

Desert Cove Homeowners Association

Executive Meeting Minutes

Tuesday, September 12, 2023 @ 7:00 pm
Recreation Centre

Attendees:

President: Marilyn Richardson

Vice President: Jack Schultz

Treasurer: Cecile Zandbergen

Secretary: Linda Hill

Recreation Director: Jim Horsford

Data Management Director: Tracy Cox

Social Director: Denise Harper

Welcome Director: Shaunie Wood

Director at Large: Monica McDonald

Director at Large: Mary Mate

Quorum verified

Meeting started: 7.05

1. Approval of Agenda:

MOVED: Mary **SECONDED:** Cecile **CARRIED**

2. Approval of Minutes of August, 2023

MOVED: Tracy **SECONDED:** Monica **CARRIED**

3. Correspondence:

- One offer of a treadmill for the Fitness Room. Was told we have all the equipment we need at present.
- One password request.
- Received thank you letter from Vernon Jubilee Hospital with accompanying newsletter that showed our recycle donation.
Marilyn posted this information on the website.

4. Directors Reports:

President:

- Ben Cunliffe donated \$200.00 to the DCHA in appreciation for all the care and support he experienced after his wife's passing. Discussed ways in which we may be able to recognize this (i.e., plaque, etc.).
- Kurtis Reise is wanting to add an item to the Agenda for the AGM. Roberts Rules of Order will be followed to allow this.
- Marilyn has contacted the pharmacy regarding the flu clinic but has not received any reply.
ACTION: Marilyn to follow up with pharmacy regarding scheduling of the flu clinic.
- It was suggested that perhaps we need two Social Directors for the role. After talks with Denise this was decided it would not work.

Vice President:

- Recycling donations have reached approximately \$8,000 and could reach \$10,000 by year end.
- Jack is working on finding helpers to take on the recycling job. Have three firmed up (Bill Versluis, Mike Hovde and Chris Meisner and several that will be available on call (Bob Cox and John Johnson).
- Delivered all the AGM documents to residents who do not have email.

Treasurer:

- The corrected financials have been sent out for June and July.
- Has applied for a gaming license starting October 2nd but has not had confirmation as yet.
- **NOTE:** Confirmation received Wednesday, September 13th.
- Wine Tour: Expenses \$1,066.92 Revenue (17 participants) \$1,360.00 Profit: \$293.08
- Show and Shine: Expenses: \$699.56 Revenue: \$934.00 Profit: \$264.44

Approval of Financial for August 2023

MOVED: Tracy **SECONDED:** Jim **CARRIED**

Secretary:

- Eight people have signed up for the Gleaners Tour.
ACTION: Linda will repost the Gleaners Tour to see if there are any more participants.
- Kurtis asked if he could post the Gleaners Tour on Facebook and I said yes, thank you for asking.
- Worked with Denise and Doug McGregor on upcoming Chili Contest to create posters, notices, sign-up sheets and rules.
- Worked with Marilyn to create documents necessary for AGM.
- Changed out the art work in the Centre and have names up to January.
ACTION: Linda will put out request for more artists for the new year in newsletter.

Data Management Director:

- Updated new residents to all data base files, made name tags, created mail out lists for members only and non-email residents.
- Uploaded all revised files to website.
- Updated the Dues paid and Non-Members lists for Treasurer.
- Printed and correlated packets for non-email residents to be distributed.
- 806 residents, Occupied homes 440, Voting Members 610, Non-Voting 122, Non-Active 122, Do not contact 18, Non-Members 68, Tenants 11, Non occupied homes 4.

Welcome Director:

- Has done 12 visits and received \$250.00. Eight more new residents to follow up on.
- A resident has asked how she would go about advertising that she would be willing to do visits and errands for shut in residents.
ACTION: Marilyn will talk to Sharon and help her put together a notice to go into the newsletter and post in the hall as well as give notice to Administration.
- Shaunie informed us that some residents are putting ice and ice packs on top of the thermostat control for the air conditioner. This could cause damage to it and walls.
ACTION: Marilyn will notify Management during our meeting on Wednesday. **NOTE:** Management to put up a sign saying that persons caught will be fined.

Social Director:

- Show and Sign had 37 vehicles participate and served 200 lunches. Meal cost was raised from \$5 - \$6 and some bullying was experienced by the ticket seller.
- People had a great time on the wine tours but second one was not full. The next one will look at a tour of wines in the southern Okanagan.
- Five ladies came out to the first Artist Group organized by Donna Gilchrist and Shirley Peterkin's.
- Wine Tasking event for Sept 16 has sold 50 tickets.
- Chili Cook off Contest October 7 is planned with Mary Matus making an apron and tea towels for 1st and 3rd prizes. Jan Reimer donated a casserole tot and 2 hot pads for 2nd Prize.
- John Bishop has rescheduled the author, Patricia Skidmore, presentation.
- Galaxy of Stars has been cancelled and will be replaced by a Crib Tournament.
- The Witches Brew Dance is ready for the Tea and Halloween Dance.
- The printing of the Dog calendars has increased from 9 to 11 dollars, so will be sold for \$20.00. Monica's daughter will be creating the calendars this year at no charge.
ACTION: Denise will work with Monica's daughter to create calendar.

Recreation Director:

- **ACTION:** Jim will research a monetary gas increase for recycling volunteers.
- Noodle are not holding up well, as the material is not as it used to be.

MOTION: Jack to purchase 10 more noodles

MOVED: Jim SECONDED: Jack CARRIED

Director at Large 1:

- Mary has looked into Sirens to be used for Evacuation notice and this information will be forwarded to Management. They will follow-up as they will be the ones purchasing.
- 13 people have requested magnetic name tags.
ACTION: Mary will put a notice in the newsletter to ask if there are any more names for name tags before ordering.

- She will continue to move the speed signs around.
- Is working in the library on a temporary basis as Shirley has taken a leave. Has had a few people offer to help.
- **ACTION:** Mary will take on the job of calling those people that have not renewed their membership dues (except those that do not want to be contacted) over the next while.

Director at Large 2:

- The blood pressure sleeve from Linda has been verified as correct.
- Diana Fortier has offered to counsel anyone on the Emergency List that needs to be debriefed after an incident.
- **ACTION:** Marilyn will update the job aid for emergency responders to include her number.

5. OLD BUSINESS:

Simulated Emergency for Emergency Contact Volunteers: - PENDING

Planning a simulated Emergency event in early October.

ACTION: Monica is to review the Emergency Contact names to confirm they still want to be on the list and put out a notice to ask if there are any more people that wish to put their names on the list. They would have to become qualified before going on list.

ACTION: Tracy to take Jim Horsford off the Emergency Contact list for now and repost in the Centre and online.

First Aid Kits restocking: - PENDING

Monica is still researching items to restock the 10 emergency kits

Use of 18-seater DC bus: - CLOSED

A bus contract has been created with Managements input and uploaded to the website.

Ticket sales: - CLOSED

The present set up of selling is working. Tracy to create lists in Alpha order for the ticket sellers. Tickets to be numbered (both sides).

6. NEW BUSINESS:

• **Agenda for AGM: - CLOSED**

Agenda is finalized and jobs were assigned.

If nominations come from the floor for elected positions Marilyn has created a list of questions that those nominated will be asked before they will be placed on the ballot.

MOTION: Nominations for officers must be received by the board 4 (four) weeks prior to the AGM meeting date. Nominees will be vetted and those that agree must provide a Bio to be included with the Second Email Notice.

MOVED: Linda SECONDED: Mary CARRIED

ACTION: Marilyn to put the motion regarding Nominations for Directors into our Policies and Procedures. Linda to include timeline in the board calendar.

• **Management Meeting: - CLOSED**

Agenda for the Management meeting on September 11 has been completed and forwarded.

• **Bylaw changes: - CLOSED**

Linda has reformatted the entire Bylaw document ready for filing if it passes at the AGM. The new items that are necessary due to the changes in the Society Act have been distributed to the members and a slide and details will be explained by Linda at the AGM.

• **Compost information: - PENDING**

Marilyn has spoken to agent and there are three options. Individual bins that will be billed to participants, a larger bin that is shared by two households and a larger bin that would go behind the Recreation Centre and used by all.

ACTION: Marilyn will give this information to Management as they will be making the final decision.

• **Purchase of Bocce balls from Gleaners: - CLOSED**

MOTION: To purchase a set of BOOCE balls from Gleaners.

MOVED: Mary SECONDED: Jim CARRIED

- **Increase in Treasurer float: - CLOSED**
MOTION: To increase the Treasurers float from \$200. To \$300.
MOVED: Denise **SECONDED:** Jim **CARRIED**
- **Purchase of envelopes for future distribution of due receipts: - CLOSED**
MOTION: To purchase envelopes which will be available to residents for their dues.
MOVED: Jim **SECONDED:** Shaunie **CARRIED**
- **Air conditioner: - CLOSED**
MOTION: To pay \$200.00 for an Air Conditioner and the installation into the Billiard Room to Ted Brick.
MOVED: Marilyn **SECONDED:** Jim **CARRIED**
- **Card game coordinator: - PENDING**
ACTION: Denise is to speak to Card Coordinators regarding some inappropriate behavior by players. Will be indicating that the Board supports them as the authority for these events.

New Resident visits: – CLOSED

Shaunie held a group meeting of new residents in the Rec Centre with 9 couples attending. All 9 became members. Coffee and cookies were served. This worked well as a catch-up as it would have involved many man hours of individual visits. However, one-on-ones are preferred as they allow for more question and answers.

- **Bingo request for a Special Christmas night: - CLOSED**
Diana has requested that they may receive a float of \$300.00 to make a Special Bingo Event for Christmas. The Board felt that as they are the only weekly event that contributes to the DCHA substantially through 50/50 that this would be acceptable. They wish to keep this on the QT to prevent gift seekers turning up.
MOTION: That the Bingo Christmas Event be allowed to have a budget of \$300.00.
MOVED: Jim **SECONDED:** Monica **CARRIED**
- **ITEMS TO BE TABLED FOR NEXT MEETING**
What events should have prizes or gifts?
When to have 50/50's?

7. ANNOUNCEMENTS:

Cecile: September 21 - 28
Linda: September 20 - 30
Linda: November 27 - December 9
Jack: December 22 - January 22/23

8. Meeting adjourned: 9:35 pm

9. Next Meeting: September 19, 2023 - AGM