



## Board Meeting Minutes

Beaches Community Centre (BCC)

December 9, 2025 at 6:00 p.m.

65 Arthur Road, Victoria Beach, MB R0E 2C0

### Attendance

**Board Members:** Brad Patzer (President), Chris Feakes (Vice President), Cathy Burtnack, Laurie Danwich, Trista Demedeiros, Bill Hurtig, Tiffanie Lauze, Janet Premak (remotely), Gary Wingate, Nichole Zarazun

**Members:** Bruce Morrison, Fay Morrison, Sharon Legatt, Tracey Patzer

#### 1. Call to Order

Quorum was established, and Brad Patzer, President, called the meeting to order at 6:15 p.m.

#### 2. Agenda

The agenda was circulated in advance of the meeting, and no changes were made.

#### Motion:

**2025.12.09-01**

*That the Board approved the agenda as presented.*

Motion moved by Trista Demedeiros, seconded by Bill Hurtig. Carried.

#### 3. October 14, 2025 Board Meeting Minutes

#### Motion:

**2025.12.09-02**

*That the Board approved the October 14, 2025 Board Meeting minutes as presented.*

Motion moved by Chris Feakes, seconded by Cathy Burtnack. Carried.

#### 4. President's Report – none

#### 5. Financial Report

- Laurie Danwich shared the financial statement for May to June 2025 in advance of the meeting.
- BCC generated just over \$26,500 through the online WIX program (cash, cheque, or debit at the club) – popular avenue of payment.
- Based on an observation, the Board held a discussion on WIX payments and debit transaction fees covered by BCC. No changes at this time.
- Major expenditure – cooler (reminder ½ of the GST off)
- Laurie Danwich ensured that all behind the scenes accounting is up to date.
- Laurie Danwich is working on grants from the RM of Alexander.
- The Board finalized the GIC deposit for donations:

#### Motion:

**2025.12.09-03**

*That the Board approved moving \$50,000 of donated funds from the capital campaign into an 18-month term GIC with Access Credit Union as presented.*

Motion moved by Bill Hurtig, seconded by Chris Feakes. Carried.

- The Board supported applying the \$30,000 Summer Winds proceeds towards the BCC mortgage.

**Motion:**

**2025.12.09-04**

*That the Board approved applying \$30,000 of Summer Winds Music Festival revenues to pay down the BCC mortgage as presented.*

Motion moved by Laurie Danwich, seconded by Bill Hurtig. Carried.

**Motion:**

**2025.12.09-05**

*That the Board approved the Financial Report as presented.*

Motion moved by Chris Feakes, seconded by Gary Wingate. Carried.

## **6. Strategic Planning**

**6.1. Meeting Debrief** – All Board Members agreed the first meeting went well and were happy with the facilitator. Looking forward to the next meeting on January 6, 2026.

### **6.2. Country Market Future Support**

- Sharon Leggatt shared the following with the Board:
  - Still need a dedicated volunteer (with a truck) to assist with moving tables/chair that are rented by vendors.
  - Food vendors are required to be on cement unless they have a truck.
  - Any additional space still needs to be accessible for the senior age group. If far from the parking lot, space not ideal.
- The Board held a short discussion on summer student duties and additional space options around the property for market use.
- The Board ensured that BCC will help in any way it can to continue to better the Country Market.

*Sharon Leggatt left the meeting at 6:41 p.m.*

## **7. Constitution / Governance**

### **7.1. Voting by Email – Janet Premak / Bill Hurtig**

Brad Patzer read the following excerpt from the Constitution:

***“8.5 Resolution in Lieu of Meeting*** A resolution in writing, signed by all Directors entitled to vote on that resolution at a meeting of the Directors, is as valid as if it had been passed at a meeting of the Directors.”

He clarified that online resolutions are technically allowed (with in-person meeting motions being preferred), but the motion must be straight-forward, clear and concise and the vote via email must be 100% in favour by all Board Members unanimously and then ratified at the next Board Meeting.

It was shared that long-winded email strings, with regards to trying to pass a motion, are hard to follow and can be interpreted differently by each person.

Motions approved by email can be very useful for Boards to make and approve timely decisions, since BCC Board only meets once a month in-person.

Reminder - It is a fundamental responsibility of Directors to make time to keep up to date on all correspondence (email included).

Reminder - include or cc all Board Members when sending any emails.

## **8. Business Arising**

### **8.1. Ice Machine Proposal**

Based on her research, Cathy Burtack shared her recommendations to the Board. The Board discussed the different brands/ice machines/production, cleaning/filters, location (in electrical room), water hookup, ice bagging, etc. The machine would pay for itself in approximately two years just based off Summer Winds ice purchases. The Board agreed this is a great idea and appreciated Cathy's efforts.

Cathy Burtack also shared that Russell-Hendrix showroom is closing so prices are very accommodating for other supplies as well.

#### **Motion:**

**2025.12.09-06**

*That the Board approved the purchase of a 140-lb Ice Machine from Russell-Hendrix for \$1,895 plus tax as presented.*

Motion moved by Cathy Burtack, seconded by Chris Feakes. Carried.

### **8.2. Camera / Security System**

The Board discussed our current camera / security system and locations where cameras are needed (interior and exterior blind spots). Chris Feakes will do a walk-around at BCC with Kevin Ateah (Lakeside Surveillance) to determine appropriate camera locations.

In the short-term, Chris Feakes to determine the cost of two Lorex cameras to add to the system we currently have – bring back to next meeting.

If any Board Member is interested in learning/accessing the system, please reach out to Chris Feakes for a tutorial.

### **8.3. Status of Portable Shed**

Chris Feakes shared that the portable shed was delivered, the doorway has been installed, the walkway built and installed, and temporary lighting. Current spend is \$14,600 so BCC will come well under budget for this project. There is still space for the weed wacker, push mower and other items. The Board thanked Chris for all his hard work.

### **8.4. Curling Ice Issues**

Tiffanie Lauze advised that the ice issues for the curling rink have been resolved. Background – salt water back up in the flooding ice water, which melted the top layer and set back 1 week. Brad Patzer shared that treated water is supposed to be better for making ice – investigate this option for next year.

## 9. New Business

### 9.1. 2025 RM of Alexander Grant

Bill Hurtig shared for the record, BCC does not need to reapply each year, but we do need to identify a ~\$5,000 expenditure to get the grant. Laurie Danwich suggested the cooler purchased in June 2025 and the Board agreed.

### 9.2. Fish Fry

Trista Demedeiros will continue to run the Silent auction for this event.

### 9.3. BCC Licensing

Trista Demedeiros will continue to apply for event licensing (charitable and social). Trista and Tracey to sit down and review all events to ensure nothing is missed for forgotten. If you are aware of an event, please advise at your earliest opportunity. Trista to send an email to all Committee Members with a reminder.

### 9.4. Canada Summer Jobs Program

It was shared that Laura Kemp will be volunteering her time to apply for as many programs applicable to BCC. Dana Feakes to share her task listing when able.

### 9.5. Outdoor Rink Coordinator

The Board had a robust discussion on the Rink Management Coordinator position including primary duties, pay, separate logging of hours, RM employee, Public Works approval (see excerpt below), etc. Adam Wallis is willing and interested in expanding his current duties. The Board sees this as an opportunity to retain his help, in addition to curling (his primary focus). Cathy Burtnack shared her concerns with curling ice quality and will work with Tiffanie and Adam to identify additional training and coaching opportunities.

Bill Hurtig to develop a concise job description for the Rink Management Coordinator Position and Tiffanie Lauze to do the same for Curling Management Coordinator and present at the next Board Meeting.

Good day,

As Public Works Lead Hand of the Rural Municipality of Victoria Beach, I have spoken with CAO Lon Turner, who has granted permission for Adam Wallace to use the Kubota tractor and Zamboni for the outdoor rink at the VB Community Centre. Adam is also authorized to access our shop as needed for the operation of the tractor and for flooding the arena.

If you have any questions, please let me know.

Thank you,

Dane Zarazun

Public Works Lead Hand

**Motion:**

**2025.12.09-07**

*That the Board approved retaining Adam Wallis to undertake the outdoor rink management coordinator duties, acknowledging that curling ice management is his primary responsibility, and paid by the hour at his pre-determined rate, as presented.*

Motion moved by Bill Hurtig, seconded by Chris Feakes. Carried.

#### **9.6. Club Manager Job Description**

Bill Hurtig and Janet Premak shared they have started to work on this. More information to come in the new year. Cathy Burtnack shared that she may be able to obtain a curling manager job description from the East St Paul Curling Club. Additionally, if anyone has access to a job description for a manager of a community centre, it would be helpful for Bill and Janet.

More information to come in the new year.

#### **9.7. Fireworks for New Years Eve Celebration**

The fundraising drive generally covers the full cost of the fireworks purchase.

**Motion:**

**2025.12.09-08**

*That the Board approved purchasing \$3,000 worth of fire works for the New Years Eve Celebration on December 31<sup>st</sup>, as presented.*

Motion moved by Chris Feakes, seconded by Cathy Burtnack. Carried.

### **10. Committee Reports**

Written reports were submitted for Building, Fitness, Music Festival, Bar, Canteen and Communications. Additional oral reports, discussion or comments below:

#### **Building**

Bruce Morrison expanded on the CIMCO system issues. He advised that the exhaust fan on the wall motor is burnt out. He was quoted \$4,800. This is not an urgent replacement so there is no action at this time. In addition, the emergency lighting quit working a couple months ago, but since the system is 10 years old, they are no replacement parts. GB Electric quoted \$4,300 plus tax to replace the whole system. Bruce to source out another quote and bring back to the Board.

*Janet Premak left the meeting remotely at 8:02 p.m.*

Chris Feakes shared that the Music Festival Committee is purchasing a new outdoor tent (26' x 65') for outdoor events.

**Motion:**

**2025.12.09-09**

*That the Board approved the Committee Reports as presented.*

Motion moved by Tiffanie Lauze, seconded by Chris Feakes. Carried.

### **11. Affiliate Committee Reports**

Written reports submitted for Snow Drifters and XC Ski.

Approved request: Snow Drifters to have one of the Derby check stops at BCC. We have done this in the past and it was great to see a derby being held within our community. The times would be from 10:00 am to 1:00 pm.

Merry Makers Report – none. Working on a year end contribution listing to be shared.

**Motion:**

**2025.12.09-10**

*That the Board approved the Affiliated Committee Report as presented.*

Motion moved by Trista Demedeiros, seconded by Chris Feakes. Carried.

**12. Roundtable Items**

- Bill Hurtig is presenting the public survey results to the EBSS on Thursday.
- Tiffanie Lauze confirmed that both basketball nets will be fixed for next season.
- Internet service provider (Valley Fibre) – Brad looking into this.

**13. In Camera Session - none**

**14. Closure**

**Motion**

**2025.12.09-11**

*That the Board closed the meeting at 8:22 p.m.*

Motion moved by Tiffanie Lauze, seconded by Cathy Burtnack. Carried.

**Regular Board Meeting:**

Beaches Community Centre

January 13, 2025 @ 6:00 p.m.

65 Arthur Road, Victoria Beach, MB R0E 2C0

**Appendix 1**

**Deliverables:**

Action	By Whom	By When
New Director/Committee Chair Reporting Structure	Brad	Postponed
Membership Function / Membership Suggested Protocol	Board/John	Postponed
Strategic Planning / Capital Opportunity	CFM / Bill	October Board Meeting
Define trail usage more clearly – software in the works	Brad	Ongoing
Fence around play structure	Brad/Bruce	Ongoing
QuickBooks	Laurie/Carol	Ongoing
Outdoor Advertising Signage	Chris/John	May 2026
Parking Signage / Parking Lot	Chris/John	Ongoing
Membership Increase Amounts	Board	Before Next AGM
Exhaust Fan Replacement	Bruce	
Emergency Lighting Quote	Bruce	
Appreciation Day	Board	Spring 2026
Upgrade Camera Security System	Chris	Ongoing

Rink Management Coordinator Job Description	Bill Hurtig	For next meeting
Curling Management Coordinator Job Description	Tiffanie Lauze	For next meeting
Dedicated Country Market Volunteer	Board/Sharon	Next summer
Internet service provider (Valley Fibre)	Brad	Ongoing