

DEANLEA BEACH ASSOCIATION - BOARD OF DIRECTORS' MEETING

May 19, 2018
10:00 am – 12:00 pm
21 Lakeside Drive

Present: Lorrie, Bill, Linda, Connie

Regrets: Petra, John, Claudio, Phil, Lorne

Attachments:

Draft Minutes – April 24, 2018

Draft Newsletter

Draft Logos

MINUTES

1. Call to order – There was no quorum, therefore those in attendance held a working meeting. Please see New Business for meeting notes.
2. Motion to adopt agenda – No action.
3. Motion to adopt minutes of April 24, 2018 – Defer to next meeting.
4. Treasurer's Report –Lorrie Locke – No action.
5. President's Report – Phil Spademan- No action.
6. Subcommittee Updates – No action.
 - I. Roads and Property Maintenance-Lorne Hegstrom
 - II. Communications- Claudio Renini
 - Newsletter Review/finalize (materials attached)
7. Matters arising –All – No action.
 - I. Parking on Unassumed Roads
 - II. DBA Logo
 - III. AGM 2018 preparation update
 - i. Hall (booked)
 - ii. Agenda items
 - iii. Other
 - V. Marking beach property – No action.
 - i. Next steps: Preparing for survey-contractor, surveying etc.
 - VI. Submission of Directors and Officers Information to Ministry of Consumer Services-Bill Palmer – No action.

8. New Business / Working Meeting

The following items/issues were discussed:

8.1 President Announcement

Phil attended the meeting briefly to advise that he will be stepping down as President, effective immediately; however Phil indicated he is willing to continue and provide support regarding the website, email blasts, etc.

8.2 Fun Day

Poster: Linda provided a draft notice to be posted.

Discussion:

- enlarge date
- remove references to membership/fees
- include something about registration at 10:00 am
- include something about donations for raffle / drop-off

Action: Linda will revise as discussed and circulate to Board, prior to posting. Linda will post prior to June 3 and/or will leave with Lorrie and other members will ensure it is posted. *NB: Do not post on mailbox or it will be removed.*

Games: Linda advised that Anna and Oldrich will be looking after the games this year and the list of games was reviewed. There was a brief discussion about not holding the ‘penny hunt’ due to the lack of pennies; however Connie offered to donate pennies, if required.

Action: Linda will advise Anna and the pennies can be picked up at 21 Lakeside, if needed.

Raffle: Linda advised that Wendy and Cindy will be running the raffle this year. Donation drop-off location to be determined and it will be noted on Fun Day poster. Draw will take place at 1:30 pm.

Itinerary / Volunteers: Linda provided a draft and this will be available to all volunteers to ensure everyone knows who is doing what and when activities are taking place.

Sand Castle Building: Bill expressed some concern about the time be allotted for this activity as many people will not start until after the parade and/or games. The time was extended and the winner will be announced after the raffle, approximately 2:00 pm.

8.3 Newsletter

Bill agreed to submit outstanding items to Claudio by end of weekend (May 21)

- President’s Message which will include notice that Phil has stepped down; and there will be several vacancies on the Board
- In Memory: Bill will be gathering more details about those who passed to include in newsletter
- Change to Fire Regulation re snow-clearing on private roads; as well as including something about who pays for this, e.g. private road residents not the DBA

The group confirmed dates as follows:

AGM – Saturday June 23, 2018, 1:00 pm

Fun Day – Saturday August 4, 2018 (Rain Date: August 5)

8.4 By-law

Petra sent an email advising she is willing to continue to work on this project; however Linda noted there may not be the same urgency pending the outcome of the upcoming Provincial election. The draft will go forward as planned to the AGM for information and discussion. (NOT SURE IF THIS IS CORRECT)

Connie asked for clarification regarding the by-law process, specifically how are changes made to the by-law; who initiated this project and why. Information provided by Bill and Linda.

8.5 Mailing

Lorrie anticipates having this completed within the next two weeks, which will provide the required amount of time to advise owners about the AGM, etc. Package to include:

- Newsletter
- AGM Agenda
- Fun Day notice

8.6 Treasurer's Role

Lorrie presented a proposal to have the DBA bookkeeping role centralized with one accounting firm who could do the books, audit and CRA filing annually. This would see all three functions in one place, provide consistency and ensure a seamless transition when a new member takes on the Treasurers role. The treasurer would continue to collect dues and would be the liaison with the accounting firm.

Lorrie also about the need to do an annual audit, e.g. is this required by law, or is this something the DBA initiated?

To be discussed at a future Board meeting.

9. Next Meeting

There is no Board meeting currently scheduled, prior to the AGM on June 23, 2018

10. Adjournment