

FBCA Board Meeting Minutes

July 24, 2025 7:00 pm in person at Fanny Bay Hall

1. Call to order
Meeting called to order at 7:00
2. Attendance/absences/regrets:
In Attendance: Tammy, Lesley, Teresa, Elaine, Dominique, Kathryn
Regrets: Michael has taken a Leave of Absence until further notice
New board members in waiting: Charlie and Elaine Cropper
3. Consent Agenda approved including:
 - a. Part 1 Reports
 - b. Part 2 Minutes of Governance Meeting July 15, 2025 and Regular Meeting June 26, 2025
 - c. Part 3 Correspondence
4. Call for additions to the Agenda
 - Welcome Charlie and Elaine
 - Update on Rental Agent position
 - Acquisition of storage container
5. Approval of Agenda: Elaine

New Business

1. Update on key status: Tammy: Everyone who needs a key has one and a key list will be sent by Michael to Tammy.
2. Website updates: Feedback to and from Kathryn: Lesley will send Kathryn updates with link to page, including rental updates until new rental agents take over role.
3. Update on Summer Market: Dominique – 45 vendors and still coming in, working to secure beverage truck, Caribbean Food Truck confirmed, 17-20 classic cars for car show, continuous music including FBCA Music Club, 8 people have volunteered for set-up/take down, Lions doing 50/50 draw.

Washrooms in hall will be open for public and there will be one outdoor porta potty.
Volunteer required to assist Tammy and Lesley with membership table. Elaine will follow-up. Tammy will set-up.

Lesley will be back-up for Dominique on market day.

4. Update on Pickleball court: Elaine – New courts substantively completed with exception of some surface fixes and lines. Pickleball Club members are raising funds to complete protective surfacing. There is a Grand Opening Day scheduled for August 6th. Elaine will follow-up with Cher to ensure the gaming license is in place.

5. Community Conversation: Lesley

- The FBCA Introduction in package to newcomers has been updated.
 - Music Club will play at Summer Market and is planning a song workshop.
 - Planning meeting for FBCA “All Things Food” has had good response and is scheduled for July 27th.
 - Moved by Tammy to take “straw man” of membership categories to local businesses via a focus group for input and refinement. Lesley will report back on results in September/October. Approved
6. Plan for Secretary vacancy – All Board members are urgently requested to reach out to community members to fill this vacancy via their own personal networks. The Board will continue to publish the vacancy on FBCA social media and in Flyer.
7. Update on Rental Agent position – Elaine and Charlie Cropper and Erin Charleton will share role beginning September. Elaine and Charlie have agreed to let their names stand for election to the Board. We are excited to welcome them. Tammy and Lesley will fill the role until September. Dominique and Kathryn offered their support with the on-boarding process. Kathryn reiterated the importance of keeping her informed of booking as soon as they occur so the calendars are kept updated.
8. Kathryn will write letter to Making Space to officially ask for the donation of a used 20 foot storage container. If it is approved by the company FBCA will provide a mutually acceptable form of visibility for the company.
9. Standing Items:
- Communication from volunteers
Music Club: Kathryn will check with Joan regarding them playing at Garage Sale
 - Items on Process List updated.

Meeting Evaluation: Fun and light hearted, Have time for open discussion. Adjourned: 8:20

Next meeting: Governance August 19

August Board Meeting cancelled

New Business

Meeting Evaluation:

Adjournment:

Next meetings:

Governance: August 19

Board Meeting: August **cancelled**

Meeting Materials:

Consent Agenda

Part 1: Reports

Building and Grounds –

Community Engagement – **see attached report**

Concerts –

Family Liaison –

Membership –

Policy and Procedures –

Rentals –

Treasurer– June Financial Statements - **attached**

Website – **see attached report**

AV – **see attached report**

Part 2: Minutes of previous meeting

See attached

Part 3: Correspondence Summary for July – see Canada Post update attached.

FBCA Governance Minutes

July 15, 2025 7:00 pm via Zoom

1. Call to order: 7:04
2. Additions to agenda: None
3. Procedures for vacation absences: Governance has worked out a vacation schedule. Governance will keep each other informed as well as Alaine when required.
4. Board Meeting Agenda – possible items
 - a. **Filling out of Cash/Cheque Source forms: Handled – not required on Board agenda**
 - b. 5 min: Update on key status – Michael & Tammy:
 - c. 10 minutes: Website updates – Feedback to and from Kathryn
 - d. 10 minutes: Update on Summer Market – Dominique
 - e. 5 minutes: Pickleball court update -Alaine/Lesley
 - f. 15 minutes: Next steps in Community Conversation : FBCA Introduction to Newcomers update, Decision to host focus group to test membership structure ideas
 - g. August Board meeting cancelled but Governance will meet.
5. Fun in the Sun theme for July Board meeting.
6. Meeting adjourned: 7:50

Next meeting:

Governance date August 19 Board Meeting August cancelled

Fanny Bay Community Association
2025 Budget vs. Actual
as at June 30, 2025

	Actual	Budget	over Budget (under Budget)	% of Budget
Income				
4000 Revenue			0.00	
4001 BC Gaming Grant	10,000.00	10,000.00	0.00	1.00
4003 Gaming - Lions	500.00	2,500.00	(2,000.00)	0.20
4004 Gaming - Legion		750.00	(750.00)	0.00
4011 Gaming - Lions/Regional/Raffles/50/50/etc.		750.00	(750.00)	0.00
4015 Grant - Regional District		10,000.00	(10,000.00)	0.00
4025 Grant - Other (Non-Gaming)	0.00	1,500.00	(1,500.00)	0.00
4035 Donations	1,659.00	2,500.00	(841.00)	0.66
4036 Donations - Remembrance Tree	630.00	200.00	430.00	3.15
4040 Memberships	903.94	1,000.00	(96.06)	0.90
4045 Memorabilia	56.00	1,000.00	(944.00)	0.06
4100 Flyer Ads	4,973.00	9,000.00	(4,027.00)	0.55
4115 Hall Rentals	4,820.25	11,220.00	(6,399.75)	0.43
4121 Community Events	31.50	3,641.00	(3,609.50)	0.01
4122 Holiday Events	84.00	2,550.00	(2,466.00)	0.03
4123 Concerts	11,756.26	27,132.00	(15,375.74)	0.43
4123A Concerts - Other	847.05		847.05	
Total 4123 Concerts	\$ 12,603.31	27,132.00	(14,528.69)	0.46
4124 Children & Family Events	285.00	800.00	(515.00)	0.36
4125 Fitness Programs	5,150.00	7,038.00	(1,888.00)	0.73
4130 Interest		40.00	(40.00)	0.00
4610 Capital Projects Grants	25,000.00	2,000.00	23,000.00	12.50
Total 4000 Revenue	\$ 66,696.00	93,621.00	(26,925.00)	0.71
4700 Miscellaneous Income	200.00		200.00	
Total Income	\$ 66,896.00	93,621.00	(26,725.00)	0.71
Cost of Goods Sold				
5000 Cost Of Goods Sold			0.00	
5120 Resale Item Costs	297.18	400.00	(102.82)	0.74
5300 Profit Share Expense	175.18	300.00	(124.82)	0.58
Total 5000 Cost Of Goods Sold	\$ 472.36	700.00	(227.64)	0.67
Total Cost of Goods Sold	\$ 472.36	700.00	(227.64)	0.67
Gross Profit	\$ 66,423.64	92,921.00	(26,497.36)	0.71

2025 Budget vs. Actual

as at June 30, 2025

	Actual	Budget	over Budget (under Budget)	% of Budget
Expenses				
5220 Office Supplies	246.90	410.00	(163.10)	0.60
5603 Gaming Expenses		102.00	(102.00)	0.00
5605 Accounting & Legal Expense	1,800.31	4,200.00	(2,399.69)	0.43
5607 Administration & Training Expenses	389.48	1,020.00	(630.52)	0.38
5608 Website Maintenance	2,494.81	2,000.00	494.81	1.25
5609 Hospitality, Gifts, Honorariums	216.84	500.00	(283.16)	0.43
5610 Capital Projects Expense	19,496.84	0.00	19,496.84	
5615 Cleaning (Janitorial) Expense	2,645.12	5,000.00	(2,354.88)	0.53
5620 Furniture & Equipment Expense		1,020.00	(1,020.00)	0.00
5630 Fitness Programs	517.50	1,020.00	(502.50)	0.51
5661 Community Events	557.89	3,000.00	(2,442.11)	0.19
5662 Holiday Events		1,000.00	(1,000.00)	0.00
5662A Holiday Events - 2024	881.68		881.68	
5663 Concert Expenses	8,365.62	21,420.00	(13,054.38)	0.39
5664 Children & Family Events - Expense		1,200.00	(1,200.00)	0.00
5664A Children & Family Events - 2024 Expenses	416.73		416.73	
5665 Flyer Expenses	3,698.46	9,360.00	(5,661.54)	0.40
5670 Grounds Maintenance	105.00	4,500.00	(4,395.00)	0.02
5675 Insurance	2,257.29	9,030.00	(6,772.71)	0.25
5685 Licences	55.00	725.00	(670.00)	0.08
5700 Miscellaneous	29.76		29.76	
5740 Hall Maintenance & Repairs	2,317.36	9,464.00	(7,146.64)	0.24
5740A Hall Maintenance & Repairs - 2024	146.01		146.01	
5750 Hall Supplies	348.51	610.00	(261.49)	0.57
5760 Utilities		17,340.00	(17,340.00)	0.00
5761 Hydro	861.00		861.00	
5762 Garbage Disposal	830.86		830.86	
5764 Propane	5,885.24		5,885.24	
5766 Portapotty	1,460.37		1,460.37	
5768 Telus	237.84		237.84	
5769 Wifi (Internet)		0.00	0.00	
Total 5760 Utilities	\$ 9,275.31	17,340.00	(8,064.69)	0.53
Total Expenses	\$ 56,262.42	84,689.00	(28,426.58)	0.66
Net Operating Income	\$ 10,161.22	8,232.00	1,929.22	1.23

Fanny Bay Community Association

Profit and Loss
January - June, 2025

	JAN. 2025	FEB. 2025	MAR. 2025	APR. 2025	MAY 2025	JUN. 2025	TOTAL
INCOME							
4000 Revenue							\$0.00
4001 BC Gaming Grant					10,000.00		\$10,000.00
4003 Gaming - Lions					500.00		\$500.00
4025 Grant - Other (Non-Gaming)		10,000.00	25,000.00		-35,000.00		\$0.00
4035 Donations		110.00	780.00	1,119.00	-400.00	50.00	\$1,659.00
4036 Donations - Remembrance Tree	60.00	70.00		100.00	400.00		\$630.00
4040 Memberships	80.00	86.52	20.00	52.08	628.00	37.34	\$903.94
4045 Memorabilia	28.00			28.00			\$56.00
4100 Flyer Ads	88.00			3,273.00	1,162.00	450.00	\$4,973.00
4115 Hall Rentals	1,488.50	714.25	535.00	443.75	505.00	1,133.75	\$4,820.25
4121 Community Events		31.50					\$31.50
4122 Holiday Events		84.00					\$84.00
4123 Concerts	3,877.34	3,049.28	3,065.58	1,764.06			\$11,756.26
4123A Concerts - Other		324.50	280.30	242.25			\$847.05
Total 4123 Concerts	3,877.34	3,373.78	3,345.88	2,006.31			\$12,603.31
4124 Children & Family Events		285.00					\$285.00
4125 Fitness Programs	915.00	730.00	1,385.00	710.00	1,025.00	385.00	\$5,150.00
4610 Capital Projects Grants					25,000.00		\$25,000.00
Total 4000 Revenue	6,536.84	15,485.05	31,065.88	7,732.14	3,820.00	2,056.09	\$66,696.00
4700 Miscellaeous Income		200.00					\$200.00
Total Income	\$6,536.84	\$15,685.05	\$31,065.88	\$7,732.14	\$3,820.00	\$2,056.09	\$66,896.00
COST OF GOODS SOLD							
5000 Cost Of Goods Sold							\$0.00
5120 Resale Item Costs				251.46	45.72		\$297.18
5300 Profit Share Expense				148.66	26.52		\$175.18
Total 5000 Cost Of Goods Sold				400.12	72.24		\$472.36
Total Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$400.12	\$72.24	\$0.00	\$472.36
GROSS PROFIT	\$6,536.84	\$15,685.05	\$31,065.88	\$7,332.02	\$3,747.76	\$2,056.09	\$66,423.64
EXPENSES							
5220 Office Supplies	15.00				213.34	18.56	\$246.90
5605 Accounting & Legal Expense	206.36	210.65	266.16	317.72	314.51	484.91	\$1,800.31
5607 Administration & Training Expenses		92.44					\$92.44
5608 Website Maintenance	492.00	594.81	205.00	205.00	793.00	205.00	\$2,494.81
5609 Hospitality, Gifts, Honorariums			50.00		166.84		\$216.84
5610 Capital Projects Expense				7,232.71		12,264.13	\$19,496.84
5615 Cleaning (Janitorial) Expense	438.66	438.66	438.66	438.66	438.66	451.82	\$2,645.12
5630 Fitness Programs	517.50						\$517.50
5661 Community Events					557.89		\$557.89
5662A Holiday Events - 2024				881.68			\$881.68
5663 Concert Expenses	1,151.59	2,165.52	2,607.00	2,300.00	141.51		\$8,365.62
5664A Children & Family Events - 2024 Expenses				416.73			\$416.73
5665 Flyer Expenses			763.83	1,375.10	751.99	807.54	\$3,698.46
5670 Grounds Maintenance		105.00					\$105.00
5675 Insurance					752.43	752.43	\$1,504.86
5685 Licences					40.00	15.00	\$55.00
5700 Miscellaneous					29.76		\$29.76
5740 Hall Maintenance & Repairs	1,357.42	507.70			97.56		\$1,962.68
5740A Hall Maintenance & Repairs - 2024				146.01			\$146.01
5750 Hall Supplies		283.90	64.61				\$348.51
5760 Utilities							\$0.00
5761 Hydro	143.13	143.24	143.12	143.67	143.87	143.97	\$861.00
5762 Garbage Disposal	285.21		130.22	285.21	65.11	65.11	\$830.86
5764 Propane	1,415.35	2,259.95	1,094.73	692.59	422.62		\$5,885.24
5766 Portapotty	223.64		223.74	472.75	242.69	297.55	\$1,460.37
5768 Telus	39.64	39.64	39.64	39.64	39.64	39.64	\$237.84
Total 5760 Utilities	2,106.97	2,442.83	1,631.45	1,633.86	913.93	546.27	\$9,275.31
Amortization Expense			28.46	28.46	28.46	28.46	\$113.84
Total Expenses	\$6,285.50	\$6,841.51	\$6,055.17	\$14,975.93	\$5,239.88	\$15,574.12	\$54,972.11
PROFIT	\$251.34	\$8,843.54	\$25,010.71	\$ -7,643.91	\$ -1,492.12	\$ -13,518.03	\$11,451.53

Fanny Bay Community Association

Balance Sheet

As of June 30, 2025

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1030 Bank Account - General	74,263.75
1050 Bank Account - Gaming	7,094.42
1055 Bank Account - Capital	0.11
1125 Petty Cash	0.00
Total Cash and Cash Equivalent	\$81,358.28
Accounts Receivable (A/R)	
1200 Accounts Receivable	0.00
Total Accounts Receivable (A/R)	\$0.00
1065 UBCU Share Capital	100.00
1069 UBCU Equity Shares	25.00
1300 Prepaid Expenses & Deposits	12,513.46
1521 Inventory - Books	1,268.73
1530 Inventory - Tshirts	60.85
Total Current Assets	\$95,326.32
Non-current Assets	
Property, plant and equipment	
1800 Machinery & Equipment	1,897.60
1801 Accumulated Amortization - Machinery & Equipment	-113.84
Total 1800 Machinery & Equipment	1,783.76
Total Property, plant and equipment	\$1,783.76
Total Non Current Assets	\$1,783.76
Total Assets	\$97,110.08
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2100 Accounts Payable	2,450.03
Total Accounts Payable (A/P)	\$2,450.03
2315 GST/HST Payable	0.00
2460 Prepaid Sales & Deposits	-647.50
GST/HST Suspense	-992.38
Total Current Liabilities	\$810.15
Total Liabilities	\$810.15
Equity	
Retained Earnings	84,848.40
Profit for the year	11,451.53
Total Equity	\$96,299.93
Total Liabilities and Equity	\$97,110.08

Canada Post office update – excerpt from official website for more information, go to

<https://www.canadapost-postescanada.ca/cpc/en/our-company/news-and-media/corporate-news/negotiations-list.page?>

Between July 21 and August 1, more than 53,000 Canada Post employees represented by the Canadian Union of Postal Workers (CUPW) will have the opportunity to vote on the Corporation's final offers for collective agreements.

Yesterday, the Canada Industrial Relations Board (CIRB) provided the parties with a Notice of Vote. The CIRB is an independent administrative tribunal that will administer the confidential vote. Employees will vote privately, either online or by phone.

We will keep customers informed about the results of the vote so they can prepare and plan accordingly. We remain committed to providing service that our customers can rely on and being the delivery partner they need.

Community Conversations July Update

FBCA Music Club:The FBCA Music Club has been busy! They will have local musicians playing at the Summer Market on August 9 and have scheduled a fun sound/voice exploration workshop with a talented facilitator on September 14th (time TBD) for anyone interested in creating sound in a group context (no experience necessary). This is a first step in testing interest in a community choir. Contact Annette at musicmam@gmail.com to become part of the Music Club and reserve your spot for September 14th.

FBCA Food Program:The following call-out has been posted on social media to kick-off a planning meeting for a FBCA Food Program and the interest so far is exciting with at least 6 people stepping forward to host workshops, cooking classes or community dinners:

Calling all FOOD AFFICIANADOS!

Do you like to cook, bake, preserve? Do you have a special recipe or menu you'd like to share? Would you like to participate in regular dinners at the Fanny Bay Hall? Want to know more about foraging? Add to your culinary skills? Help create a deeper sense of community?

Join us at the FB Hall on **Sunday, July 27th from 12:00-1:30** to plan a potential program of food events. The first Community Conversation in May sparked enthusiasm for all things food and the Hall has a wonderful commercial kitchen just waiting to host our community's talents and ideas. Let's put them into action! All ages welcome! RSVP vp@fannybaycommunity.com

Insert into Welcome Package:The Introduction to FBCA insert in the Welcome Basket for New Comers has been updated.

Developing a Membership and Volunteer Team: Asking for a Board motion to take a "straw" structure for Memberships (in consent agenda package) to a community focus group of local businesses (including home-based businesses) and community organizations to test interest and refine. The group will also be asked for their thoughts on how FBCA, businesses and community organizations could work more closely and support each other even better.

Communications: Keeping information current and consistent in the Flyer, Website and Facebook are crucial to garnering interest within the community to participate in programs, volunteer their time and energy, enroll as members and designate FBCA as a philanthropic choice. I will post information re Community Conversations monthly for Flyer and Website and more regularly on Facebook. What process can we use to keep other information updated?

Introducing the Fanny Bay Community Association (FBCA)

The Hub of Your Community

FBCA has been offering a gathering place for the community since its very first community dance in December 1930. Supported by volunteers like you, the FBCA offers the connecting point for programs, activities, events and services in the surrounding area.

What do we have?

- Studio, large hall, commercial kitchen and dining room used to host programs and activities and also offered for rent;
- Playground, dog park, playing field/outdoor event venue, picnic areas, pickleball courts, basketball hoops, soccer nets;
- Current FBCA sponsored programs and events include: Fitness programs, Pickleball, Programming for Children and Youth, French Club, Music Club, Summer and Winter Markets, Summer produce support for the local food bank, Flu Clinics, Educational Programs, and a top-notch Concert Series;
- Flyer (11 issues annually) for community news and getting your message out there; and a
- Website with a calendar of community events and so much more!

Check out the benefits of membership and sign up for yours here at <https://fannybaycommunity.com>. Welcome aboard!

Memberships

Categories: Annual Fee:

Individual 10

Benefits: program discounts, membership only events, a voting voice in the direction of the FBCA, Flyer to your in-box

Family 20

Benefits: Program discounts, membership only events, a voting voice in the direction of the FBCA, Flyer to your in-box

Community Organization

- *Silver* 100

Benefits: Listed as community organization on website (link to home website)

- *Gold* 200

Benefits: Listed as community organization on website (link to home website), Events listed on community calendar

Business

- *Bronze* 100

Benefits: Listed as community business on website

- *Silver* 200

Benefits: Listed as community business on website, Profiled for one month on website

- *Gold* 2500

Benefits: Listed as community business on website, Profiled on website for year, Name and logo displayed in Hall as Gold member

Philanthropy Program

Categories

Bronze: \$25 - \$499

Silver: \$500-\$999

Gold: \$1000- \$4999

Platinum \$5000 – and beyond

Listed on website for previous year. Tax receipts.

Monthly Giving

Planned Giving: Estates

Annual Appeals

In Memorium – Donor Tree