Desert Cove Homeowners Association

Executive Meeting Minutes

Tuesday, February 15, 2022 @ 7:00
Marilyn Richardson's residence
939 – 9th Avenue

Attendees:

President: Marilyn Richardson
Vice President: Jack Schultz
Secretary: Linda Hill
Social Director: Vacant
Data Management Director: Tracy Cox
Welcome Director: Shaunie Wood
Recreation Director: Jim Horsford
Director at Large: June MacGregor

Absent with leave
Treasurer: Phil Hoeksema
Director at Large: Monica McDonald

A quorum was present. Meeting called to order at 7:01

1. **Approval Agenda:** Tracy asked that an item concerning resident name tag slots in the recreation centre be added.

   MOVED: June **SECONDED:** Shaunie **CARRIED**

2. **Approval of MINUTES:**
   MOVED: Jim **SECONDED:** June **CARRIED**

3. **Correspondence:** Linda stated that most of the correspondence came via email and were asking for their names added to data base, password verification and one asking for permission to start quilting in the recreation hall and a second to ask about an update on the recycling issue.

4. **Directors Reports:**

   President: Marilyn has spent the past month reviewing and updating the roles of 3 of our directors. Shaunie will be done next. A three-part receipt book is now being used by her to better document and track membership monies.

   Monica has agreed to take over the compiling of the Welcome Package.

   A craft resource site has been added to the DCHA website and three residents have submitted their works.

ACTION: Linda will contact the people that took part in the Craft Sale in Dec to ask if they want to input their works.

Marilyn was approached to see if we had given a Christmas gift to the Post person and the newspaper delivery person. It was decided that we would not take that action as Canada Post states their carriers cannot accept gifts.

Vice President: Jack first extended his appreciation to Jim for all his work with the recycling and Marilyn and Tracy for their work with the website.

The insurance was renewed but at a much higher cost that was required so he suggested that we research it several months before it is due. It was noted that it is in the calendar for 2 months prior.

He also suggested that we needed to set up a more detailed budget system for the Directors and Coordinator. An expense sheet is on the website and must be filled out to receive reimbursement.

Secretary: Linda has been working on cleaning up her files and drive
Linda and Marilyn met to plan the upcoming General Meeting and set the date for April 26 at 3:00. Several ideas were brought up to encourage a large turnout which will be discussed further in the agenda,

ACTION: A suggestion box and poster will be placed in the Recreation Hall to encourage residents to suggest events, tournaments or challenge that they would like to see take place in Desert Cove.

Social Director: due to PHO nothing to report.

Date Management Director: Tracy has been very busy updating the resident data base and working on redesigning and updating the website.

ACTION: A google drive is being set up that contains all the DCHA's master documents (past and present). All board members will be given "read' access to the drive, with the President, Secretary and Data Management Director having editing capabilities.

ACTION: Tracy to send out a reminder to residents of passwords required for access to appropriate headings.

Treasurer: the financial records for Nov, Dec and January were available for discussion.
Accept the Nov financials
MOVED: Jack **SECONDED:** Jim **CARRIED**

Accept the Dec financials

MOVED: June **SECONDED:** Shaunie **CARRIED**

Accept the Jan financial
MOVED: Linda **SECONDED:** Jack **CARRIED**

When Phil returns, he will be given a fuller detailed job procedure which will further help our record keeping as well as discussing and implementing a budget.

Welcome Director: Shaunie has visited 7 new homes and is happy to report that all seven have become members. 2 more are to be visited this week. An email went out asking for anyone who had not been contact by Shaunie to call her but only 1 person responded. In the past two (2) years she has made more than 100 visits which take her approximately 2 – 3 hours each.

Recreation Director: The recycling income is at $645.00. Jim feels that we should average $500.00 a month if the current trend continues.

Director at Large: discussed as part of the agenda

Director at Large 2: Absent

5. OLD BUSINESS:

- **Hall capacity report: PENDING**
  - The OKIB has been contacted for a hall capacity report and to do a fire extinguisher demonstration.

- **Policy and guideline manual revisions: PENDING**
  - Policy Manual was reviewed by the board for updates, motions and decisions. Changes will be made and further review next meeting.

Motions Made:
An appointed board member is required to review the financials prior to the AGM/GM being published.
MOVED: Jim **SECONDED:** Shaunie **CARRIED**

The treasurer can issue reimbursements of up to $100.00 without board approval
MOVED: Jim **SECONDED:** June **CARRIED**

Decisions Made:
- Purchase of major assets will be included in yearly planning and presented at GM/AGM meetings
- Assets can be borrowed by DCHA members for up to 7 days
- Important for board members to have computers skills, to be mentioned in role descriptions.

- Food Safe Certification will be funded to a maximum of 10 and a commitment made that those certified will be required to cover events where food is being served.
- The Emergency Contact List will be a maximum of 10 with CPR course funded by DCHA. Preference for volunteers from different households.
- DCHA events (not daily activities) will require non-members to pay more for entry than members.
- Membership fees/dues will be used for members benefit, not for charitable donations.

Items still requiring discussion:

- Board absences
- Financial accounting for events (All events should make enough to cover their expenses).
- Communications approach
- DCHA email for all residents or just members?
- Confirmation of who has which keys
- Meeting with DC Admin about Hall Rental

- **Inventory and Depreciation: PENDING**
  - The latest inventory count for the kitchen will be uploaded to the website. Once that is done, we will organize a day to do a count of all the assets along with current pictures. This will allow us to do a proper depreciation assessment which will help with our planning and insurance policy going forward.
    ACTION: Linda and Marilyn to work on the inventory and then organize a day to complete full listings.

- **Bulletin Board pictures: CLOSED**
  - The pictures from the website are on display.
    ACTION: Next month Linda will announce that people can come and take the pictures that relate to them and ask for more to go up.

- **First Responders / CPR Course: PENDING**
  - The course is running this week.
  - Emergency List Updated

- **Website Updates: PENDING**
  - Board website is close to being complete. The website will contain only current information.
    ACTION: Marilyn asked that each board member look over their documents and send them to Tracy for uploading onto the web or drive.

  - Marilyn showed us what the new site looks like. IMPRESSIVE

- **Bylaw update: PENDING**

- **Purchase of a new cuff: CLOSED**
  - For Blood Pressure clinic. Kathy has still not been able to purchase an XL cuff. As there are only 2 residents that require it, it was decided to close this item and if she finds an XL cuff, she will notify us.

- **New PHO: PENDING**
  - It would appear that we can have full capacity.
    ACTION: Marilyn will study the new restrictions and put together an email and notify Ted to open up the recreation back entrance doors.
    Linda will send it out to all the residents as well as the Desert Cove Admin.

- **Recycling Inquiries: CLOSED**
  - June contacted Emterra, as a concerned resident, to see if they would be interested in doing our recycling pickup. They do not have the resources to extend their service area.
  - She then talked to Waste Connections out of Kelowna and they would be interested in talking to the Administration about it. June will forward Don Westgate's contact information to them.

- **Preparation for GM in April: PENDING**
  - With the new PHO we no longer need to have a Restricted Proxy. Detailed planning will take place at the next meeting.

6. NEW BUSINESS

- **Easter community event: PENDING**

- **Incentives to get people out to GM: PENDING**
  - Various suggestions were brought up. Gift cards, 50/50, crafter donations. Jack will talk to O'Keefe to see if they would be willing to give us some free tickets to the Ranch. Attendees could enter a draw to win them along with some other donated items. Tickets would be $1.00 each or 3 for $2.00. The first ten people to come through the door will be given a free ticket.
  - We will also run a Volunteer Appreciation Night for all the coordinator etc. that have worked throughout the past two years. All of this activity will take place after the General Meeting.
    ACTION: Jack to contact O'Keefe Ranch re tickets
    Linda to see about crafter donations
    Marilyn to contact volunteers

- **Memorial Donation: CLOSED**
  - Motion to discontinue the donation of $50 to VJH for every current member who passes away. It was felt that with the size of Desert Cove now, and the amount of money that we give through recycling, that this be discontinued.

MOVED: Jim **SECONDED:** Shaunie **CARRIED**

ACTION: Take this item off of the 'benefits of membership' sheet

- **Bottle Recycle Donation: CLOSED**
  - Motion to confirm all bottle recycling monies (minus expenses) are donated to the VJH.

MOVED: Jim **SECONDED:** Shaunie **CARRIED**

- **Bottle Recycle Expense: CLOSED**
  - **MOTION**: to give the recycling director (at present Jim), a per diem of $50.00 per month to cover his gas/insurance and other misc. expenses.

MOVED: Shaunie **SECONDED:** Tracy **CARRIED**

- **File Cabinet: PENDING**
  - Research obtaining an additional filing cabinet for DCHA records. Linda has been looking and will continue to do so.

- **Piano Tuning: PENDING**
  - Schedule piano tuning. It was suggested that the piano is not worth tuning as it is very rarely used. This will become an item to be discussed at the General meeting under our Assets business.

- **Annual Membership Dues: PENDING**
  - Proposed increase in annual membership fee.

- **Food Safe Certification Criteria: PENDING**
  - Marilyn asked if we were getting our monies worth out of the 15 plus names that have certificates posted by the kitchen wall. It was felt that a requirement for the Association paying for certification was that they would be required to be present throughout an event at least 1-3 times a year. June suggested that once the social calendar was organized for the year that the holders are contacted and sign up to cover events. 10 certificates were suggested as the limit.
    ACTION: Tracy will review the certificates posted and determine what ones can come down and what ones need renewing.

- **New Resident Name Tag Slots: PENDING**
  - We require more name tag slots at the Recreation Centre.
    ACTION: Shaunie will contact Jean H to see who the original builder was of the slots.

- **Announcements**
  - Tracy has agreed to stay on as Data Management Director until Sept. It was felt by all that since she has been so involved in the restructuring of the website and goggle drive that she should continue until it is running at 100% efficiency.

7. **Adjournment: Meeting adjourned at 11:15**
8. **Next Meeting: March 15, 2022 at 7:00 pm**