

# BOD Meeting Minutes

Harrison Holiday Park Association  
Combined HHPA Board Room and Zoom  
Sunday, August 27, 2023 @ 9:00am

## Board Members:

President	Patty Warkentin
Vice President	Sharon Cross
Secretary	Letti Forsyth
Treasurer	Kelly Stanoffsky
Special Projects	Vacant
Park Liaison	Larry Sargeant
Park Safety and Enhancement	Curtis Litle

## Items for discussion:

- 1. Meeting Called to Order:** 9:19am
- 2. Additions to Agenda:** None
- 3. Approval of Agenda:** Approved
- 4. Winter Security:** Staff participated in a review of all of the Winter Security applications, which was then followed by further review by the Board Members. Lots chosen for winter security are:

Lot 36	Lot 156	Lot 220	Lot 327
Lot 94	Lot 180	Lot 295	Lot 406
- 5. AGM Planning** - Secretary reported that Sharon Vandecasteyen has agreed to be Head Registrar and is assembling a team of volunteers. The Secretary and Treasurer will be meeting with the Head Registrar the night before the AGM to review the process and procedures for voting and ballots. It was noted by Patty that with the President and Vice President positions vacant following the AGM, the Secretary would chair the first meeting of the new board. The President will ensure that the Secretary has all necessary paperwork and agenda prepared needed for the first meeting of the new board following the AGM.
- 6. Front gate** – New BOD member, **Special Projects** - Curtis Litle, reported that there is a high probability that the gate can be repaired and has arranged for a local gate contractor to come out and assess the park gate situation.

7. **Job descriptions (President)** - A review of all BOD positions was discussed and will continue to be reviewed via email in preparation for the AGM.
8. **Outstanding Correspondence in need of addressing:** Tabled to be reviewed by email.
9. **Next Board Meeting:** TBD – following the AGM.
10. **Meeting Adjourned:** 12:52pm

**Minutes Prepared by:** Letti Forsyth, Secretary