August Board Meeting Minutes

Beaches Community Centre (BCC)
August 11, 2026 at 6:00 p.m.
65 Arthur Road, Victoria Beach, MB R0E 2C0

Attendance

Board Members: Bill Hurtig (President), Chris Feakes (Vice President), Cathy Burtnack, Trista Demedeiros, Tiffanie Lauze, Janet Premak, Claudia Schlamp, Ben Shiffman, Nichole Zarazun

Members: Bruce Morrison, Fay Morrison, Tracey Patzer, Sandra Ateah, John Heppenstall

1. **Call to Order**
   Quorum was established, and Bill Hurtig, President, called the meeting to order at 6:04 p.m.

2. **Agenda**
   The agenda was circulated in advance of the meeting, and the following amendments were made.
   Remove:
   - 8.3 Pylon Sign Service Work (non-issue, operational fix, covered by warranty)

   Postpone:
   - 7.2 Curling Committee Terms of Reference (time needed to review document)
   - 9.8 Fitness Facility Equipment Strategy (Murray Otter absent)

Motion:
2026.08.11-01
That the Board approved the agenda as amended.
Motion moved by Chris Feakes, seconded by Ben Shiffman. Carried.

3. **July 14, 2026 Board Meeting Minutes**
   No questions or concerns.

Motion:
2026.08.11-02
That the Board approved the July 14, 2026 Board Meeting minutes as presented.
Motion moved by Claudia Schlamp, seconded by Chris Feakes Carried.

4. **July 14, 2026 In Camera Meeting Minutes**
   No concerns or changes.

Motion:
2026.08.11-03
That the Board approved the July 14, 2026 In Camera Meeting minutes as presented.
Motion moved by Cathy Burtnack, seconded by Chris Feakes. Carried.

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Motion moved by Chris Feakes, seconded by Ben Shiffman. Carried.

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Motion:
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That the Board approved the July 14, 2026 Board Meeting minutes as presented.
Motion moved by Claudia Schlamp, seconded by Chris Feakes Carried.

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   No concerns or changes.

Motion:
2026.08.11-03
That the Board approved the July 14, 2026 In Camera Meeting minutes as presented.
Motion moved by Cathy Burtnack, seconded by Chris Feakes. Carried.

5. President's Report

Bill Hurtig highlighted the following:

- Summer events were highly successful, with strong attendance and positive feedback for the Fish Fry, Summer Winds, Pickleball Tournament, Country Market, basketball tournament, and car show. Appreciation was expressed for the organizers and volunteers who made these events possible.
- The Club is experiencing a period of strong community engagement and growth, reflected in popular programs, busy pickleball courts, increased fitness facility memberships, and overall enthusiasm from members.
- While financial management remains an important Board responsibility, it should be viewed as a tool to support the Club's primary goal of meeting and exceeding community needs.
- Board members were encouraged to communicate clearly, address concerns promptly, and work collaboratively to avoid misunderstandings and strengthen governance.
- To improve meeting efficiency, members were asked to submit agenda items in advance, stay focused on Board-level matters, and come prepared so meetings remain productive and concise.
- Looking ahead, priorities include expanding youth programming, exploring long-term facility planning and expansion opportunities, and focusing on key operational initiatives such as the canteen project, Treasurer/QuickBooks transition, membership renewals, and upcoming volunteer appreciation efforts.
- A commitment was also made to improve communication practices, including sharing speaking notes for clarity and limiting non-urgent messages to daytime hours (8 am – 8 pm) whenever possible.

6. Treasurer Report

6.1. May & June Financial Report

- Cathy Burtnack reported that the QuickBooks transition is ongoing. June has been reconciled in QuickBooks, and work is continuing on July. A combined May to July financial report will be presented at the September Board meeting.
- The June Fish Fry Event Statement was distributed in advance of the meeting. Future event finances will be reported in this format. The estimated expenses for the June Fish Fry were calculated using a 35% expense ratio based on the previous year's data.
- The temporary negative account balance was primarily attributed to two insurance payments. The Board approved the transfer of $6,000 between Access Credit Union accounts to cover the shortfall and maintain an operating cushion.
- The Board noted that the two office projectors require an alternative storage location.
- It was suggested that future silent auction prizes be obtained through donations rather than purchased.

6.2. Treasurer Consultant Report

No questions or concerns.

7. Business Arising

7.1. Ratification of BCC LED Lighting Upgrade

Motion:

2026.08.11-04

That the Board approved the quotation from GB Electric in the amount of $14,289 plus applicable taxes, for the BCC LED Lighting upgrade, and authorize Gary Wingate/Bruce Morrison to proceed with the project.

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

7.2. Outdoor Security Cameras

Chris Feakes advised that the Board plans to proceed with the Costco camera option and obtain installation quotes. Additional information will be provided as it becomes available.

7.3. Volunteer Appreciation Day: October 3, 2:00-5:00 p.m.

- Planning Committee: Janet, Trista and Tiff.
- Budget request: $4,000

Trista Demedeiros joined the meeting at 6:38 p.m.

- Emphasis will be placed on volunteer recognition, with a larger portion of the budget allocated to prizes rather than food. Catering quotes are being obtained, with a preference for supporting local businesses, including a quote from Lise (Saffies).
- The event is intended as an opportunity to give back to volunteers in appreciation of their contributions.

Motion:
2026.08.11-05
That the Board approved a budget up to $4,000 for the Volunteer Appreciation Day event on October 3, 2026.
Motion moved by Chris Feakes, seconded by Cathy Burtnack. Carried.

7.4. Property Map

- The new VB Public Works bike path will give people a place to walk and ride.
- Concern – traffic safety and impact on fire department deployment during periods of high event activity.
- Discussion included the existing 99-year lease for the property and the need for further discussions with the RM to determine next steps.

8. New Business

8.1. EV charging Stations

- John Heppenstall presented to the Board on EV charging stations. John is part of the RMs Ad Hoc Committee reviewing the EV charging landscape in Victoria Beach. The RM is exploring opportunities to support additional EV charging stations, including the potential installation of chargers at the community centre to attract visitors and provide a charging destination.
- Potential charger locations, with concerns raised about proximity to the building. Relocating the chargers closer to the warm-up shack was suggested, as greater distance from the building may reduce fire-related risks.
- An estimated project cost of $10,500, inclusive of installation.
- A proposed 90-day feasibility study to assess the project, including the identification of potential funding opportunities such as Hydro grants.
- The Board expressed support for continuing the feasibility study.

Motion:
2026.08.11-06
That the Board supported the continuation of the EV charging station feasibility study as presented.

Motion moved by Janet Premak, seconded by Chris Feakes. Carried.

8.2. Volunteer Recognition & Incentive Proposal

- Nichole Zarazun circulated the Volunteer Recognition & Incentive Proposal in advance of the meeting. The Board supported implementing the program in 2026-2027.
- Minor revisions were recommended, including provisions for self-reporting volunteer hours and an opt-out option for volunteers who do not wish to be recognized or receive awards.
- Upon finalization, the proposal will be shared with the membership for awareness. Volunteer hour tracking is planned to commence September 1 to align with the annual membership renewal cycle.

Motion:
2026.08.11-07
That the Board approved the Volunteer Recognition & Incentive Program for implementation in 2026-2027, subject to final revisions.
Motion moved by Trista Demederois, seconded by Claudia Schlamp. Carried.

8.3. Board Member Service Recognition Proposal

- Nichole Zarazun circulated the Board Member Service Recognition Proposal in advance of the meeting.
- The Board supported implementing Option 1 (Standard Program) beginning in 2027.
- Minor revisions were recommended, including removing recognition for Directors completing a single term, with eligibility to begin after the completion of two terms.

Motion:
2026.08.11-08
That the Board approved the Board Member Service Recogntion Program (Option 1 – Standard Program) for implementation in 2027, subject to final revisions.
Motion moved by Tiffanie Lauze, seconded by Cathy Burtnack. Carried.

8.4. Cash Registers

- Cathy Burtnack advised that Lori and Rene Cyr have donated two touchscreen cash registered to BCC.
- Discussion included:
  - Potential benefits for tracking sales, inventory, and ordering.
  - Integration capabilities with WIX, QuickBooks, and the cash register software.
  - A one-time software fee of $1,000 would be required if the organization chooses to adopt the system permanently; the hardware has been donated at no cost.
  - The system is currently being evaluated to determine whether it meets operational needs.
  - Concerns were raised regarding the impact on volunteers, with Board members emphasizing that any system implemented must be user-friendly and easy for volunteers to operate.

8.5. Counterpoint Software (Inventory Management System)

- John Heppenstall advised that Rene expressed interest in taking on a database management role and appears willing to support the system moving forward.
- The importance of leveraging and better understanding organizational data for future decision-making was noted.

- John agreed that a document outlining how the various systems and software platforms would integrate and function together will be prepared for review at the next Board meeting.

9. Committee Reports

9.1. Building (report submitted)

- Bruce shared that Valley Fiber has now been connected at the Beaches Community Centre.
- It was suggested that we ask Drew Allwright to label the security room and connect Valley Fiber to the entire building.
- Concern: The building alarm system has been triggered on three occasions. It was suggested that training be required for staff and volunteers on arming and disarming the system.
- Concerns were raised regarding the kitchen's use for cooking raw meat. The existing exhaust hoods are not designed to adequately handle grease generated from cooking raw meat, as noted by health authority requirements.
- Ben Shiffman shared expertise on the heating/cooling system at BCC. He advised that the system was originally designed to operate at approximately 130% capacity; however, due to the age of the equipment, operating at full capacity can result in overload conditions and system faults. Ongoing industry changes to refrigerants may limit the availability of replacement parts in the future, potentially requiring a full system upgrade. In addition, a faulty condensate pump was identified within the air conditioning system. Quotes have been requested for repair and replacement options.
- Ben will investigate factory training and computer programming courses related to the system.
- It was noted that a full system replacement could represent a significant future capital expense.

9.2. Memberships (verbal report)

- Claudia Schlamp advised that registrations are being received steadily through the WIX platform.
- A membership renewal reminder email has been prepared regarding the September 1 renewal date.
- In October and November, the Committee will review the list of former members and conduct outreach to determine interest in renewing their memberships.
- Members are being encouraged to make payments by credit card where possible.

Sandra Ateah left the meeting at 7:59 p.m.

9.3. Communications (report submitted)

- The Booster Hat promotion has been successful, with 40 hats sold within the first four days.
- Sponsorship opportunities for the golf tournament have been increased. As the tournament sold out last year, the objective is to generate additional revenue through sponsorships.
- Online website purchases have increased by 20% compared to the same period last year.
- Tiffanie Lauze informed the Board that Curling and Basketball are not listed on the website on the Membership page. John agreed to add these to the list.

9.4. Bar (verbal report)

- Tracey Patzer advised that no formal report was provided as Summer Winds remained the focus.

- Discussion focused on the quantity of inventory currently being stored at the Beaches Community Centre. Questions were raised regarding the costs and risks associated with carrying excess inventory, including storage costs and potential theft.
- The Board's objective is to better understand current inventory management practices and stock levels. Cathy requested a quarterly bar inventory and stock listing. Tracey agreed.
- It was noted that the proposed Counterpoint system would provide inventory tracking capabilities and assist with inventory management.

Tracey Patzer left the meeting at 8:22 p.m.

9.5. Canteen (verbal report)

- The canteen operation continues to experience some growing pains as processes and staffing are refined. A key goal is to recruit two volunteer "lieutenants" to assist with management and operations.
- The canteen was open during the pickleball tournament, and the experience was viewed positively.
- The canteen remains a work in progress, with ongoing efforts to recruit staff, as well as improve efficiency.

9.6. Country Market (report submitted)

No questions or concerns.

9.7. Music Festival (verbal report)

- Chris Feakes advised the festival was a huge success and final budgeting and financial reconciliation still in progress.
- It was suggested that Laurie Danwich would have an approximate cumulative figure of the total contribution over the years from Summer Winds to the community centre.

9.8. Fitness Facility (report submitted)

No questions or concerns.

9.9. Pickleball (only Financial Statement submitted)

Bill Hurtig expected more comprehensive reporting from the Pickleball Committee.

9.10. Basketball (verbal report)

- The basketball tournament held on August 1 was a significant success (now formally the Matt Jonsson Memorial Tournament). The Committee is looking into getting a tournament trophy.
- Another tournament is scheduled for August 29. Youth participants plan to sell 50/50 tickets at the market as a fundraising initiative.
- The Committee is looking to designate a weekly basketball evening starting in 2027.

9.11. Youth (no report)

Motion:
2026.08.11-09
That the Board approved the Committee Reports as presented.
Motion moved by Chris Feakes, seconded by Trista Demedeiros. Carried.

10. Affiliate Committee Reports

10.1. Merry Makers – *Laurie Danwich (report submitted)*

- The Board discussed the following:
  - Concerns regarding the significant labour required to operate the rummage sale, the need for succession planning, and efforts to reduce the volume of unusable items being donated and ultimately discarded as garbage.
  - If interested, the Board supported the concept of the Merry Makers purchasing a 40-foot c-can container for additional storage capacity and the Board would make space available adjacent to the existing container.
  - The Board requested that the Merry Makers return with recommendations to address the ongoing rummage challenges.

Motion:
2026.08.11-10
That the Board approved the Merry Makers Report as presented.
Motion moved by Chris Feakes, seconded by Tiffanie Lauze. Carried.

11. Roundtable items

11.1. Bingo Supplies – Tiffanie Lauze will investigate the unused bingo supplies currently being stored at the facility, as they are occupying valuable storage space.

11.2. Shared Calendar (BCC & EBSS)

- The joint calendar for the Beaches Community Centre (BCC) and East Beaches Social Scene (EBSS) has been created.
- Access has been provided to the appropriate users to support coordination of events, bookings, and scheduling between the organizations. Bruce to provide Janet with event dates to be added to the shared calendar.
- Directors can request access to the shared calendar by contacting Tammy at the EBSS.

11.3. Terrain Park Update

- The From the Ground Up grant application was unsuccessful. Feedback was received from the granting organization to better understand the decision and identify opportunities to strengthen a future application. The committee was encouraged to reapply.
- *Note: the committee only had 4 days to submit the applicable.*
- Next steps and alternative funding options are being reviewed.

11.4. Club Manager Position

- A meeting is scheduled for Tuesday to begin project planning for the Club Manager position.
- The group will develop a project plan, including timelines, responsibilities, and key deliverables.
- Reference documents have been obtained from other organizations and community centers and will be reviewed as part of the planning process.

11.5. Store Accounts

- BCC has an existing account with Saffies, with invoicing provided monthly.

- BCC also has an account with Hillside Lumber.

12. Closure

Motion
2026.08.11-11
That the Board closed the meeting at 8:58 p.m.
Motion moved by Claudia Schlamp, seconded by Chris Feakes. Carried.

<u>Next Regular Board Meeting:</u>
Beaches Community Centre
September 8, 2026 @ 6:00 p.m.
65 Arthur Road, Victoria Beach, MB R0E 2C0

DELIVERABLES

Action	By Whom	By When	Updates:
Fence around play structure	Bruce	Ongoing	What is the timeline for this?
Parking Signage / Parking Lot	Chris/John	Ongoing	What is the timeline for this?
Camera Security System	Chris	August 31, 2026	
Terrain Park	Chris	TBD	Applying for grants
Property Map	Bill	Ongoing	RM of VB CAO will provide BCC with an existing property lines map.
Fireworks Committee	Brad	Add to September Meeting	Need for yearend celebration
Hot water tanks (for flooding)	Chris	Researching Stage	Need space for hot water tanks before any next steps (defer until storage space identified)
Grant Committee	Bill /Rumona	December 31, 2026	Laura Kemp cannot participate. Rumona has agreed to look into a grant application for a viability study for an expansion for a multi-purpose facility.
Canteen Volunteers	Board	ASAP	Note: Fay/Bruce will continue to look after Saturday breakfasts. Need second in command for Lori Cyr.
Strategic Plan to RMs	Bill	Add to October Meeting	Presentation
Curling Committee Terms of Reference	Tiffanie	Add to September Meeting	Nichole to assist Tiffanie.
Director Election Process & Training	Bill / Community Future	Add to October Meeting	Community Futures has been contacted to do a director orientation session as well as inform us of how they run community club elections. This will be a 3-hour session outside the normal meeting schedule. We need to do this while all Directors are available. It has been agreed that this should occur in the fall.
Club Manager Job Description	Janet/Cathy	Add to September Meeting	
Constitution Review	ALL	Add to September Meeting	Need ready for AGM 2027
2026-2027 Annual Budget	Cathy	Add to September Meeting	
Playground Expansion	TBD	Revisit	Interest from Merry Makers and Grand Pines Golf Club
Creative Kids Report	TBD	Revisit	November 2024: The Board proposed that a Creative Kids Report be requested moving forward so members can be informed of the ongoing kid's activities, classes, etc.
BCC Mastercard	Cathy	TBD	
Board Member Recognition Program	Nichole	Finalize Draft	Proposal
Volunteer Recognition & Incentive Program	Nichole	Finalize Draft	Proposal
Kitchen exhaust fan	Chris	TBD	Chat with Brad

Volunteer Appreciation Day	Janet	Add to September Meeting	Save the Date: Oct 3
Google Drive Board Portal	Nichole	Ongoing	Clean up
Summer Winds Overall Donation Total	Chris	Add to September Meeting	Determine a total dollar figure over the years towards mortgage reduction
Cash Registers	Cathy	Testing Stage	
Counterpoint Software	John	Add to September Meeting	Present summary document
Traffic Safety Concerns for Events	Board		
Bingo Supplies	Tiffanie	TBD	