



**Owners & Residents Association of Lac Bernard**  
**Summary - Board of Directors Meeting**  
**Wednesday, November 2, 2022 at 7:30 p.m. (MS Teams)**

**Attendance:**

Wendy Carr, Colleen Forer, Don McLean, Blair Patacairk, Kevin Radford (Chairman), Paul Saunders, Jeff Stubbins, and Brad Sweeney / Regrets: Chris Ault / Quorum was achieved

**Motion:**

- Wendy Carr

To accept the Minutes of the July 20, 2022 Board Meeting.

- Seconded: Blair Patacairk
- Carried: Unanimous

**Motion:**

- Wendy Carr

To accept the Minutes of the August 17, 2022 Board Meeting

- Seconded: Don McLean
- Carried: Unanimous

**Financial Report:** Don McLean

- Don McLean tabled an Interim Association Financial Snapshot for January - September 2022. He discussed the Association's financial position. It remains strong. Don will be providing members with a complete financial overview at our Semi-Annual General Meeting on November 29, 2022.
- The Association has approximately \$66,000.00 spread out over two bank accounts. Some of it is invested in GIC's.

**Association Website**

- Blair reports on his conversation with John McDonald and Paul Hays. Paul Hays offered up some good information, but declined to help out in any further capacity.
- John McDonald wishes to continue to use SeedDMS though its capacity needs to be increased.

**Motion:**

- Kevin Radford

To authorize Blair Patacairk to investigate website vendors and functionality as discussed at this meeting. There is a \$5,000.00 limit on the expense. Blair to report back on his findings at our next meeting, which will be before the semi-annual general meeting on November 29, 2022

- Seconded by Blair Patacairk
- Carried: Unanimous
- New website must have the ability to:
  1. See Board Members – who they are / what are their roles
  2. Look at Board administration - minutes
  3. Buy or renew a membership
  4. Check out and purchase logo items
  5. Look at Committee Reports
  6. Look at Financial Reports
  7. Access to the SeedDMS and see the archived documents on file

## Records and Archives Management

### Motion

- Kevin Radford

I wish to move to authorize John McDonald to carry on with the Records Management Initiative in accordance with his requests.

- Seconded: Don McLean
- Carried: Unanimous

### Motion

- Jeff Stubbins

It is recommended that the Policy and Procedures be adopted as the foundation for addressing the records issues and for moving forward on enhancements.

- Seconded: Kevin
- Carried

### Motion

- Jeff Stubbins

It is recommended that SeedDMS be used to keep current and historical business administration documents secure and available to directors, committee chairs and members, and authorized delegates.

- Seconded: Wendy
- Carried

### Motion

- Jeff Stubbins

It is recommended that the website serve as the archive for holding historical records of interest to the membership.

- Seconded: Blair
- Carried

### Motion

- Jeff Stubbins

It is recommended that suggestions concerning enhancement to the website be considered as part of a fuller review of the website with a view to updating its structure, content, and obsolete technical infrastructure

- Seconded: Don
- Carried

### Motion

- Jeff Stubbins

Two new non-Board positions, records administrator and IT administrator, be established in the Association.

Further discussion needed. While the good intent of this recommendation is certainly recognized, the Board worries about recruitment and retention of impartial, objective candidates for these roles. We have seen how the Paul Hays situation went sideways. The Board is considering whether or not to retain outside, professional help.

### Motion

- Jeff Stubbins

An information session be arranged to enable the records administrator, supported by the IT Administrator and Association Secretary, to brief the Board on the policy and procedures.

Referring to the decision in #5, the Board requires further discussion on this.

**Bylaw Compliance: Wendy Carr**

Wendy is concerned about our efforts to comply with the new bylaws. In particular:

- budget approval
- posting of Minutes
- Reflecting change to the number of directors in the Letters Patent

**Environment Committee – Paul Saunders**

- New yellow Milfoil marker buoys have been removed and stored on the Regatta property.
- Burlap has been laid in Paddy's Bay and Sawmill Bay, where shallow areas need to be addressed.
- Still waiting for La Pêche to reimburse the Association for the water testing costs.

**Semi-Annual General Meeting Agenda - Tuesday, November 29, 2022 @ 7:30 pm**

Discussion about Agenda items. Some to be included are:

- Financial Statements
- Regatta Overview
- Environment Update
- Website
- Ask members to start thinking about a mandate for the Spring AGM – what do they want to see done by the Association on their behalf.
- Dialogue and Questions Period

**Adjournment: 9:40 pm**

**Next Meeting:** November 23, 2022 at 7:30 p.m.