

Desert Cove Homeowner's Association

Executive Meeting Minutes

Tuesday, October 19, 2021 at Recreation Hall

Officers Present:

Chair and President: Marilyn Richardson
Vice President: Jack Schultz
Secretary: Linda Hill
Social Director: Temporary fill Marilyn Richardson
Welcoming Director: Shaunie Wood
Recreation Director: Jim Horsford
Data Clerk: Tracy Cox
Directors at Large: Monica McDonald, June McGregor

Absent with leave: Treasure: Phil Hoeksema

Quorum was met.

All to order: 7:01p.m.

Approval Of Agenda

Additions to Agenda

- Repair of front gate
- Spot lights for upcoming show in recreation centre. Overhead light too bright.

Approval of Agenda As Amended: Jim SECONDED: Monica CARRIED

Approval of Minutes Sept 22, 2021

No corrections of amendments were raised

APPROVED Shaunie SECONDED June CARRIED

Approval Of Minutes of Special Meeting October 5, 2021

No corrections or amendments were raised

APPROVED: Linda SECONDED: Jack CARRIED

Correspondence: All correspondence received this month was related to COVID concerns and will be discussed under OLD and NEW BUSINESS.

Directors Reports:

Chair and President – Marilyn - Covid concerns have been the majority of correspondence and will be addressed throughout the agenda.

Vice President – Jack - ticket sales for the O’Keefe Ranch Music Review will be addressed throughout the agenda.

Secretary – Linda - had meetings with Jacke to hand over her files. Tracy has given Linda the DCHA laptop to create and store files.

Treasurer – Phil – amendments required on the report. Phil will revise and it will be reviewed at the Nov Meeting

Social Director: Temporary fill - Marilyn - most of the activities have restarted with some new ones being booked. Diamond Painting, O’Keefe Ranch Review, Flu Shot Clinic, Pumpkin Tea Pot Class, Bracelet Class etc.

White boards have been installed in the Billiard Room. This is to book play times.

Welcoming Director - Shaunie - has visited 2 newcomers since the last meeting with 9 more booked.

Recreation Director – Jim – revenue from the recycling has steadily increased with \$1,100 brought in to date. New elves John and Glenna Johnson are helping him.

Data Clerk – Tracy - has uploaded all the Executive Bios to the web and other AGM documents. Would like to have a clear role definition between Data, Website, and Secretary positions. Who keeps what and where?

Action: follow up with Blair regarding the website and new emails that will be created for each position. No longer having to use personal emails.

Directors at Large: Monica McDonald, June McGregor

OLD BUSINESS:

Sound system upgrades: No action, still **PENDING**

Hall capacity report: No action, still **PENDING**

Email Distribution:

Administration emailing their information directly to DC residence and not through us, and Administration giving Tracy new resident information for our web site have been addressed.
CLOSED

Storage Shed:

A partial cleanup of the kitchen has taken place (Elaine Horsford and Henriette Hoeksema) It was suggested that a full inventory of the kitchen be taken. A second clean up of the hall storage space will be done to determine exactly what interest groups are involved and what can be moved to other areas. At present it is locked and only the directors have keys. A call out list has been provided if residents need assess. The key that opens the front door of the Recreation Centre will open the door to the outdoor sheds. Jim has the keys for Linda and Monica. Further action is required so this item is still **OPEN**.

Evacuation Process:

Board Knowledge Transition: Signing authority change required. **OPEN**

Donation for deceased members: **DEFER** for the next meeting when Treasurer is present.

Board Bios: Tracy has posted them on the website. **CLOSED**

Meeting with Management: **DEFER** for next meeting as the meetings will be ongoing over the next month.

Connecting with Blair Shunk re website: Blair has been recruited and is working on redesigning the site and setting up new emails for each director position. **OPEN**

Action: follow up with Blair regarding the website and new emails that will be created for each position so no longer having to use personal emails.

Updating the Bylaws and DCHA Constitution/ Certified Copies: Jacke, Tracy and Phil have now forwarded to the appropriate Governing bodies. **OPEN**

Welcome Package update Mission Statement.

Action: Marilyn will meet with Shaunie to discuss. **OPEN**

O'Keefe Shows Oct 16 and 21: Jack was in charge of sales and reported that the first show was a success. Capacity is 50 persons. Tickets sold to date have brought in \$410. Our goal is \$500 with the idea that we would give \$300 to O'Keefe to cover their costs. Out of profit it was suggested that 50% go to O'Keefe Ranch and the rest would go to DCHA. Will discuss once the show is over and the profits declared. If there is not a complete sell out, tickets will be open to guests of residents. **OPEN**

- Overhead Lights for performances in the hall: Jim indicated that we did have some lights and that he would locate them and set them up for the next show.

Emergency List update: Addressed by the Red Cross First Aid Course **MOTION**.

Gaming Licence: new licence will not be purchased until we know what events will be scheduled. **TABLED** until new events scheduled.

NEW BUSINESS:

DCHA Board Members proof of double vaccination. All members vaccination cards were scanned and verified to be official. **CLOSED**

Gas storage issues: John Dennison contacting Kathy to set up review and discussions. No Action, **PENDING**

Flu Shots: A flu shot clinic was scheduled very quickly for Thursday, October 21 from 8:30 – 12:30. Management asked for our help.

MOTION: DCHA will schedule all flu shot clinics in the future.

MOVED: Jim SECONDED: June CARRIED

Marilyn asked for volunteers to help set up and manage the people during the open times. Jim, and Jack will set up, Shaunie and Marilyn will do crowd control and Linda will direct people at the front door. Denise and Elaine Horsford will also help.

Donation to OKIB Evacuees: confirm who and how it will be managed. **DEFER** to next meeting to

Christmas Craft Sale: Due to hall restrictions the craft sale taking place in the Recreation Centre is not possible. Last years an online sale was attempted.

MOTION: The Christmas Craft Sale goes on line for 2021.

MOVED: June SECONDED: Jim CARRIED

Action: Linda will put together an ad for the DC Newsletter seeking a coordinator or coordinators to manage this sale.

Front Gate Repair: When is the gate to be fixed. It is a security concern as it currently does not close and there have been a few suspicious sightings of late.

Action: Marilyn and Kathy will raise this issue with Don Westgate when they meet.

Number of people allowed in events (Covid): some capacity restrictions are being lifted in the province. Presently, they do not apply to us as we are under Interior Health orders.

Meeting Adjourned: 9:35

Next Meeting: Nov 16, 2021