

**HARRISON HOLIDAY PARK  
BOARD OF DIRECTORS MEETING  
Sunday, February 20, 2022**

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

**In Attendance:**

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

**Visitors:**

<b>Park Caretaker</b>	<b>Frank Fong</b>
<b>Asst Caretaker</b>	<b>Not in attendance</b>
<b>Voting committee</b>	<b>Cindy Dalglish</b>

**1) Meeting called to order at 9:40**

**Opened with report from Voting Committee Re New Business 9.3. Details for holding the March 12<sup>th</sup> Zoom meeting.**

Cindy Dalglish presented a document prepared by the Voting Committee detailing the proposed method for holding the March 12<sup>th</sup> Zoom meeting. Comments were made by board members and a final document will be sent to members prior to the March 12<sup>th</sup> SGM.

**2) Additions to agenda**

No additions

**3) Approval of Agenda**

Agenda approved:

Outcome: Yes = 6      No = 0      Passed

**4) Approval of Minutes of meetings**

The January 16<sup>th</sup> board meeting minutes were approved by email and posted

Outcome: Yes = 5      No = 0      Passed

**5) Business arising from January Minutes**

- a) Kelly is still trying to get information regarding the Landowner Transparency Register (LOTR) from her contacts
- b) Dana - Discuss adopting BoD voting policies - **tabled**
- c) Dana - Discussion re posting of membership and trailers for sale on the Website - **tabled**
- d) Dana - Discuss and come to a decision as to what should be placed on Announcements FB page - **tabled**
- e) Discussion re privacy concerns and the creation of policy and procedures that line up with PIPA to address - **tabled**
- f) Retention chart - **tabled**

## 6) Reports:

### Voting Committee

See note above.

### Caretaker's report:

- a. Frank reported that they are wrapping up the winter storm mess
- b. The firewood shed has been built and stocked with logs
- c. An application for the communal fire pit is in preparation for the Village Fire Marshal
- d. One of the two drinking water sand filters is leaking and needs replacing. As both filters are about the same age, they should both be replaced. The replacement cost for the two units will be about \$2000.
- e. The work to comply with the Electrical Inspector's report is complete. The inspector will be notified to enable this work to be signed off as complete
- f. Frank requested clarification regarding staff access to Member's files. It was confirmed that information regarding the ongoing maintenance and the history of lots in the park would still be available to staff members.
- g. Questions regarding pool operating times was raised and answered by Frank specifically regarding the daily addition of chemicals and their reaction times as well as water testing as required by Fraser Health.

### President's report:

The Park was notified that HHPA must file a **Landowner Transparency Registry (LOTR)**: This deadline was extended to November 2022. We continue to await a response from Centra Lawyers to our questions. We are also looking into additional information through other avenues.

In a continued effort to keep our members informed, a memo was sent out to members to address what appears to be the top concerns over the previous month. The January meeting minutes were also completed and passed ahead of schedule. We have also been doing our best to address the many questions presented to the board, via email, in a timely manner. We, again, ask members for their patience, as communications take significant time and effort to complete. In an effort to reduce the amount of work, the overall emails in our inboxes, and speed up our response time, the board has recently adopted a new policy as noted in 'email votes.'

There is a lot to do in preparation for the Spring opening, including three Spring meetings. This has become our top priority to ensure our readiness.

### Vice President's report:

- a. Will be working on the 'Privacy' report.
- b. Regarding repairs done to the park's truck, Bob is still working on that. Instructions have been left with the staff that repairs to vehicles need to be done by Pioneer Motors.

### Secretary report:

Members are required to register for access to the website and the HHPA FB Announcements page.

When a membership changes hands, the administrators of these media need to be notified as well so that only current members are able to access these platforms.

As a courtesy to other member-only Facebook page administrators in the park, it has been suggested that the information regarding membership changes be forwarded to them as well. (Notification is to only include members leaving and not the names of new members)

### Treasurer's report:

- a. The purchasing procedure will be reviewed with staff members, ie purchase order procedures
- b. Discussion was held regarding the last visit to the office and the technical difficulties which delayed the Treasurer in access to accounting and internet.

- c. The accounting system crashed on Friday, and we worked with Sage technical support several times over the course of the day. As of the date of this report it is now fixed.
- d. Financials: Budget vs Actual will be available for the board to review and comment on to prepare for the mail-out Feb 24&25 2022.
- e. The YTD financials will be produced in a different format in hopes that the membership will find these easier to read and understand.

**Park Liaison:**

Three orientation meetings for new members were held during this period

**Special projects:**

No special projects to report on

**Park enhancement:**

Nothing to report

**7. Correspondence:**

**From:**

Jan 15 suggestion re clean up (XXX)  
Jan 17 letter of support (XXX)  
Jan 19 Fencing in garbage and recycling area (XXX)  
Jan 20 reply of thanks (XXX)  
Jan 23 query re swimming lessons (XXX)  
Jan 23 concern re meeting minutes (XXX)  
Jan 23 numerous concerns (XXX)  
Jan 25 concerns re audit (XXX)  
Jan 24 concern re FB post (XXX)  
Jan 27 concerns re CRT (XXX)  
Jan 29 message sent to withdraw from conversation (XXX)  
Feb 4 email concern(XXX)  
Feb 10 veteran birthday wishes (XXX)  
Feb 11 March meeting inquiry (XXX)  
Feb 11 meeting concerns (XXX)  
Feb 11 request for early return to park (XXX)  
Feb 11 letter to board re funds (XXX)  
Feb 12 grant money (XXX)  
Feb 14 inquiry re grant money (XXX)  
Feb 14 thank you (XXX)  
Feb 14 letter re grant money (XXX)

**To:**

Jan 15 response to concerns re Website and minutes (XXX)  
Jan 15 response to concern re attending zoom meeting (XXX)  
Jan 15 response to concerns re the CRT (XXX)  
Jan 18 response to numerous concerns (XXX)  
Jan 19 response to suggestion for clean up (XXX)  
Jan 20 response to numerous concerns (XXX)  
Jan 20 response to numerous concerns and suggestions (XXX)  
Jan 22 response to concern regarding personal file (XXX)  
Jan 23 response to query re Fencing in garbage and recycling area (XXX)  
Jan 26 response to concern re FB site (XXX)  
Jan 28 response to numerous concerns (XXX)

Jan 26 response to concern regarding personal file (XXX)  
Feb 4 response to concerns re CRT (XXX)  
Feb 5 response to email concern (XXX)  
Feb 8 response to concerns re audit (XXX)  
Feb 12 response letter for early return to park (XXX)  
Feb 13 response to letter of support (XXX)  
Feb 14 response to letter of support (XXX)  
Feb 14 response to letter of support (XXX)  
Feb 14 response re meeting concerns (XXX)  
Feb 17 response letter re March meeting (XXX)

## 8. Email Votes:

Approval of January 16th, 2022, BOD meeting minutes for posting.

Outcome: Yes=5          No=0          Passed

## 9. New Business

### 1. Office payment issues: -

- a. Kelly has investigated PAD agreements with the bank where members will complete a form and are then able to make a lump sum payment for annual subscriptions, etc. These forms will be taken to the bank and on the member confirmed date, the bank will have the funds withdrawn from their bank.
- b. A 'no-cash' policy is being considered for payment of dues, etc for the front office. Consideration is being given to payment methods using the PAD agreement, draft cheques, PayPal,

2. The payment by 'winter residents' for winter dues was discussed and it was suggested that these follow the same system laid out for payment of 'summer dues', ie a once off, upfront payment.

### 3. Action plans for future meetings

1. March SGM. As discussed, including a rehearsal run by board members followed by a practice run for the membership on how to use the Zoom platform
2. April GM – **Tabled**
3. May SGM - **Tabled**

4. Dana - Discuss adding a confidentiality warning to all in-house and external emails. - **Tabled**

### 5. Pending Correspondence

1. Swimming lessons for kids – The board cannot consider this request at this time, and we also have a concern regarding pool usage. Request of this nature need to be fully motivated before submission to the board, eg, liability issues, proposed pool times, instructor's name and qualifications, etc.
2. Regarding the grant application, Kelly has experience dealing with 'grant money' and will review the criteria and conditions applicable with this grant and report back to the board

6. Zoom account - account information recently transferred to new board email so that it is easier to access by all board members moving forward.

7. Pool hours – right now the majority of swimmers (families) have only 3 out of 9 afternoon/evening hours open to them. It is likely that this is a key contributing factor towards the significant overcrowding during those same 3 hours, on weekends. We need to take a look at possible changes to the current schedule, to improve the balance, and hopefully find ways to spread out the bulk of the swimmers, over a greater period of time.

Questions for consideration: - **Tabled** for further discussion

1. Do we need the same schedule on weekdays as weekends when pool usage is so completely different?
2. Would we consider a simpler schedule that sets aside 3, one hour Adult Only swim times, and the rest of the day open to all?

3. Would we consider leaving the pool open an extra hour? *This creates a concern for our maintenance staff that would need to be resolved prior to any consideration.*
  4. Is there any reason the pool cannot be opened for all or part of the day on Wednesdays? *The effects of any changes made will be monitored and can be reconsidered if issues arise.*
8. PHO orders and Social Events. Bob is corresponding with the Social Committee regarding PHO requirements and a Spring Social on April 16th

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

**In-camera / Confidential session: 1:03 to 1:20**

**Meeting adjourned at 1.20 pm**

**Prepared by:** Cliff