re: DIRA Purchasing Policy (December 29, 2009)
10. CVRD W. Byrne Re: Recreation Funding (\$500) plus attached Bylaw Establishment (December 30, 2009)
11. DIMS Draft Letter of Support for supporting application for funding (January 4, 2010)
12. Receipt of property assessment notice for lot 257 (January 4, 2010)
13. Raven Mines – Patti to the Islands Trust Council

DIRA Executive Meeting – January 4, 2010

Outgoing Correspondence

1. Islands Trust Siting and Building Permit Application for Lot 257 (December 14, 2009)
2. DIRA Report for the Grapevine (December 26, 2009)
3. Response to Beth Dunlop Re: Purchasing Policy (December 29, 2009)
4. Response to DIMS Re: Letter of Support (December 29, 2009)

New Business:

1. Dock Committee ‘Boiler Plate Document’ for Funding Application Access Permit Application for Lot 257 with MOT (Budget document will be attached); and, Stage-one applications (Expressions of Interest) for the Dock Committee

Action: Max will read the document at the January meeting

Action: Max will prepare a motion on the blueprint (boilerplate) document.

Motion: That the Executive approve in principle the proposal of the funding application Blueprint document regarding a community emergency dock and that we approve it as it is consistent with the funding application policy. We are seeking the membership’s approval. M/S/carried.

Motion: That the Access Permit Application for Lot 257 with MOT be signed by the DIRA Executive.

M/S carried

Motion: Recommend the Dock Committee present to the Membership a request to make first stage expressions of interest applications for funding further to their presentation to the Membership.

M/S/carried

2. DIMS Request for a letter of support from DIRA -

Action: DIMS will bring the draft letter forward and make the request at the General Meeting

3. Andrew Scruton Re: DIRA Vice-Chair Position. –

Action: The Executive decided not to accept Andrew’s resignation as Vice-Chair but noted that they will assist as necessary.

4. Nominating Committee & Voting/ Constitution/Notice of motion-

Action: Add to agenda for general meeting to ask for three volunteers for the Committee. Patti will be contact person and Derek offered to assist where necessary.

5. Meeting with CVRD/ DIRA Fiduciary Responsibilities/Committees - follow-up overview document created by Patti.

Action: To be presented as a Motion at the January meeting to ask the membership if they are willing to have the Executive explore the possibilities of a more formal relationship with the CVRD.

Action: Doug will present the CVRD meeting highlights to the membership.

Follow up Overview Document of meeting created by Patti Willis

Follow up from Beth Dunlop Re: Purchasing Policy - deals with non-tax supported committees.

Action: Patti will ask Beth Dunlop for clarification – bring forward to February meeting.

6. DIRA Liability Issues/ Risk Management/ Request to committees

DIRA Executive Meeting – January 4, 2010

Follow up inquiry regarding Insurance (Liz) - Liz reported that the local insurance company would be open to quoting “stand alone liability insurance policies” for recreational activities on Denman Island. Doug would like to pursue options for non-profit associations and suggested contacting the RD for more information.

Action: Doug will contact Ian Smith to discuss insurance and liability issues.

Action: Liz will have a discussion with Jay Thornton.

7. DIRA Administration (What direction further to meeting) – The Executive will apply for a grant-in-aid asking for \$6,000 to assist with costs of Administrative initiatives (i.e. file cabinet, hiring, etc) and a motion will be presented to the Membership.

Action: Liz will prepare a draft motion and provide it to the Executive for comment prior to presenting it to the Membership at the January meeting and she will advise the Membership of the 2010 Grant-in-Aid opportunities.

Follow up ‘Application for Grant-in-Aid’ dead line is February.

8. Recreation Fund Committee Funding Criteria (Andrew) –

Action: Postpone to February meeting.

9. Raven Mines (Andrew/ Patti) Letter from DIRA? –

Action: Postpone to February meeting and Patti will take on this issue. Patti will provide letter to be posted.

10. Treasurer Re: Set up of bank account for Dock Committee (Derek)

Check for \$500. from CVRD Recreation Grant – Derek reported that he returned \$500 to CVRD. He also reported that he has deposited \$65,000 into sub-account and \$10,000 to working account for the Dock Committee

11. Follow up Re: Ambulance Station and Response to Edi Johnston

Action: Patti will send the Grapevine article to Edi which provides the DIVFD responses she has asked about regarding the New Ambulance Station

12. DIVFD contact person for the month.

Action: Liz will be the contact person during the month Patti is on holiday to February 2, 2010

13. January 11, 2010 DIRA GM: Facilitation Grapevine/ Setup –

Action: Derek will put up the sign – Derek will do the Grapevine article, Liz will facilitate the meeting, bring lamps (everyone), Max/Doug - hall set up, (5:00 p.m.)

Adjournment: 9:59 p.m.