

Agenda: Call meeting to order 7:39
Present: Rick, Michael, Karen, JW
Absent: George and Paul

We will comply with Roberts Rules of Order

30 minutes: Quick stuff:

Communication and Response: best ways to request / respond via email (or other forms?)

Also recognising that a document needs to be reviewed

Email requests for responses are all pretty clear

We look to summarize requests/info at the end of emails. Let's also do this at the top so we know whether to review / respond, etc.

Do we have an appropriate understanding of expectation? Yes - and we should at least acknowledge the email and reply with an estimate of when we can reply

Documents are more difficult - we should set an expectation for when we might review

Note: Large, complex documents are likely to require meetings. If they are important enough and we're not able to review them accurately and quickly off-line, set up time to discuss

If we know we're facing a time where we'll be busy and not able to give a quick response, we should send that out

Could we also get an understanding amongst the board as to our tolerance level - if we're not getting response for a month, two months, three months.... we shouldn't be expected to tolerate it for that long

Quick approval: Magnetic signs for community drive-through

Signs are a good idea, let's make this 'Lake Marcel Volunteer' (change from 'Board Business' to 'Volunteer') - in case it's for more than just Community drive through



Rick proposed we spend \$90 *est on magnetic signs for this purpose. Seconded by MM, approved unanimously

Monthly meeting next week – are we all set?

Action: MM to distribute the notes for the last meeting, also the items to prepare for the meeting next week

Note: Michael will be in the UK next week so unlikely to attend, will try depending on jetlag and timing

How should we organize and store digital files?

Proposal that we store final, modified documents as non-editable (i.e. PDFs) in one place when finalized and referred to as a link from destinations such as the website. Originator (i.e. the committee) would keep the working copy, in case of future editing.

KG - What are the chances that it can be lost through computer failure?

JW - The originator - checking that it is a committee who will store the original, editable document, not just an individual

Physical copies - if there's a signed resolution then there will be a physical copy

Anything which doesn't require a signature then we can print on demand

Action: JW follow up with George to discuss technical options before we approve this as the direction

Director Orientation – can we find a time or different times to meet with new directors?

JW can find time this week - Weds am until about noon, Thursday between 8am and 3pm

RDB: Thursday afternoon is better

KG: Yes, I can do that

JW - check with Paul

MM can do technical overview of Outlook, SharePoint, etc. session on Friday - 12 to 2

Action: JW will check with Paul and, if unavailable, MM will set up a time on Friday with Rick and Karen

Action: MM will send a bulleted list to JW and directors on what would be covered in orientation

Attorney time? Do we need to make a decision or just request an hour?

As far as talking to the lawyer. JW can authorize reaching out to the lawyer to answer some of these questions, or over the phone, or via email

It was good to have him on Teams with prepared questions and some Q&A. Ideally with the entire board - invite everyone, if they can't make it then it is what it is

RDB: Who would be required? Gov docs [JW, RDB, MM and also Paul]

We will add a request for a quote of new governing documents

Also to check if we can we record this meeting?

Action: Rick to schedule time with the attorney and invite the board
erating checking or savings account to use for the attorney?

15 minutes:

Resolution: Community Relations committee

Feedback

KG: There are lots of tasks here which could be separated off from the committee

JG: The decisions within the activities can go to the committee of the board, rather than going to the board for decisions

Some concerns about the number of tasks falling within one committee: the activities here are all carried out by volunteers, don't need to have directors.

Explained the structure of this committee is that the individual pieces (events, etc.) would still be volunteers who are keen on a particular topic, the difference is that they would not need to go back and forth to the entire board for budget approvals and direction; this can all be done within the new Committee of the Board as it will have at least 2 directors and delegated board powers.

This needs to be made clearer in the document.

Also there are some specific points which have feedback, such as:

- Driving around the area at least once a year
- Collecting data

Action: Karen is going to send some notes over with feedback on the resolution and Rick will cover the overall description of Delegated Powers

45 minutes:

Review proposed ByLaws amendments prior to submitting to the attorney

In May, the community voted to authorize 15 seats, not necessarily to how they were directed or appointed

As it stands, we can have one more director - there is another vacancy which makes the total 7
Currently the board can appoint a director to a vacant seat but not to the surplus of 8 or more
Questioned whether it is worth doing this as we are looking at attorney-produced documents (potentially)

Rather than try to propose the Board can select new Directors for any open position, it is a better compromise to formalize that Members can elect new directors during a special meeting - not just at the May meeting. This effectively formalizes the ability of members to select new directors in the November meeting.

Depending on what we get back from the attorney - let's see what comes back

Action: Rick will adjust the proposed amendments and reduce the number of changes and share with the board.

Office Administrator

Comment from JW that it is proving difficult to find a replacement, we may need to go outside the community, we still have no office manager at the moment

If we hear of anyone then we should get them to email the office

No other questions or concerns

Call meeting to order: : Proposed KG, seconded RDB. Unanimously approved.

Meeting adjourned 9:08pm