

Emerald Lake Regional Park Meeting

Sunday, December 13, 2015, @ 11:00 a.m.

Minutes

1. Meeting called to Order at 11:10 a.m.
2. Attendance: Don, Todd, Bryce, Roberta (Mileage: 280km), Jasmine, Karen (Mileage: 110km), and Faye (Mileage: 280km)
Absent: Darcy, Victor, Debbie
3. Welcome Faye Johnston to the Board.
4. Welcome Karen Frisky as the new Treasurer.
5. Previous Action Items
 - a. Water leak in main well house
 - i. Debbie will discuss with Mitch to see if he can fix this when he comes to do the shower house (this item will remain outstanding until the 2016 season).
 - b. Septic Invoices from Perry Dicus for 2015 – these have been received.
 - c. Glenn Weber – Septic invoice – the payment was received
 - d. Write up a policy to indicate only two vehicles are allowed per campsite and put it in the list of Rules and Regulations for daily campers. (this item will remain outstanding until the 2016 season)
 - e. Put posts in compound to make spots (approximately 20ft x 10ft), place numbers on the posts and keep a list at the store of who has rented each site. (this item will remain outstanding until just prior to the 2016 season – to be completed no later than May 15, 2016)
 - f. Debbie to put up signs to show where we approve the trenching to go. This was not necessary.
 - g. Marina – We will continue to obtain additional pricing and information regarding the installation of a marina. We have receive the Water Security Agency Drawing and Debbie will now contact Big Stone and Clarence Hoehne to get additional pricing and estimates. The drawing was also sent to Oceans and Fisheries and we will wait to hear from them.
 - h. Debbie to obtain quotes for renovations to shower house and to check into the option of doing cards instead of coins. (this item will remain outstanding until the 2016 season)
 - i. Debbie to provide the current cost for the campground power upgrades proposed.
 - j. Debbie to price out what she is able to for the proposed projects for next year (full service to “C”, power to “P”, retrofit to shower house and park truck)
 - k. Update our governance policies to be that Board Members can serve up to a maximum of two consecutive terms and then will be required to take one term off and if a Board Member re-applies for their second consecutive term they will be put back on the Board.
 - l. Contact the RM and Village regarding Todd and Bryce being re-appointed to the Board. A letter has been completed and will go out.

- m. Debbie to do up budget requests for staffing requirements.
 - n. New gate arm motor needs to be installed. Bruce replaced the electronic module (used the one from the main gate), to determine if this is the issue before replacing the motor. Will need to confirm if this has fixed the issue as we will need to purchase a new electronic module for the main gate prior to the season opening.
 - o. Newsletter was revised to state all winter items must be removed from the compound by no later than May 1, 2016.
 - p. Debbie had a sign made and installed at the compound stating that May through October the compound is to be used for summer item storage only by paid users.
 - q. Global Terminals – the increase was implemented and we have been advised by Global Payments that they will make all corrections and rebates and we will be receiving a refund.
 - r. Debbie has contacted Peter Kartes to advise that his snow removal contract has been renewed for the 2015/2016 winter season.
 - s. Debbie has put a 5 month suspend on our internet account from November 20, 2015, to April 20, 2015. There is a \$20.00 per month charge to keep our account open.
 - t. Newsletter was revised to remove the presell information for the marina slips.
 - u. Don will pick up season stickers, guides, receipt books, etc. at the SRPA office when available.
 - v. Dropbox – Todd has removed Norm Pelletier’s permissions and added Faye to the drop box.
 - w. Park Model – approval was given for Jackie Mamer to bring in her park model and replace her septic tank. Further, **ACTION** – write a letter to Jackie Mamer and advise that everything has been approved and advise her that the septic tank becomes the property of the park once it is installed.
 - x. A new gate arm flange was ordered for \$205.00 plus shipping and has been installed already.
6. Adoption of Agenda

MOTION: To Adopt Agenda. Don/Faye. Motion Carried.

7. Review of Minutes as circulated

MOTION: To Adopt the Minutes. Jasmine/Faye. Motion Carried.

8. Old Business

- a. Removal of Board Member
 - i. Faye has agreed to ask Norm Pelletier for the return of the binder.
- b. Treasurer Position - Transition
 - i. Roberta and Karen will coordinate the transition between themselves.

MOTION: As the park safe is permanently attached to her home and is depreciated we will give the safe to Roberta as a retirement gift. Todd/Don. Motion Carried.

c. Seasonal Power Bills

- i. Continue to look into the cause of the deficit each year.

9. Correspondence

10. Treasurer Report

- a. October and November financials provided and reviewed

11. New Business

a. Memorial Plagues

MOTION: To charge \$35.00 for the memorial plagues. Don/Bryce. Motion Carried.

b. Online Reservation system – Yastech

MOTION: That we do Yastech with possible implementation in 2016 or January 1, 2017, after consultation with Debbie.

c. Plan 24 Account

MOTION: We will transfer \$6,296.01 into a flex term deposit and name it Emfest.

Faye/Bryce. Motion Carried.

d. Letter from Dorothy Lynn

- i. **ACTION:** Jasmine to draft a letter to Dorothy Lynn addressing her concerns.

e. Water meter running backwards

- i. The meter is running backwards as it was installed that way. It is still recording properly.

f. New Board Members

- i. We are not aware of who will be on the Board as of January 2016.

g. Mail Forwarding

MOTION: The mail will be forwarded to Karen's home address. Don/Faye. Motion Carried.

h. Mil Rate – TABLED TO NEXT MEETING

- i. **ACTION:** Faye to phone RM to determine what the assessment levy consists of, mil rate value and what we are charged for.

i. Secretary Duties – these will remain with a Board member

j. Changing signing authority

MOTION: As of January 1, 2016, the signatories for the account will be Karen Frisky, Jasmine Reddekopp and Faye Johnston. Don/Bryce. Motion Carried.

MOTION: Change the post office authority to Karen Frisky and Faye Johnston as of January 1, 2016. Bryce/Don. Motion Carried.

k. Store Hours – TABLED TO NEXT MEETING

l. Renewing Contracts – TABLED TO NEXT MEETING

m. AGM Items

i. ATVs – the Board had previously approved the use of ATVs to travel from point A to point B only and that each ATV must purchase a licence from the store.

ii. Concession – this has been completed and has been paid for.

iii. Blair Trail – this has been repaired.

n. Seasonal Lease Purchase Discussion – TABLED TO NEXT MEETING

o. Changing Officers

MOTION: The Chair of the Board will be turned over to Don Bagnall and the secretarial duties will be turned over to Jasmine Reddekopp. Todd/Bryce. Motion Carried.

12. Next Meeting

a. Next meeting – January 24, 2016, at 11:00 a.m.

13. Adjournment

MOTION: Move to adjourn at 4:49 p.m. Don/Faye. Motion Carried.