

FBCA Board Meeting Minutes

September 25, 2025 7:00 pm in person at Fanny Bay Hall

Call to order 7:04

Attendances: Tammy Lesley, Teresa, Elaine, Charlie, Elaine, Kathryn, Regrets: Dominique, Jessica

Consent Agenda:

Part 1 Reports

- A) FBSS Liaison
 - B) Webmaster
 - C) Remembrance Tree criteria update
 - D) Storage Container “Making Space” update – remove, new update on agenda
 - E) Concert’s report
 - F) Pickleball Court update
- Moved by Teresa, Approved

Part 2 Minutes

Governance Meeting(s) August 19 and September 9, 2025, and Regular Meeting on July 24, 2025 Moved by Elaine, Approved.

Call for changes to the Agenda – Add Storage container decision & Purchase new headset for aerobics. Delete welcome new interim Board member until she can attend.
Agenda with additions & deletions- Approved.

Business

1. Signage Policy with change: Remove “or communication designate” Moved by Elaine, Approved
2. New procedure for process list. Process list items will be brought forward at Governance meeting and relevant board members will be asked for status report for consent agenda.
3. Security Camera update – *Dominique -no info- moved to October meeting.*
4. Summer Market update – *No information available. Tammy will follow-up with Dominique. Information is required within a week for grant proposal.*
5. Community Conversation – Lynda Allen is proposing to instruct tap dance classes in the studio as an FBCA program. Will complete security checks for self and waivers for participants, Lesley will be Board liaison. Moved to accept by Tammy. Approved.

6. Lesley will check with Louise Bradshaw for current lists and contacts for community organizations and local businesses to continue engagement process.
7. Sharon Upton will take on the Membership role and design a comprehensive program including a 2026 membership drive. The program should include making benefits of the individual and family memberships more extensive and visible by increasing program and event costs for non-members.
8. New Horizons for Seniors Grant proposal submitted in September. CVRD (deadline Oct 15) and BC Gaming (deadline November 30) proposals underway. See Grants 2025 doc.

Data is required from all program and event leaders and/or board liaisons regarding their attendance, volunteer hours, other partners or organizations involved. This includes all workshops hosted at the hall where FBCA was a contributing partner. Summer student proposal will be submitted in January 2026.

9. Secretary role update: A person with excellent writing & IT skills has expressed interest but not available for interview or commitment until late October. Alaine will continue to advertise position with “Volunteers Required” notice until position has been filled.
10. Updated Job Descriptions: Tammy will send job description template to all board members. All Board members are asked to submit their updated draft for October board meeting.
11. Tammy will purchase new headset for Aerobics Program.
12. Purchase and place used storage container (white, no advertising) by September 30 and fundraise to pay for it. Moved by Kathryn, Approved.

Meeting Evaluation — Covered a lot, stayed on track

Adjournment 8:45

Next Meeting dates: Governance 14 October 2025, Board Meeting October 23, 2025

Meeting Materials

Proposed wording for updates on website regarding basketball/pickleball court.

DRAFT—Signage Policy

Reports—For Consent Agenda

Outdated Job Descriptions

Community Conversation report

Process: Fillable form: Expression of Interest

Fanny Bay Community Association

2025 Budget vs. Actual

as at August 31, 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	1.00
4025 Grant - Other (Non-Gaming)	0.00	1,500.00	(1,500.00)	0.00
4035 Donations	7,355.25	2,500.00	4,855.25	2.94
4036 Donations - Remembrance Tree	630.00	200.00	430.00	3.15
4040 Memberships	1,061.79	1,000.00	61.79	1.06
4045 Memorabilia	287.00	1,000.00	(713.00)	0.29
4100 Flyer Ads	5,013.00	9,000.00	(3,987.00)	0.56
4115 Hall Rentals	6,908.00	11,220.00	(4,312.00)	0.62
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	12,286.26	27,132.00	(14,845.74)	0.45
4123A Concerts - Other	847.05		847.05	
Total 4123 Concerts	\$ 13,133.31	27,132.00	(13,998.69)	0.48
4124 Children & Family Events	285.00	800.00	(515.00)	0.36
4125 Fitness Programs	5,580.00	7,038.00	(1,458.00)	0.79
4128 Website Postings	70.00	0.00	70.00	
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	\$ 85,938.85	93,621.00	(7,682.15)	0.92
4700 Miscellaneous Income	200.00		200.00	
Total Income	\$ 86,138.85	93,621.00	(7,482.15)	0.92
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	\$ 85,666.49	92,921.00	(7,254.51)	0.92

2025 Budget vs. Actual

as at August 31, 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	2,053.48	4,200.00	(2,146.52)	0.49
5607 Administration & Training Expenses	389.48	1,020.00	(630.52)	0.38
5608 Website Maintenance	2,901.81	2,000.00	901.81	1.45
5609 Hospitality, Gifts, Honorariums	216.84	500.00	(283.16)	0.43
5610 Capital Projects Expense	24,927.54	0.00	24,927.54	
5615 Cleaning (Janitorial) Expense	3,548.76	5,000.00	(1,451.24)	0.71
5620 Furniture & Equipment Expense		1,020.00	(1,020.00)	0.00
5630 Fitness Programs	1,507.50	1,020.00	487.50	1.48
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	9,083.12	21,420.00	(12,336.88)	0.42
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	4,592.45	9,360.00	(4,767.55)	0.49
5670 Grounds Maintenance	105.00	4,500.00	(4,395.00)	0.02
5675 Insurance	3,009.72	9,030.00	(6,020.28)	0.33
5685 Licences	55.00	725.00	(670.00)	0.08
5700 Miscellaneous	29.76		29.76	
5740 Hall Maintenance & Repairs	2,386.79	9,464.00	(7,077.21)	0.25
5740A Hall Maintenance & Repairs - 2024	146.01		146.01	
5750 Hall Supplies	431.65	610.00	(178.35)	0.71
5760 Utilities		17,340.00	(17,340.00)	0.00
5761 Hydro	1,149.54		1,149.54	
5762 Garbage Disposal	1,195.35		1,195.35	
5764 Propane	6,071.05		6,071.05	
5766 Portapotty	2,032.33		2,032.33	
5768 Telus	317.12		317.12	
5769 Wifi (Internet)		0.00	0.00	
Total 5760 Utilities	\$ 10,765.39	17,340.00	(6,574.61)	0.62
Total Expenses	\$ 68,253.50	84,689.00	(16,435.50)	0.81
Net Operating Income	\$ 17,412.99	8,232.00	9,180.99	2.12

Signage Policy

Reason for policy: To ensure all visual communication on FBCA property aligns with the FBCA mission, core values and the care and protection of land, people and infrastructure.

Definition: Signage refers to any visual communication on FBCA property.

Policy: All signage on FBCA property is vetted to align with the FBCA mission, core values, existing policies, procedures and programs, and the care and protection of land, people and infrastructure. Approved September 25, 2025.

Procedures:

New Signage

- Any person wishing to post signage on FBCA property, other than on the external bulletin board, will contact the President or Rental Agent and provide the rationale and specific wording for the communication and the approximate size, location and duration.
- Temporary signage for persons hosting events on FBCA property are approved by the Rental Agent.
- External bulletin board signage requires no approval and must align with the FBCA mission and core values.
- Depending on urgency, the President will review all other signage with the board to determine compliance via:
 - o Email,
 - o Regular board meeting, or
 - o Special Board Meeting.
- Upon approval the signage may be posted by the requester and removed by the requester at the agreed upon interval.

Removal of unapproved signage

- A Director may remove unapproved and/or inappropriate signage in consultation with the President or at least one other board member.

Fanny Bay Community Association

Profit and Loss

January - August, 2025

	JAN. 2025	FEB. 2025	MAR. 2025	APR. 2025	MAY 2025	JUN. 2025	JUL. 2025	AUG. 2025	TOTAL
INCOME									
4000 Revenue									\$0.00
4001 BC Gaming Grant					10,000.00				\$10,000.00
4003 Gaming - Lions					500.00				\$500.00
4015 Grant - Regional District								10,000.00	\$10,000.00
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	4,387.25	1,309.00	\$7,355.25
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	27.85	130.00	\$1,061.79
4045 Memorabilia	28.00			28.00			203.00	28.00	\$287.00
4100 Flyer Ads	88.00			3,273.00	1,162.00	450.00		40.00	\$5,013.00
4115 Hall Rentals	1,488.50	714.25	535.00	443.75	505.00	1,133.75	930.00	1,157.75	\$6,908.00
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				530.00	\$12,286.26
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				530.00	\$13,133.31
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	360.00	70.00	\$5,580.00
4128 Website Postings								70.00	\$70.00
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	5,908.10	13,334.75	\$85,938.85
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	\$5,908.10	\$13,334.75	\$86,138.85
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	\$0.00	\$0.00	\$472.36
GROSS PROFIT	\$6,536.84	\$15,685.05	\$31,065.88	\$7,332.02	\$3,747.76	\$2,056.09	\$5,908.10	\$13,334.75	\$85,666.49
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	152.21	100.96	\$2,053.48
5607 Administration & Training Expenses		92.44					235.54	61.50	\$389.48
5608 Website Maintenance	492.00	594.81	205.00	205.00	793.00	205.00	202.00	205.00	\$2,901.81
5609 Hospitality, Gifts, Honorariums			50.00		166.84				\$216.84
5610 Capital Projects Expense				7,232.71		12,264.13	5,430.70		\$24,927.54
5615 Cleaning (Janitorial) Expense	438.66	438.66	438.66	438.66	438.66	451.82	451.82	451.82	\$3,548.76
5630 Fitness Programs	517.50						990.00		\$1,507.50
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		717.50		\$9,083.12
5664A Children & Family Events - 2024 Expenses				416.73					\$416.73
5665 Flyer Expenses			763.83	1,375.10	751.99	807.54	748.44	145.55	\$4,592.45
5670 Grounds Maintenance		105.00							\$105.00
5675 Insurance					752.43	752.43	752.43	752.43	\$3,009.72
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		424.11		\$2,386.79
5740A Hall Maintenance & Repairs - 2024				146.01					\$146.01
5750 Hall Supplies		283.90	64.61				83.14		\$431.65
5760 Utilities									\$0.00
5761 Hydro	143.13	143.24	143.12	143.67	143.87	143.97	143.99	144.55	\$1,149.54
5762 Garbage Disposal	285.21		130.22	285.21	65.11	65.11	299.38	65.11	\$1,195.35
5764 Propane	1,415.35	2,259.95	1,094.73	692.59	422.62		185.81		\$6,071.05
5766 Portapotty	223.64		223.74	472.75	242.69	297.55	285.98	285.98	\$2,032.33
5768 Telus	39.64	39.64	39.64	39.64	39.64	39.64	39.64	39.64	\$317.12
Total 5760 Utilities	2,106.97	2,442.83	1,631.45	1,633.86	913.93	546.27	954.80	535.28	\$10,765.39
Amortization Expense			28.46	28.46	28.46	28.46	28.46	28.46	\$170.76
Total Expenses	\$6,285.50	\$6,841.51	\$6,055.17	\$14,975.93	\$5,239.88	\$15,574.12	\$11,171.15	\$2,281.00	\$68,424.26
PROFIT	\$251.34	\$8,843.54	\$25,010.71	\$ -7,643.91	\$ -1,492.12	\$ -13,518.03	\$ -5,263.05	\$11,053.75	\$17,242.23