

**MINUTES OF MEETING OF THE BOARD  
SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION  
APRIL 24, 2019  
HELD AT HOME OF LEZLIE SMITH**

**Board Members Present:**

- Jim McLeod
- Lezlie Smith
- Lou Moniz
- Ron Leclerc
- Peter Borgmann

**Guests:**

- Paul Bokowski
- Dave King
- Guy Haeber

**Call to order 7:10 p.m.**

**1. Appointment of new Board Member**

The bylaws authorize the SHORA board to appoint additional members to the board to fill vacancies. Moved by Ron, Seconded by Lezlie, that Paul Bokowski be appointed to the SHORA Board. Carried. Thanks to Paul for agreeing to sit on the Board.

**2. Appointment of Board Members to Specific Positions**

Before appointing Board members to specific positions, it was agreed to discuss what was required of each position.

**2.1. President**

From the bylaws:

- The president shall preside at all meetings of the Society and of the Directors.
- The president is the chief executive officer of the Society and shall supervise the other officers in the execution of their duties.

From Dave King, past President:

- President supports all the other Board members
- Liaises with the District of Sechelt
- Liaises with matters relating to BC Societies
- Liaises with the District of Sechelt regarding the Foreshore Lease<sup>1</sup>
- Attends SCAF (Sechelt Community Association Forum) meetings, with other Board members as applicable. **ACTION: Dave to provide contact info to Peter**

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<sup>1</sup> SHORA subleases from the District of Sechelt, which holds the lease. BC Assessment works with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to establish SHORA's fees. The fees are based on the Marina's configuration (number of slips, physical assets, etc.), so SHORA must apply to the District of Sechelt for changes, which application is then forwarded to the Ministry.

- Manages miscellaneous projects. Two current projects pending are:
  - Arrange a meeting with Legal Counsel Lois Potter to discuss Directors' indemnification
  - Arrange a meeting with Legal Counsel to discuss warehousing legislation as it may pertain to boats abandoned in the marina

## 2.2. Vice President

From the bylaws:

- The vice president shall carry out the duties of the president during his absence.

## 2.3. Wharfinger

Although not mentioned in the bylaws, the position of Wharfinger, who manages the marina overall, is a very important to SHORA.

From Guy Haeber, past Wharfinger:

- Manages about 60 contracts for boats and kayaks – delivered by hand annually, 3 hour job for 2 people
- Collects moorage/space rental fees
- Manages marina maintenance
- Assigns spots in the marina
- Collects SHORA memberships – it was noted this was the hardest part of the job<sup>2</sup>
- Manages keys to marina
- Organises rental of porta-potty at marina (about May to September) from Bonnie Brook
- **ACTION: Guy to provide a list of key contacts to next Wharfinger**

Guy has volunteered to continue with the Wharfinger duties until May 7, at which time most of the annual collection of fees, assignment of marina spots, etc. will be completed for the current year.

## 2.4. Secretary

From the bylaws:

- conduct the correspondence of the Society;
- issue notices of meetings of the Society and Directors;
- keep minutes<sup>3</sup> of all meetings of the Society and Directors;
- have custody of all records and documents of the Society except those required to be kept by the treasurer;
- have custody of the common seal of the Society; and
- maintain the register of members.

## 2.5. Treasurer

From the bylaws:

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<sup>2</sup> There was general discussion as to whether fee collection for members not using the marina should fall upon the wharfinger. It was agreed to discuss this further at a future date.

<sup>3</sup> It was observed that “keeping” the minutes does not necessarily mean taking the minutes. It was also generally observed that other SHORA members may volunteer to take on responsibilities, such as minute taking, without being members of the Board.

- keep the financial records, including books of account necessary to comply with the Society Act, and
- render financial statements to the Directors, members and others when required.

#### 2.6. Appointment of Positions:

- Ron moved, Lezlie seconded, that Peter be appointed President. Carried.
- Ron moved, Lezlie seconded, that Paul be appointed Vice President. Carried
- Lezlie moved, Peter seconded, that Ron be appointed Secretary (Ron also volunteered to continue in capacity of entertainment chair). Carried **ACTION: Ron to meet with Wilma Kersten, past Secretary, to assist in transition.**
- Peter moved, Ron seconded, that Lezlie be appointed Treasurer. Carried.
- Ron moved, Lezlie Seconded, that Lou be appointed Wharfinger. Carried.

### 3. SHORA Geographic Capture Area

Whereas:

The Constitution (Section a) and Bylaws (Part 2 & 5 & Appendix A) collectively define the geographic 'capture area' of SHORA, and determine that membership in SHORA and on the SHORA Board is generally limited to residents of this capture area; and

The Constitution (Section a) authorizes the directors of the Society to determine the boundaries of the 'capture area'; and

The map of the 'capture area' in Appendix A of the bylaws is observed to be outdated and captures an area slightly smaller than is currently used in practice:

Peter moved, Lezlie seconded that:

The Board affirms that the correct 'capture area' of SHORA is as currently described on the SHORA website, that Appendix A of the bylaws is in error, and that Appendix A will be corrected to match the extents described on the website at the next Annual General Meeting.

Carried

### 4. Miscellaneous Items

In the course of general discussion, the following observations, points, and decisions were noted:

- **ACTION: Dave to send Peter contact list for President**
- The forwarding email addresses for SHORA's email address needs to be changed to current Board members.
- Additional Board members need to learn how to update items on the website.
- It was agreed that Lezlie, Peter and Lou would be signatories for cheques. **ACTION: Lezlie to make necessary arrangements with Sunshine Coast Credit Union.**
- Photocopying of documents for SHORA purposes may be done free of charge through the front office of the District of Sechelt.

- There are four bulletin boards, plus the marina, where the list of the SHORA Board needs to be updated.

5. Recognition Dinner for Outgoing Board members

- It was agreed to hold a recognition dinner on **Friday May 10** for outgoing Board members Dave King, Guy Haeber, Wilma Kersten, and Stu Maxell for their many years of service to SHORA. Spouses are invited. **ACTION: Ron to coordinate.**

6. Next Board Meeting:

The next meeting of the Board will be on **Tuesday, May 17, at 7:00 p.m. at Paul's home** (6287 Fairway Ave).

Meeting adjourned at approximately 9:30 p.m.