

Desert Cove Homeowner's Association

Executive Meeting Agenda

Tuesday November 16, 2021 @ 7:00 p.m. at the Recreation Centre

Present:

Chair and President: Marilyn Richardson

Vice President: Jack Schultz

Treasurer: Phil Hoeksema

Secretary: Linda Hill

Social Director: Vacant

Data Management Director: Tracy Cox

Welcome Director: Shaunie Wood

Recreation Director: Jim Horsford

Director at Large: June MacGregor

Director at Large: Monica McDonald

Quorum was reached and the meeting was called to order at 7:01 pm

Approval of Agenda: Jim asked that the subject of the bocce ball benches be added to the new business

Moved	June	Seconded	Monica	CARRIED
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Approval of October Minutes: Two errors were noted. "Welcome Director vacant" should be changed to "Social Director vacant" and "Membership Director" should be "Welcome Director."

Moved	Jim	Seconded	Jack	CARRIED
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Correspondence: none to report at this time.

Reports:

President: Marilyn indicated that her items will be addressed further down the agenda.

Social: Marilyn stated that a few new events are on the Social calendar. A karaoke night was attended by a zealous crowd and Guy Schmirler is hosting a Musical performance Nov 20th. He has asked for help in set up and Scanning. Linda and Judy will help with scanning and Jim and Jack will help with set up although it is not a DCHA event.

Vice President: addressed in agenda

Treasurer: Phil has contacted the hospital and is waiting for a reply to set up a time to give them the Recycle Donation Cheque.

The executive felt that this was a big deal and should be advertised. Jim will be present to present the cheque. If someone else would like to join Jim please reach out.

ACTION: Phil will contact the hospital to see if they have a large cheque template and will also contact various media to ask for their presence at the presentation.

Phil is also pursuing the renewal of our commercial insurance for equipment and the executive indemnity insurance. This is due Jan 18, 2022 and will be approximately \$750 + \$323)

MOTION: That we update and record our inventory in the kitchen and elsewhere and look at what we may need to purchase before next January 2023. We must also add a depreciation amount to our assets which should affect the cost.

Moved Shaunie Seconded Linda CARRIED

Phil had to purchase Microsoft Office for his Treasurer reports.

MOTION: To reimburse Phil for the full purchase of the Software which is loaded onto his computer.

Moved Phil Seconded Jack CARRIED

A card will be sent to Bill and Helen Verslurp regarding the death of their sister. A donation will also be made to the Vernon Jubilee Hospital.

ACTION: Phil to send a cheque
 Linda to send a card to the Verslurps

MOTION to accept the September Financial Report

Moved Phil Seconded Jim CARRIED

MOTION to accept the October Financial Report

Moved Phil Seconded Jim CARRIED

Secretary: addressed in agenda

Welcome: Shaunie visited 6 new arrivals to the Cove and has left messages for 6 others. All those visited became members of the Association and Shaunie gave Phil \$250.00 from October and November visits. She also gave \$5.00 to cover the cost of a daughter currently staying with her mother that enables her to access building and events.

Data Management: Tracy sent out an email to all the residence with an updated Resource list. She has also updated the Residence data base with new residents' information.

ACTION: New emails are being created for the executive members and Marilyn and Tracy will schedule a time to help those who need to initiate them.

Recreation: Jim stated we are averaging \$600.00 a month on recycling (mid Sept to mid Oct \$800, mid Oct to mid Nov 600). Jim has given Tracy a list of how the whole process works for future reference.

Director at Large: June is glad to report that the shoulder softening has been done. Future painting of the edges will take place as the budget allows.

Director at Large: Monica will address in agenda.

OLD BUSINESS

Sound system: Jim has purchased a new analogue mixer board for approx. \$400.00. Once it is installed, he will have all the event coordinators into the hall to demonstrate how it works. Instructions will also be posted. OPEN.

Hall capacity report: We have not yet received confirmed capacity but past estimates have been around 160. We have kept events to 50 people but do have some wiggle room to 800.00. No Action, still PENDING until report received.

Fire Extinguisher Demonstration: DEFERRED to spring.

Policy and Guideline Manual. Marilyn has been updating the Manual and gave us all a copy to do some Homework on! Gray areas need to be reviewed for possible changes. We will look at each item one at a time during future meeting. OPEN to add one item per agenda.

Participation of outsiders will also be addressed in this review.

Celebration of Life: DEFERRED to the Spring when events will resume.

Gas Storage: John is away until the spring. DEFFERED to spring.

Storage Shed/ Hall storage: The storage room in the Recreation Centre has been cleaned out. Kitchen has also been done. OPEN awaiting actions as listed below.

ACTION: Linda will go through filing cabinet and see if there is anything that can be discarded.

ACTION: Marilyn to send list of what and when certain documents can be discarded

ACTION: to request kitchen inventory sheet from those that cleaned it out.

New shed and smaller shed outside are sharing items. Master key will open the new shed.

ACTION: Phil will be the holder of all keys and will keep a list of who has access keys.

Craft room needs to be looked after to do the some purging.

ACTION. Linda stated that the quilters will be going through their stuff in the next week and will be using their own book shelf for their magazine. She will contact other user groups to have them do the same.

Recreation Centre Opening: Masks are available by the office door cabinet and are being used. CLOSED

With regard to who is allowed into the Centre and when, the DC Management has addressed this issue with those who have questioned the policy. Management is very firm on mask being mandatory upon entering and all events held in the Recreation Centre must show proof of vaccination. A non vaccinated person may enter the Recreation Centre to use the pool and library not in a group. Billards is considered a sport (BC Health) and therefore can not be accessed. DCHA will no longer communicate with non vaccinated persons. CLOSED

Pictures from Show and Shine: have been downloaded to our DCHA website. CLOSED

Dog Calendar: Calendar sales were brisk and a huge success. A profit of \$367.00 was achieved which has been added to the DCHA bank account. This will have to become an annual event. CLOSED

ACTION: Marilyn to send copies of the picture to Tracy to put on the website. OPEN

MOTION: to contract someone to make a portable two sided bulletin board to be used by coordinator to display picture of events. Approx size 30 x 48 inches.

Moved June Seconded Jim Carried

ACTION: June to contact possible builder to make bulletin board. PENDING

First Responders/CPR Course: Monica has arranged the course for Sunday Nov 28th. Seven (7) people will attend. Diane Fortier, Clayton Fortier, Phil Hoeksema, Elaine Hoeksema, Jim Horsford, June MacGregor, Monica McDonald, Richard Reeves. These names will be added to the Emergency Contact List once they are certified. OPEN to await certification.

ACTION: Monica will ask Red Cross to send an invoice to our mail box (198) so that participants can assess the online portion.

Board Transition: Signing authority for cheques has been completed. CLOSED

Donation for deceased members. A donation of 50 is to be given to the Vernon Jubilee Hospital only if the deceased is an active member of the DCHA. CLOSED

Meeting with Management: Marilyn has meet with management. The entrance gate is approved to be fixed and supplies have been order, however a security company is looking to implement a better entrance system that would address tighter security measures. OPEN

ACTION: Phil to speak to Ted regarding gate information.

Meeting with Blair Shunk re website. Marilyn and Tracy will be meeting with Blair Nov 17 the go over our webpage rebranding. OPEN.

Bylaw Updates: Copies of our latest updates have been submitted and we are awaiting receipt of certified copies. OPEN on actions listed below

ACTION: Phil to investigate if we have received them.

ACTION: Jack is to go over the entire Bylaw document to see if there are any possible changes that need to be made before the next AGM.

ACTION: Marilyn and Tracy will be getting together to go over the duties of the Data Clerk and bring in the Secretary position to determine who keeps what documents and where they are kept.

Welcome package updates: completed. CLOSED

O'Keefe Music Review: Jack's ticket sales for the O'Keefe performance reached his goal of \$500.00. We gave \$400 to O'Keefe Ranch (\$300 for performance and \$100 donation) and the remaining \$100 will go into the DCHA account. CLOSED.

Emergency list updates and protocols: OPEN awaiting Certification of First Aide Course

Flu Shot Clinic: We had 216 DC residents show up for the clinic and although there were a few hiccups all the volunteers did a great job. It was suggested that each person be given a number upon entry that would determine their order to receive the shots. This would avoid some people feeling passed over for later comers. CLOSED

Donation to OKIB Go Fund Me for Evacuees. No donation will be given at this time. CLOSED

Christmas Craft Sale: Linda reported that she had contacted and confirmed 11 vendors. After discussions with them a CRAFT WALK will be planned. Dec 5th. 1-4. Maps and directions to the various "Studios" will be available. Linda will continue to work with some of the crafters to organize this event. OPEN

NEW BUSINESS

It was suggested that a wider scope of information be asked when booking the hall for social events. June presented some ideas and Marilyn will take them and add to those already on the Social Director sheet. The sheet will be emailed to those seeking to book an event and their reply to the email will confirm their compliance. OPEN

Motion History Amendments. No Action - PENDING

Purchase of New Cuff for Blood Pressure Clinic: Kathy requested permission to purchase a new cuff for the monthly Blood Pressure Clinic. OPEN

MOTION: to allow Kathy to purchase a new cuff for the Blood Pressure Clinic.

Moved Shaunie Seconded Monica CARRIED

ACTION: Linda to contact Kathy with confirmation.

Purchase of New Bingo Cards: An email was sent out to make an emergency purchase of 100 new bingo cards before the next game night Nov 8th. Phil did purchase them and of note they were all used up Nov 8. CLOSED

MOTION: To purchase 100 more new bingo cards

Moved Phil Seconded Jack

CARRIED by Executive response to email.

O'Keefe Ranch Christmas Performance: Marilyn was contacted by O'Keefe Ranch indicating they had put together a one (1) hour Christmas show and were we interested in hosting them again. They would charge \$150 per performance. After discussion it was decided that we would host a one performance event in the Rec Centre Dec 4th at 7:00 with a capacity limit of 80. A 50/50 draw would be taken and attendees would be told that a social time would be allowed after. They would supply their own beverage and appies. OPEN

ACTION: Marilyn to book and get poster for distribution

ACTION: June to look into someone to decorate the Rec Centre

ACTION: Tracy to print tickets

ACTION: Jack to sell tickets on Nov 18 and 25 from 12-1. \$10 for members and \$15 for non members

ACTION: With the commencement of more activities Phil will apply for a gaming licence to cover the Christmas show, bingo, crib, Karaoke, and any other activities going forward

Bocce Ball Benches: Jim was able to use tarps to cover some of the newly built benches by the courts. OPEN

MOTION: To purchase more tarps to cover the remainder of the Bocce Ball Benches.

Moved Linda Seconded Shaunie CARRIED

Adjournment: 10:30

Next Meeting: Dec 21, 2021 Recreation Centre 7:00 pm