

# Harrison Holiday Park Association

SPECIAL GENERAL MEETING #2 – Via Zoom

Saturday, March 12, 2022, (following SGM #1)

## Minutes

### Board of Directors:

President	- Patty Warkentin
Vice President	- Bob Walters
Treasurer	- Kelly Stanoffsky
Secretary	- Cliff Eagar
Park Liaison	- Dana Vandecasteyen
Park Enhancement	- Sharon Cross
No portfolio	- Desmond DeLusignan (absent)
Past President	- Cliff Eagar
Facilitator	- Zoey Slater
Asst Facilitator	- Cindy DalGLISH
Scrutineers	- Gayla Richardson (Head)
	- Pam Elphick
	- Ken Elphick

### 1) Meeting called to order at 11:22am

### 2) Ascertain a Quorum

The Scrutineers confirmed that a quorum was present with **91 eligible voting members present and 18 registered proxy votes.**

This is greater than the 10% of members to be present as stated in our bylaws.

### 3) Motion to accept the agenda as presented

Seconded by lot 240 – Letti Forsythe

No further discussion

#### **Poll/Vote Results:**

Yes: 100

No: 0

Eligible, but did not vote: 9

**Motion passed**

### 4) Motion to accept the Amended Meeting Rules/Procedures as presented in Schedule E (in pre-meeting package)

(Note: As amended and adopted during SGM #1)

Seconded by lot 145 – Julie Howatt

No further discussion'

#### **Poll/Vote Results:**

Yes: 100

No: 1

Eligible, but did not vote: 8

**Motion passed**

5) **Vote on amendment to Rule 2 C - see Schedule A in meeting package**

**Motion #1:**

**Whereas** access to membership lots is year-round and, for the protection of all members and their investments, liability insurance on membership lots must also be year-round. It is important that HHPA have current and valid documentation of site liability insurance on file, at all times.

**Be it therefore resolved** by a majority vote of the members in attendance that members ratify changes to Rule 2 C as described:

**Recreation Vehicle Standards:** All RV's and Park Models are to be CSA approved. All members must maintain year-round liability insurance on their site with proof of insurance kept on HHPA's office files. Members failing to provide the office with proof of current liability insurance will be denied access to their lot and their gate card will be disabled until such time as the required paperwork is provided.

Seconded by Paul LeBlevec, lot 113.

**Motion to Table Motion 1 to Amend Rule 2C (to seek clarity and do more research).**

Proposed by Kelly Stanoffsky, lot 236

Seconded Frances Toebaert, lot 395

As a 'Motion to Table' is not debatable we will go straight to the poll

**Poll/Vote Results:**

Yes: 72

No: 20

Eligible, but did not vote: 17

**Motion passed**

The current Rule 2C as stated in the Rules and Regulations now stands as it is and is not amended

6) **Treasurer's Report.**

The Treasurer reported that the board is working very hard this year to automate as many processes as possible. A few of these items are the creation of the new HHPA Website, Board of Directors email addresses, Direct Deposit Payroll for staff, 2 step/2 person electronic banking and payments to Vendor's eliminating board members or staff having to drive all over the lower mainland to have cheques signed, and the implementation of ways for members to pay for annual dues electronically.

- a. **Report on current fiscal state** – as shown in Schedule B contained in the meeting package Schedule B is the Income Statement (see attachment), this report has been reformatted, but the numbers are the same as contained in the budget prepared by the previous Treasurer (Don Pepper). All these numbers have been verified and reconciled with bank statements (as of 31<sup>st</sup> January 2022) and then the projected spending from February to end April which was compiled with the assistance of the three staff members.

Revenue is down slightly, primarily as a result of not having any income from interest. Many projects are carried out during the year, some budgeted for and others not.

The **projected surplus** of income over expenditure at the time of this meeting is approximately \$5,863 currently.

A copy of the balance sheet is shown as a part of Schedule B in the meeting package (also attached)

**Discussion was held** regarding the verification of board spending rules.

**Discussion around the contingency fund included:** - Jim Doucette, lot 203, requested confirmation that the contingency amount levied had been accounted for in the Prospera Bank account numbers.

**Action:** Kelly confirmed that she was 99% sure that this was the case but would double check her numbers.

Jim Doucette wanted it noted in the minutes that he was strongly opposed to reducing the contingency amount and pointed out that the Park is 47 years old and that it was time that we started looking at a robust capital plan to replace/upgrade some of the aging infrastructure items and rather than debate how we should reduce our contingency contributions, we should debate how we can effectively spend the contingency funds to benefit all the members in the Park.

**b. Discussion on hiring of new accountant.**

Kelly stated that we do need to hire a new independent accountant and explained that the reconciliation and recording of the accounts can be done in-house by Lynn in the office but that an accountant is required to produce the year end reporting and adjustments and file the 'Not-for-Profit' return at the end of every year.

**Action:** It was also noted that there are different types of audits, and the Treasurer will be seeking quotes from independent accounting firms for the 'Notice to Reader', compilations and 'Review Engagement' yearend reporting. These will be brought back at the April meeting so that we can discuss and appoint an auditor.

**c. Discussion on Contingency Fund investments**

Kelly explained that the contingency funds are sitting in a separate savings account now bearing very little interest.

**Action:** Various options will be investigated to move various amounts of this fund into interest bearing vehicles. These will be brought back to the membership in April to discuss and vote on.

**d. Discussion on 2022/2023 Member Fee payment options**

Kelly stated that one of the financial goals should be as 'cashless' as possible, i.e. have as little as possible cash being handled by the office in future. Various options will be reviewed such as electronic transfers, PAD agreements, cheques, bank drafts, etc.

**Action:** These new payment options will be brought to the April meeting and members will be notified of the different payment options for this coming season. This will include confirmation regarding the acceptance of cash.

**7) Adjournment**

The Special General Meeting was adjourned at 1:41pm