

CARAVANS WEST OWNERS ASSOCIATION

Event: Board Meeting Minutes
 Date: October 5, 2022
 Time: 5:00 p.m.
 Place: Activity Center and Via ZOOM
 Chair: Shirlee Jeyes
 Author: Anita Zakresky

CURRENT & PAST ATTENDANCE

		July 7/22	July 24/22	Aug. 4/22	Sept. 8/22	Oct. 5/22				
Shirlee Jeyes	President	Z	Z	X	X	X				
Krista Barker	Vice-President	X	Z	X	X	-	-	-	-	-
Anita Zakresky	Secretary	X	Z	X	-	Z				
Joanne Brown	Treasurer	P	Z	P	P	X				
Gloria McNabb	Vice President	X	Z	X	X	X				
Renette Benning	Board Member	X	Z	X	X	X				
Kim Buchan	Board Member	Z	Z	-	Z	Z				
Alan Goard	Board Member	X	Z	X	X	X				
Margaret Bonneau	Staff – Park Manager	X	-	X	X	X				
Jeff Christian	Board Member				X	X				
Alan Schultz	Board Member				X	X				
	Staff – Head of Maintenance	-	-	-	-	-				

X = ATTENDANCE IN PERSON
Z = ATTENDANCE VIA ZOOM
P = PARTIAL ATTENDANCE

MINUTES

1. **Welcome & Call-To-Order – 5:00 p.m.**
2. **Approval of Agenda as amended**

MOVED/SECOND: **Jeyes/McNabb** **Carried**

Social Committee

Many thanks were expressed to the Social Committee for their hard work and commitment. The Social Committee requested that their spending limit increase from \$500 - \$1500.

MOTION: The Board recognizes the increase to \$1500 falls within the Social Committee’s purview.

MOVED/SECOND: **Benning/Jeyes** **Carried**

3. **Approval of Minutes Previous Meetings**

Minutes of September 8, 2022 meeting

MOTION: (BY EMAIL) To approve the minutes of September 8, 2022

MOVED/SECOND: **Jeyes/Zakresky** **Carried**

MOTION: (BY EMAIL) To approve the hiring of a Co-Owner to work in housekeeping until April 1, 2023.

MOVED/SECOND: **Jeyes/Benning** **Carried**

4. **Action Log Review**
5. **President’s Report – (attached)**
6. **Treasurer’s Report - (attached)**
7. **Manager’s Report** - Margaret reported verbally that she has been working on the following:
Voting results, overseeing of housekeeping staff, job postings, budget preparation, tree removals, policy committee participation, site issues, complaints, park model deliveries, security, garbage bins, ordering of additional lounge chairs, and other various administrative work.
8. **Compliance Issues –** parking, break in at back storage compound, park model delivery did not follow protocol, fence went up without approval, rear gate incident, messy construction sites.

9. Business Arising from Previous Meetings

A. BOARD PORTFOLIOS

Alan Goard	Long Term Planning Committee Liaison
Jeff Christian	Personnel Committee Chair and LTP
Kim Buchan	Policy Committee
Renette Benning	Social Committee and Welcome Wagon
Alan Schultz	Playground Committee
Gloria McNabb	Site Approvals

B. Personnel Committee Terms of Reference

This is a new committee that will deal with human resources issues and bring them forward to the Board and Board Executive for decision making.

MOTION: The Board endorses the terms of reference for the Personnel Committee.

MOVED/SECOND: **Christian/McNabb** **Carried**

C. HR Quote – We received a quote from a Human Resource consultant that addressed some of our questions, but it was felt that we need a more concrete proposal to present to the HR Consultant so that we can obtain a more accurate and realistic quote. The original \$3200 quote may not be comprehensive enough. It was also felt that we need some advice and recommendations regarding a management structure at Caravans.

The discussion was deferred to an “In- Camera” session later in the meeting.

10. New Business

A. Budget – The 2023 budget was discussed in preparation for presentation to the membership. Joanne will set up another meeting specifically to further discuss the 2023 budget.

B. Facebook Recommendation from the Policy Committee

The Policy Committee recommends the following:

- The resort manager be given administrative access to post notices.
- The Facebook group be only one way communication of urgent notices, important reminders, and messages that pertain to the park.

- The Facebook group be given the new name “Caravans West Official Notices”.

MOTION: To accept and implement the Policy Committee’s recommendation with the Board Facebook page.

MOVED/SECOND: **Jeyes/McNabb** **Carried**

MOTION: To move In-Camera

MOVED/SECOND: **Jeyes/Benning** **Carried**

The Board decided to delegate to the Human Resources Committee, the responsibility to conduct what is commonly called a “zero base” review of the roles and functions carried out by Managers and Staff in Caravans West, with a view to eventually recommending an organizational structure that will carry the Park forward. While much of this work can and will be done by members of the Committee, over several months, it was felt that there may be a need for some external input, which has resulted in a request to set aside \$5000 for a potential external contract.

MOTION: To move out of In-Camera

MOVED/SECOND: **Jeyes/Goard** **Carried**

11. Other:

With regard to the ongoing Covid pandemic issue, we would like to remind everyone (Staff, Board, and Co-owners) to please be respectful of each other’s personal choices.

Co-Owners may request to attend Board Meetings in person or via ZOOM. To request attendance or a link, please contact: anita@caravanswest.ca

Board meetings are open to Co-Owners for observation only. Co-Owners who wish to address the Board may do so by applying to the Board at: anita@caravanswest.ca in advance of the Agenda being sent out. (7 days before the meeting. Meetings are held on the first Thursday of each month.

12. Adjournment – 8:13 p.m.

Next meeting date: November 3, 2022

ACTIVE ACTION/MOTION LOG

No.	Action/Motion	Lead Person	Due	Status
1	Set up 2023 Budget meetings	Joanne	Oct. 2023	In - progress
2	Implementation of a permit system for site improvements	Margaret	Jan. 2023	In progress
3	Obtain quotes for a Human Resource Consultant	Shirlee	Sept. 2022	In progress
4	Consultation with beach area users and residents	Margaret	Spring 2023	In progress

President's Report – October 5, 2022

October is Budget time, and our work has commenced. The process has started with staff considering the recommendations of the Bramwell Report and determining which areas need to be addressed in the coming year. Quotes are gathered and considered with this information being passed along to our Treasurer and the Board of Directors. Once the Board has approved the proposed Budget, it will be presented to Co-Owners for their consideration.

Board meetings continue to take place in the winter months from a variety of locations. We wish to purchase improved video conferencing equipment for the Activity Center in order to better accomplish meetings held by Zoom. We would like to install a monitor on the wall and purchase an improved video and sound system so that everyone can be seen and heard.

Our Wastewater and Water treatment plans are still not fully back online from the ravages of the lightening storm in July. Needed replacements have been ordered and staff are working with contractors (and their timelines) to complete the restoration of our systems.

The structural work on the playground is now complete. Director, Al Schultz will be taking the lead to determine what the next steps will be to restore our structure to a safe and playable standard. The new slides are here and will be installed as staff are able.

Policy Committee has met and recommended some changes to our Board Facebook page. First will be a name change to Caravans West Official Page. Next, our manager, Margaret Bonneau will be added to the administrator list so that she can also post to Facebook. The committee further recommended that commenting be turned off for all our posts. Administrators will be Margaret Bonneau, Joanne Brown, and myself.

Amendments have been made to our Policy Manual, Part A and Part B to reflect the results of our AGM vote. Revised documents have been emailed to all Co-owners and posted at our website.

Our electrical meters were read on September 30 thanks to Joanne Brown and a team of volunteer helpers. Invoices and statements will be issued soon.

The snowbirds have started their flights south. We will miss them and look forward to their return in the spring.

Respectfully,
Shirlee Jeyes

TREASURER REPORT October 5, 2022
Caravans West Owners Association

Account balances as of October 4, 2022:

General Operating Account	\$234,710.28
Savings Account	\$3,201.48
Patronage in Operating Account	\$829.94
Reserve Fund	\$151,526.78

Term Deposit with SASCU:

Contingency Fund	\$308,619.18
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Budget Time

The management team, the long-term planning committee and the board are currently working on the upcoming budget. Several items are being identified as needing repairs or replacing and quotes are still coming in. Some items will be included in the regular budget, and some will be identified as coming from the reserve fund. In 2022 there were plans for work to be done in the North Satellite building that will not be completed until next year. This does not affect the budget as they were planned to come out of the reserve fund.

Due to unforeseen circumstances like supply, increased costs, more involved work than anticipated, etc., I would like to report that some expenses are over budget. Due to this, some planned work will not be completed in 2022. Two larger cost items would be the replacement of gravel on the common grounds along the roads and planned work in the pickle ball courts. This work will be moved into the 2023 budget.

Water & Wastewater Repairs

We have had unexpected costs associated with the lightning strike within the park this summer that affected the water plant and the wastewater plant. Costs to date are \$17,114.

Reserve Fund transfer

Monies were moved out of the Reserve Fund to cover the costs associated with the Rear Gate Replacement as per the 2022 memo presented at budget time.

Expense Report

As discussed at the AGM, a report of the Park's expenses will be presented monthly. The Expense Report will be on the Caravans Website for those that wish to review.

PAYMENT OPTIONS:

- 1) Cash or debit at the office, sorry no Credit Cards
- 2) Online Bill Payment set up with **Credit Unions only**. If you do not see Caravans West as a payment option, please call your bank and ask for instructions. If you are banking with a chartered bank (RBC, TD, BMO, CIBC) you cannot use this option.
- 3) Cheque
- 4) E-transfer to accounting@caravanswest.ca (add your site # to transfer)
Security question if needed: where do we vacation?
Password if needed: **caravans**
You can choose your own password, just inform our Bookkeeper, Ellen

Respectfully submitted
Joanne Brown, Treasurer
CWOA Board of Directors