



## SEPTEMBER 2011 NEWSLETTER

*Please Circulate to All Members of Your  
Hall Committee*

# ARCH NEWS

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# Association for Rural Community Halls

### Recent News in the ARCH Community

- *Responsible Beverage Servers Course*
- *Workshops on "Keeping Your Hall Alive"*
- *Workshops on Minimizing Risk and Liability*
- *Facts/ Tips on Liability*
- *Fundraising- Lottery*
- *Fundraising- Entertainment Evening*
- *Profit Learn PEI Workshops*

We would like to send a special thank you to all the community halls that have generously offered their halls for the workshops we will be putting on over the next nine weeks.

**ARCH Membership-** To confirm that your hall has paid its \$50 annual membership fee (April-March) or to get your username and password for the website to access the events calendar and funding pages please contact Wayne at [info@archpei.com](mailto:info@archpei.com).



ARCH

2037 Wigmore Road,  
RR#6 Kensington, PE  
C0B 1M0

Email:

[info@archpei.com](mailto:info@archpei.com)

Web:

[www.ARCHPEI.com](http://www.ARCHPEI.com)

## Locations, dates and times for the Responsible Beverage Servers Course

There are two locations for the Responsible Beverage Servers Course: Summerside and Charlottetown. The course is one night only.

### Slemon Park (Summerside):

**Where:** The Atlantic Police Academy

**Dates:** September 12<sup>th</sup>, October 17<sup>th</sup>, November 14<sup>th</sup>  
and December 12<sup>th</sup>

**Times:** 6:00pm-9:00pm

**Cost:** \$30.00

**Room:** TBA

**Instructor:** Jack Wheeler

### Charlottetown:

**Where:** The Tourism and Culinary Center

**Dates:** September 19<sup>th</sup>, October 24<sup>th</sup>, November 21<sup>st</sup>,  
December 19<sup>th</sup>

**Times:** 6:00pm-9:00pm

**Cost:** \$30.00

**Room:** Lecture Theatre

**Instructor:** Jack Wheeler

### Notes:

- Responsible Beverage Server Course is good for five years.
- Registration Deadline - Five working days prior to listed course start date.
- You must provide them with your home mailing address, phone number and date of birth to register.
- You must pay to register. Payment can be made in-person by cash, cheque, direct debit, credit card and by mail or by fax at (902) 629-4239. If you are registering by e-mail, over the phone or by fax, you must use a credit card.

### How to Register:

#### Charlottetown Area and East:

Email: [cecharl@hollandcollege.com](mailto:cecharl@hollandcollege.com)

Phone: 1-902-629-4214 or 1-800-446-5265

In Person: Montgomery Hall  
305 Kent Street  
Charlottetown, PE

#### Atlantic Police Academy- Slemon Park:

Email: [sclarkin@hollandcollege.com](mailto:sclarkin@hollandcollege.com)

Phone: 1-902-888-6700 or 1-800-446-5265

In Person: Atlantic Police Academy  
66 Argus Avenue, Slemon Park  
Summerside, PE

#### Summerside Area & West:

Email: [cesside@hollandcollege.com](mailto:cesside@hollandcollege.com)

Phone: 1-902-888-6466 or 1-800-446-5265

In Person: Holland College Marine Training Centre  
100 Water Street  
Summerside, PE

## Sustainability Workshops



### Event Calendar

We have a wonderful Events Calendar on ARCH's website and we want members to make the most of it. If you have a weekly card party, ceilidh or just a onetime event, please post it on [www.archpei.com](http://www.archpei.com).

If you don't have access to the Internet or if you just need a little assistance, please let Wayne know at 902- 393- 2323. He wants to get your events posted and he's here to help.



With the help of Cooper Institute, there will be three workshops on Sustainability- "Keeping Your Hall Alive" held this fall. The dates, times and locations are:

*Wednesday, October 19<sup>th</sup>*- Kinkora Hall and Kanata Club-Kinkora, 45 Anderson Road.

*Wednesday, October 26<sup>th</sup>*- The North Shore Community Centre-Covehead, 2120 Covehead Road (Route 25).

*Thursday, October 27<sup>th</sup>*- The Centre of Performing Arts-Montague, 239 Valleyfield Road.

**Please see attached Registration Form**

### A brief outline:

- 7:00 Welcome & Introductions
- 7:10 Outline Goal and Agenda for Workshop
- 7:20 Presentations
- 7:45 Questions

*How do halls benefit communities and the people who live there?*

*What is needed to ensure halls are functional and accessible and meet the needs of the community?*

*What gets in the way?*

- 8:00 Break
- 8:15 Report back from small groups
- 8:25 Question - *How can we overcome those barriers?*
- 8:40 Report back from small groups
- 8:50 Closing – Evaluation

Note – all of the participants will receive a written report of the workshop, which will contain their ideas for making community halls more sustainable.

## Lottery Fundraiser

We will be conducting a lottery again this year in an effort to raise funds so we can continue to hold workshops across P.E.I. Halls are asked to donate tickets to a hall event or items donated by local businesses so ARCH can create prize packages. Please contact [info@archpei.com](mailto:info@archpei.com) as soon as possible with your donation, so the lottery can be organized. ARCH can also create gift certificates for your donations. We intend to send each member hall 100 tickets to sell. To arrange for more or fewer tickets or to arrange a drop off/pick up location for the tickets/prizes, please contact Wayne Curran at [info@archpei.com](mailto:info@archpei.com). Tickets will be distributed by September 10th. Ticket prices will be \$5 or 5/\$20. Your hall retains 50% of the funds that are brought in from the tickets sold by your hall committee.

Prizes will be posted on our website:  
[www.archpei.com](http://www.archpei.com)



## Minimizing Risk and Liability

**Our workshops on Minimizing Risk and Liability will be held from 7:00pm-9:00pm on the following dates:**

*Tuesday, September 27<sup>th</sup>*- St Margaret's Parish Hall- St Margaret's, Souris, 11394 Northside Road.

*Tuesday, November 1<sup>st</sup>*- Elmsdale Community Centre- Elmsdale, 1006 Dock Road (Route 150).

*Thursday, November 3<sup>rd</sup>*- North Shore Community Centre- Covehead, 2120 Covehead Road (Route 25).

**Please see attached Registration Form.**

To illustrate the severity of risk and liability, here are some examples for not for profit organizations (NFPOs):

**Breach of Trust-** There was a NFPO that held a fundraising event and they received float money from a lending organization which was to be repaid from the proceeds raised at the fundraiser. Unfortunately, the funds were deposited into the insured organization's general account by an employee and these funds were then used to pay general expenses. This organization then filed for bankruptcy and was unable to return the float money to the lending organization. A lawsuit commenced against the insured organization and the allegations made against the directors included negligence in failing to supervise the employee and breach of trust. The claim was resolved by a settlement in the amount of \$75,000. The costs to defend the claim were approximately \$30,000. The damages and the defence costs were not deductible for tax purposes.

**Breach of Duty, Abuse of Process-** An individual's membership was revoked due to unethical conduct performed. This member then sued the association alleging that the board of directors had targeted her and they did not follow the organization's bylaws. The facts in the case did not support the allegation but the bylaws were somewhat ambiguous making the case more difficult to defend. A settlement was negotiated to avoid any embarrassment to the association. In addition to the settlement costs, the insurer also had to pay \$100,000 in defense costs. The settlement and the legal costs were not deductible for tax purposes.

## Entertainment Evening in New London

ARCH is planning to have an entertainment evening at the New London Community Complex sometime in late September or early October. When the dates and entertainers are confirmed, Wayne will let everyone know via email. This fundraising evening could be a great opportunity for your hall committee to celebrate a successful summer and meet other "hall folks" from across PEI, while helping ARCH earn some operating funds, so it can keep membership fees low.



## ProfitLearn PEI

ProfitLearn PEI provides current, practical learning dedicated to helping small businesses (such as community halls) succeed. Profit Learn PEI will be launching their fall workshops in October!!!

### Details are:

**Where:** Confederation Centre in Charlottetown

**When:** October 6<sup>th</sup>, 2011

**Topic:** Internal Fraud Prevention in Your Business

**Time:** 8:30am-12:00pm

**Cost:** Special Launch Price- \$25/person

**How to register:**

**Email:** [marweeks@upe.ca](mailto:marweeks@upe.ca)

**Phone:** 1-800-270-4795

**Discrimination-** There was a woman who enrolled in an education program offered by a NFPO and during the course of the program, the woman became romantically involved with the leader. The relationship ended before the end of the course and problems developed between the leader and the student. The student filed a human rights complaint alleging that she was being discriminated against and had been denied the services offered by the NFPO. The NFPO defended the complaint and the allegations were dismissed. The insurer paid \$36,000 in defense costs. This was not deductible for tax purposes.

**Service Club- Breach of Bylaws-** The volunteer board of a small service club voted unanimously to expel a member from the club after several incidents of disruptive behavior. This member then commenced legal action against the club, alleging that they acted in breach of the club's bylaws. The insurer defended the allegations and the charges were dismissed. Defense costs were \$15,000 which was not tax deductible.

**Wrongful Dismissal and Defamation-** A large NFPO, in an effort of corporate reorganization, terminated the employment of an employee who had been there 15 years. The employee sued the organization alleging wrongful termination. The employee also claimed to be defamed as a result of a written communication that turned up outside the board of directors. The claim was settled and the defense costs were \$50,000. Both the settlement and defense costs were not deductible for tax purposes.

**Breach of Fiduciary Duty-** a NFPO received government funding for the purpose of organizing and hosting an event. Unfortunately the expenses far exceeded the revenues earned in the event and in part of its follow-up to providing the funding for the event; the government conducted an audit and determined that the funds were not used as how there were described in the "purposes" in the application. The government commenced legal action and alleged that there was negligent misrepresentation in the application documents and that there was alleged breach of fiduciary duty on part of the directors of the NFPO. The dispute was settled and defense costs were \$35,000. This was not deductible for tax purposes.

## Did You Know?

- A building depreciates about 1% annually for 50 years, then flat lines so if you are insuring to actual cash value and the building was destroyed, you'd just get a cheque for that value.
- If oil tanks are outside they need to be in a concrete container which costs about \$350. By 2020 no steel tanks will be allowed outside.
- The removal of sulphur from fuel hastens the rusting of steel tanks to about 5-6 years whereas fiberglass oil tanks should be good for at least 30 years. The initial cost for fiberglass is about \$400 more than steel.
- Most insurance policies are clamping down on oil spills; the limit is \$50,000. Some policies have a clause that the loss must be due to an insurable loss (e.g. vandalism, hail, wind). It is very important to **know your coverage**.
- The time limit on claims for slips, falls or other events is two years less a day.
- Directors and Officers Liability Insurance (DOLI) – is used for breach of contract, unpaid taxes and wrongful dismissal cases.

## Some Tips on Insurance

- Many halls are not covered for full replacement costs such as a roof collapse from too much snow.
- If you are planning to build, buy "replacement cost".
- You can insure buildings for "loss of income" in the case of a catastrophe (i.e. if a hall were to burn down). It is very inexpensive and preserves the ability to recover from the loss of customers.
- Line protectors should be used for outside tanks and indoor tanks (if it is in an area of use).
- Do a monthly log for checking on an oil tank.
- Commercial General Liability – You have to be proven negligent for the insurance company to pay – e.g. handrails have to be a certain height, floors have to be kept clean, the use of a "wet floor" sign has to be used, log books should be used for salting sidewalks and roads and the times and dates for snow removal should also be logged. You should be added to the snow removal company as an "additional insured", as well as for any other subcontractor.
- For special events serving liquor (if your hall doesn't have a liquor license), ask the renter to procure the event coverage insurance (e.g. wedding - approx. \$120). You can be liable for events that occur elsewhere, after your event. If you are serving liquor, ensure your insurer knows. All halls should have the responsible beverage servers' course and written policies dealing with alcohol – e.g. taxis, drivers, and logs.
- To be added as an "additional insured", a certificate must be issued by the insurance company, usually at no cost, and it is quick and easy. You will need to provide a full mailing address and a proper incorporated name (if applicable).
- Since some insurance companies want audits and to minimize crime, there should be two people signing the cheques. Also, there should be a second person reviewing the bank accounts monthly.
- Review your insurance provider every 3-4 years. Know the price, what you are buying and what coverage you need.

## Reminder!!!

- To become a member of ARCH, please visit [www.archpei.com](http://www.archpei.com) and fill out the "ARCH membership form".
- Deadline for applications for the New Horizons for Seniors Program is September 16<sup>th</sup>, 2011. For more info please visit [http://www.hrsdc.gc.ca/eng/community\\_partnerships/seniors/index.shtml](http://www.hrsdc.gc.ca/eng/community_partnerships/seniors/index.shtml).



## Major Funding to Rural PEI Community Halls

The provincial government is contributing approximately \$73,000 for upgrades to the St. Margaret's Community Hall in Souris!

“Ensuring that communities have modern facilities to use for various events and activities is an important component of building rural Prince Edward Island” says Fisheries, Aquaculture and Rural Development Minister Neil LeClair.

A new provincial investment of approximately \$710,000 was announced to renovate the Hunter River Community Hall, the Cymbria Lions Club and the Wheatley River Hall, and to add an addition to the Milton Community Hall.

“Local halls have served as community centers in rural areas of the province for generations,” said Minister LeClair. “Renovating these halls will not only ensure they remain available as public meeting places for local communities but also address the accessibility needs of many Islanders, it is great to have the opportunity to invest in Islanders while strengthening rural communities, said Mr. LeClair.”

A new provincial government investment of approximately \$21,000 was announced to renovate the Murray River Community Hall!

To apply for funding please visit the website  
<http://www.gov.pe.ca/fard/index.php3?number=1037730&lang=E>

## Registration Form

(Please return form to [info@archpei.com](mailto:info@archpei.com)- either copy and paste this form or send an email with the pertinent information)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Community hall you are from: \_\_\_\_\_

**Which workshop are you attending:** (please place checkmark)

### Sustainability Workshop (7:00pm-9:00pm)

Wednesday, October 19<sup>th</sup>- Community of Kinkora Hall and Kanata Club

Wednesday, October 26<sup>th</sup>- North Shore Community Centre

Thursday, October 27<sup>th</sup>- Centre of Performing Arts- Montague

### Minimizing Risk and Liability (7:00pm-9:00pm)

Tuesday, September 27<sup>th</sup>- St Margaret's Parish Hall

Tuesday, November 1<sup>st</sup>- Elmsdale Community Centre

Thursday, November 3<sup>rd</sup>- North Shore Community Centre

**Cost is \$10 for non-members. There is no charge for members!!! Please make cheque out to ARCH-PEI and send it to:**

Association of Rural Community Halls  
c/o Leonard Russell  
2037 Wigmore Road  
RR#6 Kensington, PE  
C0B 1M0

**Deadline for registration is 4 days before any workshop begins.**

**It is very important that all who are going to attend the workshops to please pre-register. This gives the presenters an idea of how many they should prepare to present to.**

**Thank you!!!**