

Harrison Holiday Park
BOD Special Meeting Minutes
Sat. Sept. 2nd, 2023 following AGM

1. In Attendance:

Letti Forsyth
Kelly Stanoffsky
Larry Sargeant

Curtis Little
Linda Costain
Frances Toebaert

Ron Wallace - Absent

- 2. Eligibility Requirements:** All members are eligible for a position on the BOD.
- 3. Confidentiality Agreement:** Contents of agreement were reviewed and discussed with all members present signing. Absent member will be sent a copy to sign and email back as well as bringing original back for file.
- 4. Expectations of Decorum:** Reviewed the expectations of decorum to be shown at each meeting and with the writing of emails.
- 5. Portfolio Assignments:**
- **President** – Letti Forsyth
 - **Vice- President** – Linda Costain
 - **Secretary** – Frances Toebaert
 - **Treasurer** – Kelly Stanoffsky
 - **Liaison** – Larry Sargeant
 - **Special Projects** – Curtis Little
 - **Park Enhancement and Safety** – Ron Wallace
 - **Privacy Officers** – Letti Forsyth and Kelly Stanoffsky
 - **Operations Director** – Larry Sargeant
- 6. Bank Appointment for Signing Officers** – To be arranged by Treasurer.
- 7. BC Societies Registration Details** – Collected by Treasurer to be given to Office Administrator for submission to BC Societies.
- 8. Voting/Approval Process** – Reviewed.
- 9. Email Protocol and email availability** – Reviewed.

Meeting adjourned at 2:04 pm

Minutes Prepared by: Letti Forsyth, President