

Desert Cove Homeowners Association

Director at Large Report General meeting, April 25th, 2023

Good evening. I'm Monica McDonald.

As a Director at Large I am not assigned a specific role, but rather assist other Board Directors where needed. They could be overloaded with tasks or the Board decides to take on new initiatives, which I implement.

This year my duties included:

- Compiling Welcome Kits for our Director, Shaunie Wood.
- Providing updates on our Emergency Contact List or any other updates required to our Data Management Director, Tracy Cox.
- Organizing a medical emergency simulation for our DC emergency responders, which we will continue to do every six months.
- Ensuring that our First Aider's kits are complete and not outdated.
- Monitoring and logging all First Aid Certificates to make sure they are valid.
- Checking the Recreation Centre's AED on a monthly basis, making sure the batteries are working and all the equipment is intact. I would order replacement parts as required.
- Going through the two first aid kits and supply box, that are located in the Recreation Centre, every six months. I would ensure that everything is fully equipped and nothing is outdated.

This is my second year in this position, and I'm learning a lot about how the DCHA Board functions. I feel it is very proactive, efficient and collaborative. It is a real pleasure to work alongside such great team players.

Respectfully submitted,

Monica McDonald
DCHA Director at Large