

BOD Minutes

Harrison Holiday Park Association
Zoom Meeting
March 10th, 2024

Board Members:

President	Letti Forsyth
Vice President	Linda Costain
Secretary	Frances Toebaert
Treasurer	Kelly Stanoffsky
Special Projects	Curtis Litle
Park Liaison	Larry Sargeant
Park Safety and Enhancement	Ron Wallace

Items for discussion:

1. **Meeting Called to Order:** 9:31 am

2. **Additions to Agenda:** None

3. **Approval of Agenda:** Approved

4. **Treasurer Budget Review:**

- Review of current Budget vs Actuals. The treasurer reminded BOD to ensure any items still required from current budget for year end of April 30th, 2024, be purchased as soon as possible.
- After reviewing the budget, it was noted that there was an error in the formula. The Treasurer has confirmed to the BOD that the error has not affected the actuals and the budget vs actual YTD numbers are intact and on target based on the correction to the formula.
- Motion to purchase a smaller "Trench" bucket for the Tractor. – Motion Approved.

5. **Agenda Content - President:**

- **Pet Waste Bags:** Upon further review from the previous meeting of Feb. 25th, it was realized that the cost of bags was not as high as originally thought but has increased in the past year **significantly exceeding** the current budget of \$500. It has also been noted that the purchase time frame in between purchases has decreased. June 12th \$313.49 and 7 months later \$344.96 totaling \$658.45 spent in 7 months. The projected cost in a year could be closer to \$1000, double the budget allowance. There is still a concern that they are not being used for emergency use but rather as a member's personal stock. **Action:** Reduce the number of supply containers from 4 to 2 and remind members to please use bags only when they find themselves without a bag and to take only what is needed at the moment. The cost will be reviewed to see if this maintains the current budget amount as well as further research into sourcing other more cost-saving suppliers. A closer review of all consumables will need

to be performed by the BOD to ensure we meet the needs of our members while maintaining efficiencies wherever possible.

- **Policies and Procedures:** The Bullying/Harassment and Fire Procedure Policy will be added to the website and emailed to members when completed.
- **Listing Memberships for sale:** There has been some confusion around this the process for listing memberships for sale. President is working with the Office Administrator to update the wording on the forms and listings and memberships for sale documents & process.
- **Electric Bikes/scooter:** Rules are under review to ensure park safety.

Budget Review Meeting: Monday March 18th, 2024 @ 6:30 pm

Meeting Adjourned: 11:40am