

BOD Special Meeting Minutes
Harrison Holiday Park Association
HHPA Boardroom
Sat. August 31, 2024 (following AGM)

In Attendance:

Letti Forsyth
Kelly Stanoffsky
Larry Sargeant
Curtis Litle

Linda Costain
Frances Toebaert
Ron Wallace

Meeting Called to Order: 12:32 pm

1. Eligibility Requirements: All voted members are eligible for a position on the BOD.
2. Confidentiality Agreement: After reviewing the Confidentiality Agreement each Board Member was required to execute and sign off on the document.
3. Expectations of Decorum: Reviewed the expectations of decorum to be followed by each Board Member via in-person meetings, zoom or emails.
4. Portfolio Assignments:
 - President – Letti Forsyth
 - Vice- President – Linda Costain
 - Secretary – Frances Toebaert
 - Treasurer – Kelly Stanoffsky
 - Liaison – Larry Sargeant
 - Special Projects – Curtis Litle
 - Park Enhancement and Safety – Ron Wallace

 - Privacy Officers – Letti Forsyth and Kelly Stanoffsky
 - Office Director – Kelly Stanoffsky
 - Operations Director – Curtis Litle
5. Bank Appointment for Signing Officers – Signing Officers will remain the same which is President, Vice-President, Treasurer and Office administrator.

6. BC Societies Registration Details – Collected by Treasurer and given to Secretary to coordinate with Office Administrator for submission to BC Societies and action item Secretary to confirm with Board upon completion.
7. Email Protocol and email availability – Reviewed and discussed implementing a more time effective process to be discussed at the next BOD meeting.
8. Voting/Approval Process – Reviewed.
9. Winter Security – Winter security finalized, and members notified. Treasurer will coordinate a meeting for reviewing the requirements of the successful applicants prior to the park closing which any Board member can choose to attend.

Upcoming Meetings:

Sunday September 8th – 6:30 pm via Zoom

Monday, September 23 – 6:30 pm via Zoom

Sunday, October 20th – 8:30 am in Board Room

Meeting adjourned at: 1:34 pm

Minutes Prepared by: Frances Toebaert, Secretary