

**HARRISON HOLIDAY PARK
BOARD OF DIRECTORS MEETING
Saturday, March 19, 2022
via Zoom
Time: 12:30 pm
Meeting Minutes**

In Attendance:

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

1) Meeting called to order at 12:35pm

2) Additions to Agenda - Nil

3) Approval of Agenda

Agenda approved:

Outcome: Yes = 6. No = 0

4) Approval of Minutes of meetings

Tabled

The following minutes to be tabled until a meeting to be held on March 27th, due to the upcoming discussion on the budget: -

February 20, 2022, BOD meeting minutes

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 February Minutes

a. LOTR - As we have yet to hear back from Centra Lawyers, do we want to consider using a different firm or use a Notary? This will be a line item in the 2022-23 Budget with a value of \$2500.

The deadline is November 2022.

Tabled

Tabled conversations from previous board meeting below...

b. Dana – Discuss adopting BOD Policies re voting

Tabled

c. Dana - Discussion re posting of membership and trailers for sale on the Website

Tabled

d. Dana - RE: FB Items: Discuss what should be placed on Announcements FB page.

Tabled

e. Discussion re privacy concerns and the creation of policy and procedures to address

Tabled

f. Retention chart (ie how long should paperwork be retained in files)

Tabled

6) Reports:

President's report: No report

Vice President's report: No report

Secretary report: No report

Treasurer's report: *See below*

Park Liaison: No report

Special projects: No report

Park enhancement: No report

Treasurer's report and discussion

- Dana is assisting Kelly with certain budget item requirements
- Requesting quotes from accounting firms for various year-end procedures to be done.
- Reviewing remaining items to be covered in the 2021-22 budget
- Compiling the 2022-23 budget
- Kid's club 'operation' was discussed including T-shirts
- Social committee request for a cover over the outdoor bandstand discussed. It was requested that they put forward a motivation which included plans and quotes, etc. The quote came in much higher than expected and the matter was dropped.
- The cost of the standby generator and its installation should become a contingency item (a \$3000 deposit has been covered as a prepaid item in this year's budget).
- Methods of handling the salt for the drinking water softeners was discussed and needs to be investigated further
- The development of a 'depreciation report' was discussed and needs to be worked on by a committee.

7) Correspondence: (*outstanding email responses to be discussed at the next meeting*)

From:

Feb 20 inquiry re kids club (XXX)

Feb 22 letter regarding T shirts for the kids club (XXX)

Feb 25 letter re March 12 meeting (XXX)

Feb 27 letter re March 12 meeting (XXX)

Feb 28 letter to thank board (XXX)

Feb 28 email question re attending Zoom from out of country (XXX)

Mar 2 email re insurance concerns (XXX)

Mar 4 concern re quorum (XXX)

Mar 6 email from past member (XXX)

Mar 7 email asking numerous questions regarding Mar 12 meeting (XXX)

Mar 8 email re pay for employees (XXX)

Mar 10 followup inquiry re kids club (XXX)

Mar 10 request re pop up tents in park area (XXX)

Mar 11 looking for zoom line (XXX)

Mar 12 following up on registration (XXX)

Mar 12 concern re unable to log into SGM(XXX)

Mar 12 concern re finding link to SGM (XXX)

Mar 12 email response to Mar 12 meetings (XXX)

Mar 12 email feedback re Mar 12 meeting (XXX)

Mar 12 concern re logging into to March 12 meeting (XXX)

Mar 12 social committee request re 2022-23 budget (XXX)

Mar 12 concern re unable to log into SGM(XXX)

Mar 12 request for information re meeting (XXX)

Mar 13 request to speak with President (XXX)

Mar 18 multiple concerns (XXX)

To:

Feb 26 response email re voting at March 12 meeting (XXX)

Feb 27 memo to membership regarding derogatory letter

Feb 28 response letter re March 12 (XXX)

Feb 28 response email re how to attend Zoom from out of country (XXX)

Mar 1 response letter re March 12 meeting (XXX)

Mar 2 response re insurance needs (XXX)

Mar 9 response to email re pay for employees (XXX)

Mar 9 response to email asking numerous questions re Mar 12 meeting (XXX)

Mar 11 followup completed re zoom link (XXX)

Mar 11 response to question re kids club (XXX)

Mar 11 response regarding zoom link concern (XXX)

Mar 11 response re grant money (XXX)

Mar 11 response re grant money (XXX)

Mar 11 response re grant money (XXX)

Mar 11 response to question re quorum (XXX)

Mar 12 response to members unable to log into SGM - resolved (XXX)

Mar 12 response to concern resolved re unable to log into SGM (XXX)

Mar 13 response to request to speak with President (XXX)

Mar 14 response to question re kids club (XXX)

Mar 15 response to social committee re outdoor stage (XXX)

Mar 16 response to email re Mar 12 meeting (XXX)

Mar 16 response to member unable to log into SGM (XXX)

Mar 16 response to email re Mar 12 meeting (XXX)

Mar 16 response to information re meeting (XXX)

Mar 16 response to feedback re Mar 12 meeting (XXX)

8) Email Votes: Nil

9) New Business

A. Action plan for the Spring general meetings (*May meeting plans tabled*)

B. April General Meeting:

- This will be an in-person meeting
- Could we set up a live-streaming system for absent members to follow the meeting?
Action: Sharon will check whether one of her contacts could assist.
- Responsibilities for pre-meeting package (including preparation of contents and assembly), Clubhouse set up, Registration and Scrutineers, determined

- C.** Dana discussed adding a confidentiality warning to all in-house and external emails. Tabled
- D.** Discuss member emails not yet responded to. Tabled
- E.** Pool hours Tabled
- F.** Reimbursable expenses for the BOD including power out of season and mileage. Tabled
- G.** Discussion re time frame for the release of draft meeting minutes. Tabled
- H.** Email protocol, re emails to the board being sent to the office and then forwarded by Lynn. Members need to forward board related items directly to the **BOD** email address. bod@harrisonholidaypark.com

10) Confidential BOD Business (*Staff required to leave the meeting*) **in camera** – Started at 3:42pm and ended at 3:50

Next Meeting: Budget pre-meeting discussion on Sunday 27th March at 9:00am

Meeting adjourned at: 3:54pm

Prepared by: Cliff Eagar and Patty Warkentin