

BOARD OF DIRECTORS' MEETING  
DEANLEA BEACH ASSOCIATION

July 9, 2016

10:00am-12:00pm

Bill Palmer residence, 38 Lakeside Rd.

Present: Dan Chiarlitti, Joan Condie, John Gordon, Lorrie Locke, Wendy Madill, Bill Palmer, Linda Phillips, Phil Spademan, Petra Wolfbeiss

Regrets: Claudio Renini

1. **Meeting called to order** at 10:05 am, welcome to new members
  - Introductions from all members about their history at Deanlea and experience on Board
2. **Motion to adopt agenda Moved: Petra Wolfbeiss, seconded: Bill Palmer-carried**
3. **Motion to adopt minutes of May 14, 2016 Moved: Petra Wolfbeiss, seconded: Bill Palmer-carried**
4. **Setting meeting expectations; Questions about DBA**
  - Bill described the history of the Deanlea Beach Association
5. **Deciding on positions within Board**
  - Discussion of basic expectations of positions, further information needed and who was comfortable taking on each position, noting each person is taking on the position for one year until the 2017 Annual General Meeting where the full DBA membership will see the new proposed bylaw (including an articulation of roles on the Board) and elect individuals for those roles
  - Recognized need to develop set of position descriptions, both for people new to role and to help articulate expectations within the bylaw
  - President: Phil
    - Role presides over Board meetings, typically chairs Annual General Meeting, is official representative of Board, writes general communications to membership
  - Vice President: Bill
    - Role acts as back-up and assistant to president
  - Treasurer: Lorrie (with assistance from Bill)
    - Role manages DBA accounts, manages DBA revenues and expenses, manages DBA securities/investments, ensures audit done
    - It was noted that most expenses are disbursed through petty cash for small expenses (e.g. prizes for games) and 10-15 cheques typically sent out each year for larger amounts, with signatures from two of the three officers with signing authority (another officer will need to replace Michael Ryan as a signatory)

- It was noted that dealing with the insurance policies could be done by the treasurer but is a discreet task that has been handled by others in the past (there are two policies: commercial and general liability)
- Deemed advisable to get a post office box for mail to be sent to DBA (rather than the Treasurer's address as in the past); Petra offered to look into getting a post office box for DBA
- **MOTION: that the Board support arranging for a DBA post office box up to a cost of \$200 per year, plus the cost of forwarding mail to the change of address for one year Moved: Phil Spademan, seconded: Lorrie Locke-carried**  
Discussion of exploring appropriate set-up for financial information for treasurer (e.g. QuickBooks versus Excel)
- Secretary: Petra (with back-up from Joan)
  - Role is responsible for taking minutes at Board meetings and AGM, developing agendas for these meetings and distributing them in a timely way before meetings
  - Discussion of who should maintain master list of membership (previously done by treasurer); see as role of secretary and/or communications person
- Fun Day (Sand & Surf): distributed coverage this year
  - This role is critical in overseeing the coordination and planning of Fun Day and related activities (e.g. games, MC for day, raffle, BBQ, clean-up afterwards)
  - This year Phil and Bill will contact those doing games and raffle in order to coordinate; Wendy will coordinate the BBQ
  - Lorrie and Joan will staff the table on Fun Day to distribute wrist bands and collect dues; Phil is MCing the day; Oldrich and Anna are organizing games and prizes; Francine and Marjory are organizing raffle items
  - Need someone to take on task of converting hard copy binder material into digital content that can be more easily archived and shared
- Communications: Joan
  - Role responsible to ensure website content up-to-date (working with Phil who will do the posting); develop walkabout materials; organize fall and spring newsletters; send out mass emails (e.g. reminder about AGM date)
  - Discussion of whether should continue practice of walkabout in July to collect dues, distribute information about Fun Day/bylaws/do's and don'ts/contact lists; need to do this year to boost dues collection but concerned that creating dependence and people wait to be approached rather than take initiative to pay; also discomfort asking for dues yet see value in discussing beach issues and getting to know members better; seen as especially important that these packages go to new Deanlea residents

- Phil has volunteered to organize the walkabout materials for this year as they had been partially prepared by Michael; contact Phil weekend of July 16<sup>th</sup>/17<sup>th</sup> (or afterwards) to choose coverage area and pick up materials
- Property & Maintenance: Dan
  - Role includes organizing road maintenance, spraying of poison ivy on paths, removal of dead trees, replacing posts
  - Loris has offered to assist, as has John; also noted that Barry Locke and Rudy Kelm would be happy to help
  - Dan will speak to Loris about the intention to erect emergency signs at the north and south ends of the beach
  - ACTION: Joan will ask Loris to outline his tasks fully so a role description can be developed
- FoTTSA rep: vacant
  - DBA pays annual membership to the Federation of Tiny Township Shoreline Associations, an advocacy group for these beach associations that monitors local politics and municipal decisions that have an impact on those areas, organizes an extensive biannual water testing program and keeps an eye on environmental concerns like water levels and invasive species, and publishes the Tiny Cottager
  - DBA has been represented on FoTTSA by a DBA Board member for many years and that position is now vacant with Mary Jane leaving the Board; involves attending bimonthly meetings in Thornhill (2-3 hours each) plus participation in one of the working committees (Community, Communications, Environment)
  - ACTION: Joan to reach out to FoTTSA to get role description, noting eligibility requirements (e.g. must it be a DBA Board member?) and minimum duties
  - Once we have a description, the DBA Board will see if there is anyone within the Board willing and able to step in, or, if allowed, a Deanlea resident not on the Board who is interested; if not, this will be deferred until the 2017 AGM

#### **6. Treasurer's report**

- deferred

#### **7. President's report**

- deferred

#### **8. Matters arising**

- Matters from AGM
  - *Edits to minutes*
    - for information only, AGM draft minutes distributed along with edits already provided by Board members (must be approved at next AGM)

- *Create working group to tackle constitution and bylaws (size of Board, clear roles, terms of office, attendance requirements, whether names of movers and seconders will be recorded at AGM, defining “major decisions”)*
  - Decision to use Ontario Not-for-Profit Corporations Act (2010) model bylaw as framework for developing new bylaw for DBA, noting this framework will be expected anyway when the act is enforced and this framework has been vetted legally; we can customize specific aspects (e.g. term limits for officers)
  - Discussion of importance of clarifying how to deal with conflicts of interest; concern that current Board may not be seen as representative due to overrepresentation of residents on unassumed roads, (particularly around Lakeside and Henry); we must be sensitive to that in our decisions
  - ACTION: Governance committee made up of Petra, Linda, Bill and John to draft a new bylaw and present it to the Board for discussion at the October meeting, in anticipation of the 2017 AGM voting to approve
  - It was noted that both Jim King and Tom Hards have volunteered to be a resource for this committee
- *Posting DBA Board minutes to website*
  - Joan to provide Phil with minutes from 2016 Board meetings (that have been approved) for posting
- *Boat ramp road*
  - Mats now down length of Henry’s Road and we will see if this is adequate for accessibility; Wendy is deferring pursuing the Trillium grant for now
  - Concern expressed that pathways in general are not in good shape for accessibility purposes; discussed possibility of
- *Dunes*
  - Need to post information about legal protection of dunes on website
- *Marking beach property*
  - deferred
- *Planning for Fun Day – see above*
- *Artwork for logo*
  - deferred
- *Damage deposit*
  - Deferred (MJ Price is looking into this)
- *Minutes for DBA meetings*
  - Expectations re detail – continue current practice

9. Committee reports – deferred

- Property/Maintenance

DBA Minutes-July 9, 2016

- Sand and Surf
- Communications

**10.** FoTTSA report – deferred

**11.** New Business – none

**12.** Selection of place for next meeting (August 6, 10 a.m.)

- Joan Condie's residence at 24 Lakeside

**13.** Motion to Adjourn

- 12:35 p.m. **Moved: John Gordon, seconded: Linda Phillips-carried**