

**PINE MEADOWS HOMEOWNERS ASSOCIATION
MINUTES OF THE BOARD OF DIRECTORS MEETING
WEDNESDAY, May 15, 2019
AT 1:15 P.M.**

- 1 CALL TO ORDER:** Keith Solomon, President, called the meeting to order at 1:18 p.m.
- 2 BOARD MEMBERS PRESENT:**
 - 2.1 Regrets:** David Ellis
 - 2.2 Guests:** Sue Anderson
 - 2.3 ESTABLISHMENT OF QUORUM:**

The minimum requirement is 50% plus 1 = 6. The quorum has been reached.
- 3 CONFLICT OF INTEREST DISCLOSURE:** No conflict of interest.
- 4 ADDITIONS/CHANGES TO AGENDA:** Test of the Emergency Contact Network (Joe Piercey).
- 5 APPROVAL OF THE AGENDA OF BOARD MEETING MAY 15, 2019:** Nicole Bernou made the motion to approve the agenda. Joe Piercey seconded. Carried unanimously.
- 6 DISCUSSION OF FUNDING DRIVE FOR GROVES (Sue Anderson):** (This item is moved ahead to accommodate our guest.) \$350,000 has been raised. If \$500,000 level is raised – the Diagnostic Imaging Suite can be named after Pine Meadows. A few events are planned for fundraising over the next several months. Sue Anderson is looking for ideas from the Board to raise the \$150,000. John suggested a five-year plan to reach that goal (the Board can give advice but cannot be directly involved.) Personal donations have made the donation as high as it is, so hopefully further personal donations can be arranged. Otherwise, our special fund raising events will continue. Sue will discuss a five-year plan with Don Vallery and the Groves Funding Team.
- 7 APPROVAL OF THE BOARD MEETING MINUTES OF APRIL 17, 2019.** Perry Adams had a minor change to the minutes, i.e. Page 2, Update on the Website. He wanted to change the wording from: “Seven volunteers are assisting with the website maintenance” to “Seven volunteers are ready to assist with the website

maintenance". John Campbell made the motion to approve the minutes. Ken Chapman seconded. Carried unanimously.

8 BUSINESS ARISING FROM THE BOARD MEETING MINUTES OF APRIL 17, 2019

8.1 Tabled business

8.1.1 Update on the Website (Perry Adams). Another overview of the new website was arranged recently with 24 residents attending. The new concept of the website was explained at that meeting, with instruction on how to register/login. Perry also noted that there will be a change to "Channel 5" on the website which will become a 'news' box with a list of forthcoming events.

8.1.2 DropBox for PMHA (Keith Solomon). Keith explained that the ownership of the Dropbox can be changed when the current "owner" leaves the board and a new "owner" joins the board. It is a relatively simple transition. The cost for Dropbox use would be approximately \$140 per year for 1 TB of space.

8.1.3 Resident's Picture Booklet (Joe Piercey). At the present time we are planning that the website would replace the Resident's Picture Booklet. All pictures submitted/stored on the website will be accessible to residents for printing of hard copies. If a resident wishes to have hard copies printed, then that resident will be able to print hard copies off himself/herself. It was agreed that the booklet goes out of date quickly and is costly and having the website maintain pictures would be an easy and economical solution. Peter Manning will take pictures as required. Perry will contact the company that prepared the booklets in 2015 and advise them that we will not be using their services in the future, as we are converting to website version.

8.1.4 Carpet in Change Room Hallway - (Joe Piercey). – The carpet has been in place since May 1 and seems to be working well. Tabled until next month (end of the trial period).

8.1.5 Show by Elora Theater Group (Joe Piercey). - The Elora Theatre Group is set for June 6th. Joe will meet with Deb Stanson from Habitat for Humanity ReStore sometime in the next week or so and discuss how to set up the room. The response to the show per the signup sheet so far, has been very positive. Joe requested volunteers to assist with the set up and serving dessert and coffee.

8.1.6 Timeline to AGM (Appendix 1 - Joe Piercey). Joe has searched the By-Laws and listed his findings/summary in the attached. Joe will be the nominating chair. Positions for the Director of Communications, Secretary, MCRC representative, and Vice President will need to be filled. Board members can put the word out for these positions from this point forward.

8.1.7 Emergency Contact Meeting (Joe Piercey). There was a meeting May 14th during which it was suggested that a 'test run' of the network be arranged. The network is set up to be a communication exercise - informing residents of an emergency and accounting for their responses. Joe would like to have the network set up so that the coordinator contacts the marshals, who contact the captains who then contact the residents. He would like to have the network set up so that if a resident is going to be away for any length of time, or has out of town guests, he/she let the captain know so that if an emergency happens, then the network already knows who is in residence. Another network meeting will be scheduled with ALL network members in attendance. Tabled.

9 CORRESPONDENCE: No correspondence.

10 NEW BUSINESS:

10.1 Horizon Scanning Survey of PM residents needs and wants (Keith Solomon see President's Message for June (Appendix 2)) – attached.

10.2 MCRC Report (Joe Piercey, Appendix 3) – attached.

10.2.1 MCRC Analysis for monthly Pine Meadows Maintenance/Operation Expense (Joe Piercey). Jim Taylor works on a monthly basis for MCRC and compares expenses from one month to the next. He checks overages; he checks to see if expenses are on target; he compares expenses with previous months/years, etc. Joe made the motion to have Jim Taylor continue as an ex officio representative for the MCRC. Seconded by Nicole Bernou. Carried unanimously.

11 DATE OF NEXT BOARD MEETING:

The next PMHA Board meeting will be held on Wednesday, June 19, 2019 at 1:15 p.m.

12 MOTION TO ADJOURN:

Mike Hatch moved to adjourn the meeting. Joe Piercey seconded. Carried unanimously. Meeting adjourned at 2:53 p.m.

Signed by:

Keith Solomon, President

Susan Langille, Secretary