

Harrison Holiday Park  
BOD Special Zoom Meeting Minutes  
Sun. September 08, 2024.

In Attendance:

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

**Meeting Called:** 6:36 pm

Meeting was called to work on Board procedures for the upcoming year in an effort to fast track posting of minutes and replying to emails while giving all board members the opportunity to discuss and review all drafts. This should be reviewed each year to suit the dynamics of the current Board of Directors as each member brings their own set of skills to the team.

1. **Minutes:** Updated procedure for BOD draft review and final approval reviewed and will be implemented on a trial basis.
2. **Emails:** Updated procedure for BOD draft review and final approval reviewed and will be implemented on a trial basis Once final approval in place, reply will be sent to author of the original email.
3. **Email direction:** An informational memo to members will be sent with guidelines of who best to reach out to for various queries and requests. Board or Office.
4. To support an efficient communication process between Board and Employees spreadsheets will be implemented where appropriate.
5. Policies and procedures currently being worked on need to be completed prior to commencing with any additional ones. Current ones to be completed are:
  - a) HHP Anti Bullying / Harassment Policy / Procedure: Park Enhancement and Safety  
Status: Under final review
  - b) Speeding, Parking, Weeding: Vice- President and Liaison – Status: Nearing Completion
  - c) Trees Requests Policy and Procedures: Park Enhancement and Safety
  - d) Paperwork for contractors in park: Liaison, Special Projects and Park Enhancement and Safety

Next Meetings:

Monday, September 23 – 6:30 pm via Zoom

Sunday, October 20<sup>th</sup> – 8:30 am in Board Room.

Meeting adjourned at: 8:17 pm

Minutes Prepared by: Frances Toebaert, Secretary