*The Burritt’s Rapids Community Association*

**Meeting of the Board of Trustees**

**Date: April 11 2012**

**Trustees Present**:

John Dwyer, Patrick Gonneau (end of Meeting only), Jill MacDonald, Renee Smith, Inge van Gemeren, Tiiu Wallner, Maureen Wilson

**Community Members Present**:

Olivia Mills (end of meeting)

**Agenda**:

* [Minutes last month (John)](#_Minutes_last_month:)
* [Finances (Jill)](#_Finances_(Jill))
* Update
  + Exterior Work
  + Septic Access Covers
  + Rug Display Case
  + Basement (re Historical Society)
  + Greening Team
  + Plaque
  + For Rent Sign
  + Website
  + Rental Documentation
  + Insurance
  + Summer Event and Official Designation of Swing Bridge

**Meeting Started:** 6:00 pm

Minutes last month (John)

The minutes as prepared were approved, following correction. (Contrary to the draft minutes, Tiiu Wallner was not present.)

Finances (Jill)

No update.

Update

**Exterior Work**

John got some quotes for the work. Inge checked with Roweena Cooper (re: historic requirements) who confirmed that “regular maintenance” (including scraping and painting) doesn’t require any special reporting or documentation. So, it would appear that we are free to choose from a larger range of contractors. John is to get one more quote.

It was noted that the down spout at the South-West side of the Annex was not draining water away from the foundation. This is to be looked at.

**Septic Access Covers**

Need to be replaced ASAP!!

**Rug Display Case**

We have a quote from Ted Hitsman to build a display case with a removable front panel (made of plexiglass), and frame. Quote = $475 + tx, assuming the cheapest range of frames available. He believes we should have no troubles finding a suitable frame in that collection. We have asked for a written quote.

**Basement (re Historic Society)**

The MHS had an archivist come to the basement to see if appropriate for use, and “yes” was the answer. The humidity in the basement now is “perfect”, and he expects that a slightly larger dehumidifier would keep it that way all year round. The MHS is going back to the Merrickville Council for approval to proceed, as well as funding. We suggested $200 per month in rent.

Patrick Gonneau raised a series of questions regarding the required changes to the Basement needed to ensure safe and secure access and egress. It was agreed that these issues would be considered at the subsequent Board meeting.

**Greening Team**

The Board thanked the Team for cleaning up the post box area and upgrading the EMC dispensers. They are currently working on a plaque for Pat’s tree. They also plan to move the historic marker sign approximately 2 feet to the north, so it sits at the side of the flower bed and doesn’t interfere with the tree. Inge encouraged them to hire a contractor to do this, as the marker may be stabilized to prevent heaving and will need to be securely placed in the new location.

**Plaques**

A new brass plaque for Pat has been ordered (first one had a typo). We need someone to mount the exterior memorial & Hydro plaques. We also need to re-think the interior strategy for the various plaques, to ensure they remain visible at all times, yet are current and attractive (re: Hydro, Tallman, etc, etc). Do we need a specific plaque re: Tallman donation (instead of the laminated newspaper article). It was agreed that the entrance area to the Annex (south wall) might be a suitable location. The Chairperson and Financial Officer are to look at possibilities later.

**“For Rent” Sign**

Thanks to John for replacing Aileen’s phone number with website address.

**Website**

Inge has been working on the website, including simplifying it by eliminating unused menus and unnecessary menu options. She advises us to stay tuned for a streamlined look. She also noted that keeping the home page up-to-date and interesting is a challenge and asked that Board members forward ideas for home page topics as they arise. This month includes reference to the Greening Sign-up List.

**Rental Documentation**

Inge modified and re-organized the Rental Documentation, so there now exists: 1. Rental Contract for Single Use; 2. Rental Contract for Multiple Use; 3. Terms & Conditions; 4. Equipment List; and 5. Renter’s Clean-up Checklist. All of these documents are available on the website under the menu *About Us 🡪 Documents 🡪 category “Rental Documents”.*

**Insurance**

There was a discussion about the requirement to have casual renters, such as the group of individuals who rent the Hall to play guitar once a month, procure insurance. Inge is to contact the Insurance agent for clarity; in the interim the group in question will be allowed to rent the Hall as in the past.

**Summer Event and Official Designation of Swing Bridge**

There was a general discussion on the need to mark the official designation of the Swing Bridge as an historical site. Several possibilities were discussed including having a community picnic. The Board was to consider.

Olivia Mills, a community member in attendance at the end of the session, informed the Board of the plans to designate the Bridge; on behalf of the Bridge Group, she also donated $389 to the Community Association. The Board thanks her and the group for their generosity.

**Next Meeting: May 9 2012**

**Adjourned:** 7:00 pm