

**HARRISON HOLIDAY PARK
BOARD OF DIRECTORS MEETING
Sunday, January 16, 2022**

**via Zoom
Time: 9:30am**

Board of Directors meeting minutes

In Attendance:

President	Patty Warkentin
Vice President	Bob Walters - not in attendance
Secretary	Cliff Eagar
Treasurer	Kelly Stanoffsky
Park Enhancement	Sharon Cross
Park members Liaison	Dana Vandecasteyen
No portfolio	Desmond Delusignan - not in attendance

Visitors:

Park Caretaker	Frank Fong
Asst Caretaker	Roland
Rules and Reg's committee	Zoey
Bylaws committee	Cindy
Tech team	Jean Francois

1) Meeting called to order at 9:45

2) Approval of Agenda

Addition under New Business	- what should be placed on HHP Announcements FB page
Addition under Confidential BoD Business	- discuss a possible amendment to September 2021 BOD minutes
Agenda approved	

3) Approval of Minutes of meetings

See Item 7 (Email Votes) below where approval of minutes was approved

4) Business arising from November Minutes

a) SGM meeting via Zoom to deal with the CRT required budget vote to be held on Saturday March 12th, 2022. This part of the Zoom meeting will only deal with the CRT requirement.

b) After a short 5-minute break, the next Zoom Special General meeting will start. No separate registration for this part of the Zoom meeting will be required

The purpose of this second meeting will be to discuss the following two topics: -

- 1) Proposed change to Rule 2 C – re Liability insurance wording which was passed by the board during the November 2021 meeting.
- 2) 2021 -2022 budget year to date update and motions

5) Reports:

Special Committees

New Website: Jean Francois announced that the new website is functional and almost ready to launch. There are some functions which are still being worked on. Francois gave a very illuminating demonstration of the website which was very impressive, and he was congratulated on the work done so far.

Rules and Regs: Zoey mentioned that requests for changes had been received from members and reiterated that not all member requests would receive the committee's recommendation and those members would be advised to submit those directly to the board prior to the specific SGM. All suggested edits with reasoning are being tracked in a spreadsheet that will be available to the HHP Board for review. To utilize the time available at the SGM, Zoey was requested to prioritize the suggested changes that had a high expectation to be passed and only present those at the May meeting. Those rules that required additions to clarify the situation or required minor edits, should be collected, and bundled together for submission as a group to the meeting. Other changes would be submitted at some future meeting.

Bylaws: Cindy reported that the bylaws committee continues to work well together, and they are nearly finished with their first run through of all the current bylaws. They are also incorporating feedback from members that was received as a result of the communication that went out to members for their input. One of the updates to watch for in their package of proposed changes is definitions of terms used in our bylaws. This will support how we interpret our bylaws. They are also providing a rationale for any change that are proposed. That way members can understand how they arrived at the proposed update/change.

Caretaker's report:

- a) Frank reported that, following the flood, the snowstorm and then the freeze, there is a huge clean-up job to be undertaken. Regarding volunteers pitching in to assist with the cleanup, both the board and Frank appreciated the gesture by members but felt that it is a liability to the Park should a volunteer get injured. Frank mentioned that he and Roland do this annual cleanup every year and have a system to achieve this. It would be appreciated, however for members to place the debris from their lots outside their lots to be picked up. Members whose lots and /or RVs have been impacted, they have been contacted should they require insurance assessors to view their sites.

Frank mention that the arborist was in the Park at the time to inspect and remove dangerous trees and branches.

President's report:

The Park was notified that HHPA must file a **Landowner Transparency Registry (LOTR)**: This deadline was recently extended to November 2022; however, we had already requested the Parks lawyers, Centra Lawyers to get this completed. A concern regarding the personal information being requested from board members has gone back to the lawyer. We are still awaiting a response from the lawyer. Kelly also has a person that she can contact in this regard.

It has been a month full of impact events. I have every confidence that we will be able to work through each and every issue, a step at a time. There has been tremendous support expressed towards the competency of this board and I want to express our gratefulness to all those that have reached out to both myself and others to let us know that we have your trust.

Members have expressed their desire for transparency from the board and I agree. To address this, I have sent a letter to members to address what appears to be the top concerns of the day. It is my intention to continue to put out letters or memos, as long as they appear to be of some benefit. There has also been a call for the HHP FB page to be better utilized to keep members informed and I support this. In addition, we are working towards having minutes of meetings posted prior to the next meeting rather than following the next meeting.

Vice President's report:

Not in attendance

Secretary report:

Nothing further to report

Treasurer's report:

At the time of this report, I am just starting to dive into where things are at. I have had an opportunity to meet with Lynn and she has provided me with a copy of her accounting system backup, and copies of all bank statements for May 1, 2021 to current. I will be reviewing these documents along with the reports from the outside accountant and the past board treasurer over the next two weeks.

Lynn has been provided with my personal information for her to be able to have me setup with various levels of access with this position on the board.

I have reconciled the January to December 2021 payroll reports for the Receiver General payment that was due January 15th, 2022 and advised Lynn of what needed to be paid to remain compliant.

I have confirmed that HHP pays Worksafe BC annually and that is not due until February 2022. I will work with Lynn to ensure this is paid on time. The next item that is due to be addressed will be the staff T4's which need to be issued before the end of February 2022.

- Discussion held on staff pay cycle, paying by cheque vs direct deposit and two-person online banking payment process
- Discussion held regarding Lynn getting details on PAD agreements from the bank for discussion with the board/membership
- Update BC Society with Directors
- Addition of President and Treasurer as signing officer vote in minutes

Bank signatories – At this time, Cliff is the only bank signatory on the board, it was agreed to add Patty, Kelly and Sharon as bank signatories and that Wayne Darlow will be removed as a signatory, motion proposed by Cliff, seconded by Dana carried unanimously. Cliff will prepare a minute to that effect for the bank application.

Park Liaison:

Nothing to report

Special projects:

No special projects to report on

Park enhancement:

Will respond to letter from xxx re volunteers for cleanup

6. Correspondence:**From:**

xxx 2x - Concerns

xxx -Questions re face book group

xxx -Concerns

xxx -Due to certain circumstances to stay in park for February & March

xxx – suggestion re using lawyer students

xxx questions forwarded from xxx to the Board for answers.

xxx -More suggestions.

xxx - Wants to see face book page used for more information re: Park.

xxx - want confirmation removal of letters from file.

xxx - Thanking Board for allowing them to stay

xxx - Happy New Year, wants to know state of the web site and the Sept 11 minutes.

xxx - Has questions re CRT decision that was emailed out.

xxx - Thanks for information. Another way to participate in Budget meeting?

xxx - Thanks for clarification

xxx - typo in minutes

xxx - Thanks for information, explanations & enthusiasm

To:

xxx 1 - Response from Board

xxx - Fine reduced

xxx - Response from Board

xxx - Response from Board

xxx - Response from Board

xxx - Response from Board

xxx - Response from Board

xxx - Response from Board

7. Email Votes:

The following email votes to pass meeting minutes were recorded during this period:

a. Board of Directors meeting November 21st, 2021

Outcome: Yes=4, No=0. - *Passed*

b. Emergency Board of Directors meeting January 9th, 2022 to interview Kelly Stanoffsky for the position of HHPA's Treasurer

Outcome: Yes=4, No=0. - *Passed*

8. New Business

a. Details for holding the March 12th Zoom meeting to reconfirm the 2021 – 2022 budget is to be worked out and communicated to members

b. Date for Spring GM to vote on the 2022-23 budget will be held on Saturday 16th, April 2022 which is the Easter long weekend. The format for the meeting is still to be decided.

c. A discussion was held for creating a separate, secured (locked) filing cabinet for members private and confidential files where hard copies of communications to and from the Board are kept as well as any complaints, fines or other information that is confidential. Only designated (or all) board members will have access to these files.

Other regular member items (i.e. changes to site applications, membership transfers, records of dues paid, contact information such as cell numbers and email addresses, etc) will remain in the administrator's files. The administration of placing hard copies into this secure filing system is still to be worked out.

In line with the PIPA act, Members may request to see their files and with regards to personal/private information, provided that:

1. the purpose for which that personal information was collected is no longer being served by retention of the personal information, and
2. retention is no longer necessary for legal or business purposes,

the items may be removed. More details to follow regarding process.

d. 'Cleaning up' personal files. *This is still in the investigation phase. We are researching the fine points of the PIPA to arrive at recommendations.*

e. In camera meeting minutes including the confidential portion of monthly board meetings will be hard copied and stored in a secure filing system (as per 8.c.). On the meeting minutes posted to members, it will be stated that the board entered an 'in camera' session and the times that happened.

f. Resulting from the May 2021 GM, we are obligated to complete the motion that was passed 8 months ago: -
i.e., initiate a direct BoD email address for incoming and outgoing emails. The BoD emails will be linked to the new cloud based individual, password protected, board members email addresses. Kelly and Dana to work directly with I.T committee to set this up.

9. Confidential BoD Business (Staff required to leave the meeting)

In camera / Confidential session: 2:45 to 3:05

Meeting adjourned at 3.05 pm

Next meeting to be held via Zoom on February 20th, 2022

Prepared by: Cliff