

**HARRISON HOLIDAY PARK  
BOARD OF DIRECTORS MEETING  
Sunday, March 27, 2022  
via Zoom  
Time: 9:00 am**

**Meeting Minutes**

**In Attendance:**

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

**Visitors:**

<b>Park Caretaker</b>	Frank Fong
<b>Asst Caretaker</b>	Roland

**1) Meeting called to order** at 9:09 am

**2) Additions to Agenda** - none

**3) Approval of Agenda** - approved

**4) Approval of Minutes of meetings – Action:** Cliff will send out final copies and vote will be completed by email.

February 20, 2022, BOD meeting minutes

*(Draft versions needed for the pre-meeting package – final versions to be passed at GM)*

Draft version of September 11, 2021 AGM

Draft version of March 12, 2022, meeting #1

Draft version of March 12, 2022, meeting #2

**5) Business arising from March 19, 2022 Meeting Minutes**

A) Kelly update on the 2021-22 budget

B) Kelly update on budget for 2022-23

C) Review and complete plans for April GM

I. Will be a strictly in person meeting.

II. Plans for possibly streaming the meeting?

III. Set up of Club House – [Cliff and Bob](#)

IV. Registration and Scrutineers – Action: Cliff to ask Gayla be head scrutineer and to coordinate registration and vote counting

V. Discussion re possible ballot voting and responsibilities re prep. Action: Kelly to ensure the office has coloured paper.

VI. Discussion re pre-meeting package. Responsibilities and deadline dates.

### **Tabled conversations from previous board meetings below...**

D. Discuss member emails not yet responded to.

1. Pool lessons – *would need a complete and fully investigated plan prior to any consideration*
2. Pop up tents in the park area – *For park events only*

E. **Pool hours** – \*NEW\* see **Schedule 1** attached

1. The pool will open at 11:30 on Wednesdays. Frank and Roland will monitor for concerns.
2. In an effort to reduce overcrowding and stress on the pool during peak hours, the board will trial a new pool schedule as seen in Schedule 1

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

G. Discuss reimbursable expenses for the BOD including power out of season and mileage. **TABLED**

H. **Dana** – Discussion re time frame for the release of draft meeting minutes. **TABLED**

I. **Kelly** - As we have yet to hear back from Centra Lawyers, re the LOTR, do we want to consider using a different firm or use a Notary? (We should expect the cost of using a lawyer to be approx \$2,500.)  
**TABLED**

J. **Dana** – Discuss adopting BOD Policies re voting. **TABLED**

K. **Dana** - RE: FB Items: Agenda Item: Discuss and come to a decision as to what should be placed on Announcements FB page. **TABLED**

L. Discussion re privacy concerns and the creation of policy and procedures to address. - **TABLED**

M. Retention chart. **TABLED**

### **6) Reports:**

#### **Caretaker's report:**

1. The firewood shed is completed.
2. The back brakes have been repaired in the truck.
3. Hot water tank in the house has been replaced.
4. Regarding Electric Safety Inspection has been completed.
5. Pressure washing areas in park for opening.
6. Redoing 2 front islands (brick)
7. Quote on paving attached.
8. Quote on tractor attached.
9. Quote for cleaning of transformer boxes –going to get an updated one.
10. Sand filters are just about done

**President's report:** *Chairing my first GM is now behind me and I am feeling very grateful. It was a successful meeting thanks to many of you that participated, including our volunteers. Our Voting Committee, our Facilitators and our Scrutineers, did an amazing job. A better-than-expected number of voting members took time out of their Saturday to join us and, thanks to the engagement demonstrated by those who participated, the necessary vote we needed to complete, was successfully passed. Meeting 2 was filled with robust and important conversation, all done in a respectful manner. I hope the members got as much out of the information shared, as the board did. This was a great springboard for our April meeting, for which preparations are now in full swing.*

Vice President's report: none

Secretary report: none

Treasurer's report: none

Park Liaison: none

Special projects: none

Park enhancement: none

## **7) Correspondence:**

### **From:**

Mar 21 question regarding April GM (XXX)

Mar 21 question regarding board meetings and confidentiality (XXX)

Mar 21 concerns re fence and communications with neighbours (XXX)

Mar 23 re notice to board (XXX)

Mar 25 hot water repair (XXX)

### **To:**

Mar 21 response to multiple concerns (XXX)

Mar 21 response to question regarding April GM (XXX)

Mar 22 response to questions regarding meetings and confidentiality (XXX)

Mar 23 response to member re ability to communicate with neighbours (XXX)

Mar 26 response to notice to board (XXX)

## **8) Email Votes: NONE**

## **9) New Business**

1. Discuss the retention of video recordings for GMs. **TABLED**
2. Discuss meeting minutes – what to include, what not to include. see **Schedule 2** attached

## **10) Confidential BOD Business (Staff required to leave the meeting) in camera 1:15 to 1:30**

**Meeting adjourned at:** 1:32 PM

**Next meeting to be held:** at the HHPA Club House on April 24, 2022

**Prepared by:** Patty Warkentin

## **Schedule 1**

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. This is especially true between 2:00 and 4:00.

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. The change below will be implemented when the pool opens for the 2022 season and monitored for any concerns. Adjustments will be made if required.

### **POOL HOURS**

**Currently Thursday to Tuesday 9:00 am to 9:00 pm / Closed on Wednesdays**

9:00 to 11:45 Adults & Children  
12:00 to 12:30 Parents & Toddlers  
12:45 to 1:45 Adults only  
2:00 to 4:00 Adults and Children (2 hours)  
4:15 to 5:15 Adults Only  
5:30 to 6:30 Teens Only  
6:45 to 7:45 Adults & Children (1 hour)  
8:00 to 9:00 Adults Only

**NEW HOURS Thursday to Tuesday 9:00 am to 9:00 pm / Wednesdays 11:30 to 9:00**

9:00 to 11:15 ALL SWIM  
11:30 to 12:30 ADULT ONLY  
12:30 to 1:00 PARENTS AND TODDLERS (flipped with adult swim so they aren't forced out after just 30 min.)  
1:00 TO 4:15 ALL SWIM (3.25 hours)  
4:30 TO 5:30 ADULT SWIM  
5:30 TO 7:45 ALL SWIM (2.25 hours)  
8:00 to 9:00 ADULT SWIM

To ensure the health and safety of our members, we reserve the right to close the pool at any time for maintenance.

We would like to take this opportunity to remind everyone to please shower prior to entering the pool. This is an important step towards ensuring that our chemicals can keep up to the demand and that our pool can remain open.

## Schedule 2

### Question: Should meeting minutes include discussions?

#### The purpose of meeting minutes:

1. Minutes should be a record of what was done in a meeting, and not a record of what was said by individuals. If the minutes are also to summarize the discussion, this should be in an objective manner that captures the key points made. It is not necessary to identify those who made them.
2. Meeting minutes should be brief and to the point.
3. Meeting minutes highlight the key issues discussed, motions proposed or voted on, and activities to be undertaken.
4. Their task is to provide an accurate record of what transpired during the meeting. Meeting minutes are used to inform people who didn't attend the meeting or to keep track of **what was decided** during it so that you can use it to inform future decisions.

#### What to include:

1. Time and Place of meeting
2. Attendees / confirm a quorum (*in a larger meeting the total of voting members present*)
3. Include number of proxy holders so that the vote totals make sense
4. Subjects/Issues discussed (*summary version*)
5. Motions proposed (*this may include the Rationale for the motion*)
6. All vote results and/or decisions made
7. Reports (*these should be written by the person giving the report and sent to the Secretary for inclusion*)
8. Action Items

#### What to Avoid:

1. Avoid recording the debate; just record the outcome. People may debate, offer evidence, research, and more. None of this needs to be recorded. The minutes should include the point that was discussed and the decision that was reached.
2. Avoid making personal observations or opinions. Don't make your own comments. Stick to just the facts.
3. Avoid verbatim quotes. Minutes are not a legal transcript. Always summarize