

EMERALD LAKE REGIONAL PARK MEETING

AUGUST 26, 2013 – 7:00 P.M.

MAIN STORE – EMERALD LAKE

Present: Brad (N), Barb(240), Vicki (N), Noreen(N), Yolaine (N), Roberta (N)

Regrets: Victor, Maurice

Brad called the meeting to order at 7:00 p.m.

PRESENTATIONS:

Jane Prosser:

- Update on scheduling – 8:30 – 10 during swimming lessons for next year; not much business in morning but looks good to have store open. July long to August long 2 staff at each store; after reduced staff and hours – down to one in each store. Weather dictates a lot on staffing. After long weekend opened noon to ten.
- After speaking to staff, should reduce crafts to one hour. It is becoming a babysitting service and one hour is plenty of time for one craft. We went through a lot of supplies that should have brought us into August. She also thought a parent should be staying with children under 6 years old.
- Rental of T sites – would like site back mid June to after September long weekend. Site is reserved for staff if needed. T3 and T4 have requested again. She spoke with Maurice and there were some issues with some campers.

ACTION: Jane will let know he can take site for next summer. If we need a staff site we will find another one.

- Wedding party coming on September long weekend. Lots of people are coming. Rented camp kitchen for Friday night only. Bus not coming into the park. Camp kitchen closed at 11 pm. Jane to let them know this. She will mention check out time as well.
- Sept 5th is Brian/Jane's last day. Someone booked P7 for September. All other sites prepaid. B site booked for September – he does not need any services. Board agreed to give long term a card. The other group on Sept 6th – gate to be left open.

Brian Drackett:

- He will be paid to September 11th. He talked to Maurice about it and will come back at end of month to blow out lines, etc. Sept 9 and 10 are EDO's. Previous 3 days are set days off. Sept 30th was date agreed upon to shut water off unless weather turns.
- Sign at main gate – Brian will pick up.

- Security gates – 1st quote was \$796.00 for parts; however, main shaft is not available any more. That is the part that is worn out. Brand new gate quote was \$3485 for gate plus shipping. Extra \$800 for illuminated arm. The new ones have pads on to prevent damage to vehicles.
- Brian thanked board for another year of employment. Talked about his staff and said they are valued employees.
- Vicki asked Brian about garbage pick up. He said July was bad but settled down in August. Roberta asked if we should just rent an extra bin for July next year? Brian would prefer a bin vs recycle bin.

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- dropped in meeting to drop off a letter asking for a park model trailer in his site. No trees to be removed. We said we would review and let him know.

ACTION: Noreen will talk to Brian about changing time on the shower house.

ACTION: Noreen will ask Brian if they spoke with the .

Insurance Claim – Noreen called and agent suggested not putting through our insurance as we have a \$1200 deductible. He got 3 quotes which we presented at meeting. Insurance suggested we pick a place, get work done and have them bill us. Noreen said they also told her our insurance is due and need to let them know whether our building is complete or not.

ACTION: Noreen will call and find out price differences if completed or not. She will also tell the patron that we are going with the lesser quote and get them to bill us.

MOTION: made a motion to tell I to get the lowest quote and have them invoice the park. seconded. All in favour. MC.

MOTION: made a motion to pass August 12th minutes. seconded. All in favour. MC

TREASURER REPORT:

- sent an invoice but portion was cut off. It had not been approved by him so Roberta emailed him and asked about air conditioning invoice as well. Vicki said was supposed to be around this weekend. They were going to get together but this did not happen.
- There were two debit returns. The first one on July 9th a staff member said it was a cash back. Roberta asked the person if a deposit was made and asked for a cheque back to the park. She asked Global if we can put a claim in for \$24.01. A letter was sent by Global to RBC but they said it could take up to three months. She asked if we could disable the debit returns. They told her we can reduce it to \$1 and follow their process.
- Received a bill from Sask Parks membership for \$40.

- Re-measuring – Noreen gave Roberta the measurements that were done. She said there are a few more on the long weekend. After this is done to resend to SAMA.
- – new balance is \$1,013.17. Roberta has re-invoiced with interest. She has also re-invoiced .
- sent the cheque back – wants GST included.
- Golf course hours – 112
- Brian's ROE – wants for Sept 11th and he will go back on Sept 30th to finish work. She also said was scheduled to work 7 days in a row which would equal overtime.

ACTION: Noreen will talk to Maurice about hours for as he cannot exceed 40 hours for the next week and to adjust schedule.

- Roberta said they changed cell plans and her long distance was a lot. She said she was on hold with Global for 20 minutes. Bruce will look into it with their cell carrier but if they don't cover she will be billing the lake.
- \$86,000 in bank as of tomorrow. August and September wages need to be paid yet and Shellbrook Hospital, SAMA fees and outstanding beach concession bills.
- Guertin – Brad received a call and they will credit account for \$2500 – this was an error on their part.
- Roberta said \$103,702.40 net income as of today.
- Golf course spent - \$1932.03; Budgeted \$1450 – additional \$500 over will be paid by ELLA.
- Stock – Roberta said not much left for last two weeks. It was agreed to have Jane purchase a few chocolate bars, etc.

Lagoon

- Vicki went to the RM. They said they were surprised she was there as we do not pay taxes. She said that it had nothing to do with taxes and she would think they would want to partner as being part of the RM. Barb will talk to . Noreen asked if she can talk to them about Emergency Plan – unlocking gate, etc. Barb and Vicki will go speak with .

CORRESPONDENCE:

1. letter read – Brad will go back and discuss further.

ACTION: Noreen will give the measurements () to Roberta.

2. Defibrillator – decided to leave at Brad's for the winter.

ACTION: Maurice to take down AED and give to Brad.

ELLA REPORT:

- Coffee – Sunday at 10:00 – 11:00 – gave personal invites to both private sides.
- Barb Obed will start coming to meetings as Vice. Next meeting she will bring bylaw changes after she meets with Yolaine/Vicki. Asked to table bylaws to next meeting. Took actions from last year and drafted bylaws for each.

SUGGESTION BOX:

- Should have a sign for no idling diesels

ACTION: Barb will add this to bylaws (idling diesels)

NEW BUSINESS:

1. Lot Re-measurement – cabin and cottage – driveways shared by both parties. Barb asked if they park on it? Discussion held on parking issues. They said septic and Sask Power use it as a road and should not have to pay for that. They will talk to Perry first to ensure he can't go another way and we will look at their lot again.

2. – email received and reviewed. Old cabin can be kept by the park if no cost to her. Brad thought a farmer could move it. Everyone agreed so long as no cost to park. Brad will look into it. Will confirm tomorrow as everyone agreed needs to move an additional six feet over as too close to other cabins. Board has concerns for fire safety, overhang with potential new builds. Opportunity is now to better space cabins along that road.

ACTION: Yolaine to do a letter of approval once we review once again.

ACTION: Yolaine to send plans to Peter Halayka once this is confirmed.

3. Draft bylaws to be posted at store and on line.

4. Security – Noreen suggested consideration for next year – eliminate early bonus and earmark to hire staff for night shifts. 107 leaseholders in total. This would be for July and August only and the person would man the entrance gate as well. We could also use them for bylaw enforcement. Vicki said park manager could also do this. Brad said we need to discuss soon. Noreen said we should also do budget meeting soon.

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Cabin – July long, August 17th weekend – Barb read complaints. RCMP were called. Day camper involved. Barb talked to this camper. Brian called the father Sunday morning who is one of the partners in the cabin. Bylaw #26 applies.

ACTION: Yolaine will do a letter to cabin that if any further infractions occur, there could be a penalty.

Meeting adjourned at 10:10 p.m.

Next Meeting is September 15th at 11:00 a.m.