



**Lac Bernard Board of Directors Meeting
February 15, 2023
7:30 p.m. (MS Teams)**

Start Time: 7:31 pm

Attendance:

Kevin Radford (Chairman), Chris Ault, Wendy Carr, Don McLean, Blair Patacairk, Paul Saunders, Jeff Stubbins, and Brad Sweeney

Colleen Forer, absent – Quorum Achieved

Motion:

- Don McLean

I move to accept the minutes of the January 18, 2023 Board meeting.

- Seconded: Blair Patacairk
- Carried

Treasurer's Report - Don McLean

Don focuses our attention on the Association's investments – Environment & General. These have been undermanaged. We get a very low rate of interest on these GIC's. He is suggesting changes to our investment strategy. He wants to terminate relationship with the National Bank. Only GIC's remain there.

Action – seek legal advice about whether or not we are required to use a bank based in Quebec because we are a Quebec corporation.

Don clarifies "restricted" and "unrestricted" assets. Restricted assets are funds that members have specifically donated to support specific initiatives. Environment or Security or, in the past, the Clubhouse. Unrestricted assets are everything else.

The restricted Environment Fund had a balance of about \$7,700.00. We overspent that but we have in our Minutes authorizations to spend on those environmental initiatives in order to meet our commitments to members. Therefore, we had to take unrestricted funds / residual earnings from our general pool in order to cover the shortfall.

We no longer have any "restricted" Environmental assets. The only "restricted" assets we have now are for security.

Kevin cites the new bylaw which states that the Board must give the draft financial statements to two members of the Association who do not serve on the Board, nor are related to any member of the Board. They will review the draft statements. The volunteers are Jane Barton and Brenda Patterson.

The purpose of our reviewing the Financial Statements tonight is to be in accordance with the Bylaw, and to move that they go for review within the 45-day timeframe as stated in the Bylaw.

Excerpt from Bylaw Section 8.2.2 – The final records of credits and spending will be completed within 45 days following the fiscal year end...”

Don points out the difficulty of getting the draft financial statements prepared within the 45-day period. He recommends extending it to 60 days in the future. Kevin postulates about bylaw amendments and consideration should be given about putting it (them) on the AGM agenda.

Wendy suggests putting a timeframe on when the reviewers must get the draft statements back to the Board. Kevin suggests March 10th.

Solid support for the notes which Don prepared to accompany the draft financial statements. Very helpful. Brad speaks to this point.

Motion:

- Kevin Radford

I move to have the Board authorize Treasurer Don McLean to engage the two volunteer reviewers and to receive feedback on the draft 2022 Financial Statements.

- Seconded: Brad Sweeney
- Carried - Unanimous

Brad thanks Don on behalf of the Board for his hard work to get this done in such a short time. Don thanks the independent accountant that he worked with as well.

Website Renewal Project - Blair Patacairk

Neil Balchin, our new website designer, reacted well to the revised Scope of Work (SOW) document though he feels that we are asking a lot for a little amount of money. Neil wants to sign the SOW and get on with it. (Secretarial Note: the SOW was signed on Tuesday, February 28, 2023)

Brad puts things into perspective – we want the old site down and the new site up and working – and is hoping that Neil gets that.

Blair says that Neil has made some changes to the SOW based on Don’s and Brad’s comments.

Don wanted to sure that once the SOW is signed, we need an invoice from Neil in order to pay the initial payment. Subsequent payments will be based on milestones of the development of the site.

Discussion about who is signing it for the Board.

Kevin points out that we have raised two motions authorizing Blair to move on this. We have received a draft SOW. It has been reviewed by directors of the Board. Feedback has been given. He recommends that Brad review it, and authorizes Blair to sign it because we have already moved to allow him to spend up to \$5,000.00 and lead the website redevelopment initiative.

Jeff cites Bylaw section 9.2 - "Contracts and other documents requiring the corporation's signature must first be approved by the Board, and then signed by the Treasurer and one other Director."

Don agrees to sign the SOW with Blair.

Don will cut the cheque once he has the signed contract.

Motion:

- Kevin Radford

I move that the Board authorize Brad Sweeney to conduct a final review of the contract with Neil Balchin, and to provide feedback to Blair Patacairk. In addition, on any contract amendments, Don McLean and Blair Patacairk are authorized to sign the contract to engage Neil Balchin's firm to carry out the website development.

- Seconded: Jeff Stubbins
- Carried - Unanimous

AGM Structure - Kevin Radford

1. President's Message
2. Financial Statements, which will have been circulated in advance.
3. Question and Answer Period
4. Vote to approve the 2022 Financial Statements
5. Vote to appoint 2 volunteer financial statement reviewers for 2023 Financial Statements
6. Committee Reports
 - a. Environment (Paul Saunders)
 - b. Membership (Wendy Carr)
 - c. Website (Blair Patacairk)
 - d. Regatta 2023 (Chris & Carrie Ault)
7. Introduce the Budget for the 2023 fiscal year (January 1 – December 31)
8. Question and Answer Period
9. Vote to approve the 2023 Budget
10. General Election

Don requests input from committee heads in order to help him prepare the 2023 Budget. What are the plans for 2023? For instance, what will the website's annual costs be going forward? Budget requirements are needed in the committee reports.

Discussion about the timing of the Spring AGM. May 3, 10 and 17 are suggested. No decision was made.

Regatta Update – Kevin Radford

Kevin details how he reached out to the Regatta property's immediate neighbours and received responses from both families. There were some concerns:

- Would the Regatta impact the burlap that they will have laid down prior to the event?
- Their understanding is that the vacant Regatta lot does not allow for a dock at the shoreline. And if there is a dock, are we encouraging people to potentially use the property.
- Concerned about controlling access to their properties. How will this be managed?
- Worried about their good neighbour reputations being damaged due to closing their properties to Regatta participants.

Kevin lists the guiding principles for staging the 2023 Regatta:

1. Staying on the Association's property unless we get permission from neighbours.
2. No boats or watercraft on the neighbouring properties.
3. A taxi service would be provided to shuttle participants from anchored boats.
4. Regatta Bay Road will remain open to emergency vehicles should they be required.
5. We would provide offshore rafts for swimming races.
6. We would provide a Milfoil cleanup crew.
7. We would supply our own power by generator for the PA system.
8. The neighbours would be fully aware of the preparation for the event.

Kevin states that the reality is we need to test to see if a Regatta can viably be run solely on the Association's property. It will help the Board determine what would be the best course of action for that asset going forward into the future.

General discussion about the viability of the Regatta property; its strengths and limitations.

Carrie Ault steps up to lead the Regatta Organizing Committee.

Membership - Wendy Carr

Not too much to report as she gets up to speed with the file. Steve Kulba is happy to remain engaged in Membership until such time as the new website is up and running and able to process new and renewing memberships.

Wendy expresses concern that all members, going forward, must answer "Yes" to the following question: "Will you abide by the objectives of the Corporation in the year, to the extent that they apply to individual members?"

Are we going to have an Associate Membership? And at what fee? Discussion is ongoing.

Kevin will send out a gentle reminder:

1. To renew memberships and to advise them to use the current process until such time the new website is up and running.
2. About the two categories of membership,
3. About the question that needs to be answered in the affirmative by all members

Motion:

- Kevin Radford

I move to close tonight's meeting.

- Seconded: Chris Ault
- Carried

Adjournment: 9:00 p.m.

Next meeting of the Board of Directors on Wednesday, March 22, 2023 at 7:30 p.m.