

CPCA Board of Directors Meeting June 2, 2013 @ at the home of Garry Gray

9:30 am President Garry Gray called the meeting to order. Garry invited the members to introduce themselves by giving a brief description of their interests and strengths as can be beneficial to the community.

Members present: Paul Roggeman, Bonnie Semeschuk, Jim Waddell, Paula Richardson, Kevin Hughes, Mike Lelek, Ted Wood, Ted Hart, Norma Grace Scott and Garry Gray.

Absent: Jim Bland, Gerry Power

Garry started the meeting by identifying some items of protocol that he deems to be important for the proper functioning of the Columere Park Community Association.

Protocol:

- We will work within our spending budget limits providing good governance and accountability. For budgeting next year we will meet early in a pre-budget meeting so we can get proper costs, etc.
- Minutes and financials will be posted to the website in a timely manner. (2 weeks)
- Until the minutes are approved and posted, it is confidential board information. Especially during the planning stage of the budget, it must be confidential.
- E-mail responses must be by elected Board Members only. Only elected Board members can reply to, and vote on, board business. If a spouse answers an email, it must be called. This could be cause for dismissal from the board.
- Take care on "reply all"s to e-mails, as members are all busy.
- Shed keys will be distributed as per the Board's wishes. The lock was changed this week due to the unknown holders of keys to the previous locks. The secretary will have a written list of key holders.
- Roberts Rules of order will be the guide for all meetings and business conducted by the CPCA Board of Directors.
- **The CPCA Articles of Incorporation, Minute Book, and other archival materials will be collected** and stored in an appropriate, safe, communal place.
- The policy making motions from past years will be collected and be made available to the Board members as part of their "New Board Member" packages.

Norma Grace distributed the packages to the new members, as well as a copy of the constitution to anyone who didn't have one.

Also distributed was

- a copy of the 2012/13 budget,
- a roster of Directors,
- a Directors' timeline,
- a volunteer list from AGM,
- an overview of The Society Act (BC Registry services) and
- a form to record Director sub-committees and responsibilities.

Garry made a motion to nominate Bonnie Semeschuk as a non-resident Director for the 2013- 2015, 2-year term. Seconded by Ted Wood. No discussion. The motion was unanimously passed.

Election of officers:

Garry moved to appoint Bonnie Semeschuk to the position of Treasurer for the 2013-14 year. Ted Hart seconded the motion. Vote: All in favor.

Garry moved to appoint Norma Grace Scott as Secretary for 2013-14. Seconded by Mike Lelek. Vote: All in favor.

Garry asked all of the members to think about committing to the position of Vice President to move into the position of President at the end of his term. This will be deferred until the fall meeting of the Board of Directors.

The possibility of using "Survey Monkey" to poll members as to the direction they would like to see the Community Association brought forth some good ideas. Ted Hart, Paul Roggeman and Mike Lelek will look into creating a survey, with the goal of using this in a community plan. They will be on the agenda for the end of summer meeting with their recommendations.

Garry Gray is going to contact the past presidents in an attempt to recover Columere Park Community property. Norma Grace will continue to gather the policy making motions from the past with the help of Judy Roggeman. We will attempt to have this ready for the fall meeting.

Ted Wood made the following motion: I move the president has the authority to use \$250 for discretionary spending for minor expenses that arise between meetings, with the expenditure reported at the next meeting of the board. Motion seconded by Jim Waddell. Approved.

Garry Gray will be the liaison between CPCA and the Marina Owners and Developers (Dave, Donna and Chris Rae).

Commitments & Projects

Bob Coy joined the meeting to let us know he wants Columere Park Community to continue to use his facilities for our AGM and the Columere/Coy Barn Dance. Bob has allowed us to use the facility at no charge! He was thanked for his generosity, then he left the meeting. The CPCA is not responsible for the barn dance and our only task as an association has been to help promote it.

Youth Initiative - A discussion on having the youth of the community actively involved in all aspects of the Columere life. It is hoped with their input and co-operation, we will have a stronger safer community. Mike Lelek and his wife, Isabelle, are taking the lead on this project. Mike will keep us apprised.

Website: Norma Grace will continue to work with Brian and Cathy McIntosh.

Garry Gray is arranging for gravel and sand as per budget.

Garry and Cory Maillot will replace boards on 3 benches this year (as per budget).

Kevin Hughes, Ted Wood and Garry will investigate and clean the surface of the tennis court.

Garry and Harley will attempt to fix the gate on the tennis court.

Norma Grace, Jim Waddell and Garry have inventoried the supplies for social events.

The major social events were discussed. It was decided to have drinks (water, pop and beer) for the Shoreline and Beach Clean-up. Jim Waddell agreed to purchase the refreshments. (\$150 budgeted). Jim has taken on the role of organizer for the Annual Beach Barbecue and has a list of willing volunteers to help with the event.

Our two major expenses, the beach restoration (Garry) and the tennis court drainage (Ted Wood/Paul Roggeman) have been put on hold until the fall and/ or pending further investigation and pricing.

Gerry Power is the contact person for the Beach Maintenance contractor. He is also in charge of the maintenance of equipment. Paul Roggeman offered to assist. The Youth Initiative may help create additional interest in the Beach Contract. Gerry and Paul will look into the best way to handle the disposal of debris from the shoreline clean-up. If we are unable to use the same disposal as in the past, they will organize bins. Garry would like to have a group to clean-up the canoe rack area at the same time. Kevin, Ted Wood, Garry, Paul and Gerry will arrange for the necessary equipment for the clean-up. It was decided not to build another rack at this time. Gerry Power has been put in charge of the Shoreline/Beach Cleanup.

Fire Risk & Restrictions: Ted Hart will continue to monitor the fire risk this summer and place signage for restrictions when necessary.

Temporary Signage: Norma Grace will continue to place community signs with warnings and announcements at the gate, on the bulletin board and on the website.

Landscaping: Ted Wood will do weed control. Norma Grace will organize the planting and weeding of the Memorial Flower Beds. The Landscaping master plan will continue over the summer with Jim Bland, Norma Grace, Jim Waddell and Paul Roggeman working with a professional landscaper. This will be a five year plan.

Memorials: It was decided that we should put a short hold on the memorial benches that are being donated to the community until we have a better idea of what we will need in the long term. The CPCA will continue to supply plaques for the memorial donations of plants and furnishings.

New Business:

1. Garry moved "For members who have served on the Board, and resign after serving at least five years, may be entitled to an honorarium &/or gift of up to \$150 in value (or approved by the board). Seconded by Paul Roggeman Vote: all in favor.

It was agreed, we honor Marlene Binda's 10 years of service to the community in the position of Treasurer with such a gift.

2. Fire Smart: Jim Waddell reported Melody Munroe at the RDEK is the contact person. To have a tree assessment and clearing of ravines, it would be the provincial government's jurisdiction. The board can only support education in regard to fire prevention.
3. Signage: Mike voiced concern about the over-abundance of permanent signs on Community property.
Ted Hart, Norma Grace and Garry will check into the necessity of the signs and make recommendations.

Other Business: Garry would like board members to give pre-meeting reports on their respective responsibilities. Bonnie and Norma Grace will work to have a redistribution of duties between the secretary and treasurer duties over the next two months.

Garry moved the meeting adjourned at noon. Seconded by Bonnie

Following the meeting: By way of update Ted Wood, Paul, Kevin, Mike and I (Garry Gray) met after our Board meeting on the beach and discussed the following:

- The tennis court crack repair is the wrong application and will have to be re done. We tried a scrape process which was doing more harm than good. This will be on our list of projects and funds for next season. The users will not be happy but the cracks are sealed.
- For the ditch project we will be further monitoring the water flows from the west side of the road and the east side ditch which is currently handling the drainage water. We are not saying this will not be done but rather we will determine problems and solutions over the next 6 to 8 months. We also need to determine by way of survey to our members whether we will be continuing with the tennis court and all the various costs, we will be incurring in the next few years, before we proceed. We also need a defined scope of work and costs. The money will be accrued and carried forward.
- We looked at signs and made some minor changes where some signs were doubled up or contradicted the message.
- After walking the grounds we had some concerns with the grass cutting etc. Paul will talk to Gerry this week.
- We identified some projects to be done and Garry will set up a project crew (members) during the beach cleanup and look after

