

PINE MEADOWS HOMEOWNERS ASSOCIATION MINUTES
FOR BOARD OF DIRECTORS MEETING January 17, 2024

1. **CALL TO ORDER:** Avon Giddings, President, called the meeting to order at 1:00 p.m.
2. **BOARD MEMBERS PRESENT:** Nancy Cook, Larry Pope, Avon Giddings, Dave Favrin, Andy Keen, Chris Larsen, Chris Rynberk. Mike Stock, Perry Adams
 - 2.1 **REGRETS:** Heather Hocken
 - 2.2 **ESTABLISHMENT OF QUORUM:** The minimum requirement is 50% plus 1 = 6. A quorum was reached.
3. **CONFLICTS OF INTEREST DISCLOSURE:** None
4. **ADDITIONS/CHANGES TO AGENDA:** None
5. **APPROVAL OF THE AGENDA FOR THE BOARD MEETING January 17, 2024:** All in favour.
6. **APPROVAL OF BOARD MEETING MINUTES OF December 20, 2023:** A board motion to approve minutes was made and seconded. Carried
7. **BUSINESS ARISING FROM THE BOARD MEETING MINUTES OF December 20, 2023**
 - 7.1 **Drop Box Training Discussion:**
 - If the PMHA board decides to use Dropbox, we will need to appoint an archivist.
 - We will then need to develop a job description and expectations for this archivist.
 - Chris Larsen will investigate the role of an archivist.
 - If the decision is made to use Dropbox, we will need to decide what items to store and what are the legal requirements for items to be stored.
 - **Final decision of this discussion:** each board member will investigate Dropbox and come back to the next board meeting with suggestions and evaluate the need to use Dropbox.
 - 7.2 **Reserve Assessment and Resetting**
 - Avon Giddings will search for PMHA board minutes with the necessary information regarding the initial setup of this reserve.
 - A point was raised regarding the need for more long-term liability funds in case Pine Meadows is sold.
 - A point also was made that we should have clear options if Pine Meadows is sold.
 - A copy of the key for the PMHA board filing cabinet will be made by N Cook, secretary.
 - A suggestion was made to invite Dana Burdenuk and Don Vallery to a board meeting to discuss these items.
 - 7.3 **Website Management**
 - A written report was provided by Avon Giddings.
 - We have a webmaster (Perry Adams).
 - We need to have others involved to manage specific parts of the website e.g. social and other activities.
 - We will need tech support to fix mistakes and help define roles.
 - We will need an oversight committee to monitor any changes or additions.
 - Board members are to read Avon's report and volunteer if they could take on a role.
 - 7.4 **Emergency Contact Network Review:** pending
 - 7.5 **Tax Return Update:** none
 - 7.6 **Men's Aquafit update:**
 - Larry Pope made a motion that a dedicated time (1 pm to 2 pm daily) be established for men's aquafit. Seconded Mike Stock. Carried

8.0 **NEW BUSINESS**

8.1 **Treasurer's Report;**

- Sponsorship cheques are arriving for the Web Committee.
- Treasurer presented an invoice and payment to D Burdenuk for PMHA photocopying.
- Chris Larsen will contact PMHA's bank regarding GIC coming due in February.
- Paul Lingen will investigate funding for a sound study for Grand Hall.
- **A board motion to approve the Treasurer's report was made and seconded. Carried**

8.2 **MCRC Report:**

- A sample replacement table for the hall will arrive for our inspection.
- Chris Larsen has sourced new card tables for our approval.
- Building facilitator, A Keen will address the holes in the men's washroom floor with Dana Burdenuk when she attends a board meeting.
- There will be a \$485.98 refund to all PM residents from the maintenance budget.
- **A board motion to approve the MCRC report was made and seconded. Carried**

8.3 **Remote Attendance**

- One board member requested attending board meetings via Zoom.
- After a lengthy discussion this request was put on hold for further discussion.

8.4 **President's Message to Pine Line**

- Men's aquafit motion (see above 7.6)
- Photo website update
- Search for website expertise from all Pine Meadows residents

8.5 Avon Giddings will invite Dana Burdenuk to a future board meeting- date and agenda to be determined.

8.6 **Exercise Room Equipment:**

- Andy Keen and Doug Wilson will investigate repairing and maintaining this equipment.

8.7 **First Aid Training:**


Chris Larsen has secured an instructor and will take care of the signing-up process.

9. **DATE OF NEXT BOARD MEETING: Wednesday, April 17, 2024 - 1 PM**

10. **MOTION TO ADJOURN:** All in favour



President, A Giddings



Secretary, N. Cook