

SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION
May 29th, 2023 HELD VIRTUALLY BY ZOOM

Board Members Roll Call (quorum = majority of Board = 3/5 Board members)

Board Members Present: (Quorum = majority of Board members))	Present	Regrets	
Michelle Bruecker	Yes		
Heather Ferguson	Yes		
Karen Madsen	Yes		
Jim Richards	Yes		
Lezlie Smith	Yes		
Robbert Visscher	Yes		

1 Call Meeting to Order: 7:08 pm

1.1. Adopt Agenda

Motion: Lezlie Smith, Second: Robbert Visscher
 All in favour

1.2. Adopt Draft Minutes of May 8th, 2023

Motion: Karen Madsen, Second: Heather Ferguson
 All in favour

1.3. Action Items & Business Arising from Minutes of May 8th, 2023

Action: Heather – Access to gmail required for new Board Members, Password and protocols to be shared

Completed – Lou and Peter now off email list

Action: Heather – valid contracts to be placed in google drive folder

Completed – under wharfinger folder

Action: Jim – to share Peter Borgmann's planning list for Canada Day from last year

Completed – shared with draft minutes

Action: Maintenance planning to be reviewed this meeting

Completed – agreed to evaluate and put plan together in July when Jim is on the Coast

Action: Lezlie and Robbert to meet and hand over Treasurer's role

Completed – see President's Report

Action: Signatories and Credit cards to be reassigned

Mostly completed, work in process - Robbert underway, Michelle needs to meet with bank

2. Executive Business Reports

2.1. President's Report— Lezlie Smith

- Updates requested with Doug Murray for the web site including;
 - Changing the Board of Directors names
 - Changing the postal code for the SHORA address
 - Adding the AGM minutes, April and May directors meeting minutes
 - Adjusted the wording for the 'Join Us' section to clarify it is \$10 annual fee Per Household
- New credit card has been applied for with Collabria – just waiting for delivery and will then cancel cards with Peter and Lou as per Collabria's instructions. I will need to change the SHORA credit card with GoDaddy web site once it is received.
- Signatory request changes have been initiated through the Sunshine Coast Credit Union. Michelle and Robbert were to have provided them with certain details. Contact is Vikas Raina – vraina@sunshineccu.net or 604-740-2770 if this still needs to be completed.
- Connected Karen with Ron Leclerc and Lynne Dickson for July 2nd Canada Day celebrations and to confirm date and times.

- Updated the Shora Drive with amended ByLaws, Society Annual Report and Statement of Directors
- Thanks to Heather for the Google Drive review for Contact Labels, email processes and file systems.
- Updated Peter and will collect a few physical items from him including spare padlock, shed key, corporate seal and some files.
- Robbert and I spent just under 2 hours entering all the revenues that were received for May into the quickbooks system and generally reviewing much of the quick books processes including invoicing, receiving payments, creating bills that companies issue to us. Generally skimmed over the reports section and bank reconciliations. I can go through that with Robbert once the month is over.

2.2. **Treasurer's Report** – Robbert Visscher

2.2.1 **Current Financial Status**

2.2.2. **Budget / Forecast planning**

2.2.3 **New Business:**

- Not month end yet so limited reporting today
- Balance at start of month was approximately \$29,000 now at \$35,000, over 90% of anticipated revenues received
- Month end report to come soon
- Budget forecast planning to be worked on
- No new business
- Will contact the bank again to ensure sign-off

2.3. **Wharfinger's Report** – Jim/Heather -

- For the month of May 2023 all contracts issued are paid.
- **Current availability**
 - For boats in the marina is : 2 x 17 foot and 1x 12 foot
 - On the racks: 2 kayak spots on the dock, 1 canoe spot on the dock, 2-3 kayak spots on land.
- **Inquiries**
 - New canoe incoming, not finalized.
 - 1x 23 foot boat of a member in catchment goes onto the waiting list as of May 28th.
- **Current Moorage**
 - Boats who have paid the season are still arriving into the marina and some slight adjustments are being made to ensure the boats are not touching when there is water turbulence. Some dock cleats installed with permission beside slip 31. We thank everyone for their understanding and adjustments.
- **New members with or without vessels**
 - When new members join SHORA, I'll enter them into the SHORA Contacts list within 24 hours.
 - On Google Drive the 23-24 contracts are organized.

2.4 **SCAF meeting update** - Michelle Bruecker

SCAF:

May 16 2023 Meeting:

- **Kelly Foley - Cover the Coast Affordable Housing Presentation**
The presentation will be forwarded to me and I can send to whoever is interested.
- **SCAF change in focus**
Feedback from council is that SCAF is being perceived as “complaining”. What can SCAF do differently to have CAs collective voice heard?
- **Two objectives were identified**
 1. Improve our efforts at community engagement with our neighbourhoods

2. Be more effective at being a 'collective voice' and at advocacy to the District of Sechelt

FOCUS AREA DESCRIPTION ACTIONS

<p>Increase visibility of SCAF and Community Associations</p>	<p>More marketing and promotion of SCAF Pamphlet version of volunteer table display Website Farmer's market stall Bi-monthly column in Coast Reporter</p>	<p>Diana Mumford to produce pamphlet Catherine to connect with Coast Reporter Website in our future, tbd</p>
<p>Work together on key issues with collective advocacy to Sechelt council</p>	<p>Prioritise issues that matter to our members; be a collective voice Present as a delegation Media release or letters to editor Letters to Council Less "complaints" oriented; more professional and united</p>	<p>For June 20 meeting, will submit our water survey results to Council Catherine to speak with member of WSCA willing to develop a high-quality presentation for Council on water SCAF to provide input to District of Sechelt strategic plan</p>
<p>Enhance community engagement</p>	<p>Support recruitment of membership More diverse voices, many voices from our neighbourhoods Increase membership numbers Surveys Outdoor meet & greets Events</p>	<p>Survey for water Setup meeting with Lindsay</p>

Next SCAF Meeting

Tuesday June 20th - not determined yet whether with Council.

2.5 Emergency Preparedness- Michelle Bruecker

- Emergency Preparedness Group:
- No new information.
- **Action Item: put poster up on community bulletin boards.**
- **Action Item: research possible collaborations with other communities**

3. New Business

3.1 Canada Day Planning – confirmation and promotions

- Reviewed mailing and needs for planning, agreed email contents and primary activities

3.2 General discussion around SHORA's goals for 2023/2024.

- Agreed that our goals were to act in the best interests of the community association, including the marina and non-boating requirements

3.3 Maintenance planning for 2023

3.3.1 Work recommended by Mackenzie Sea Services included

- Wooden pilings need repair above the water line with epoxy or wood – to be monitored and repaired as required
- Spot paint exposed metal on gangway ramp
- Remove decking from kayak dock to confirm condition of wood underneath and to confirm the estimated five year life span
- Monitor plastic-coated floats under the metal docks that may be deteriorating due to sunlight. Last year only one was found to have minor damage

- Examine floating concrete breakwaters for possible life-extending options.
- Agree to address later in July: to inspect, plan and action – email to go out for work party participants following inspection

Doug Murray

- Bill from \$350.00 to \$385.00, 10% increase in fees this year
- Motion to accept the increase: Lezlie Smith, Second: Robbert Visccher
- All in favour

Water line issue

- Water pressure is good but can hear freely running water near Hanks house, needs to be inspected

Dave King email – offering to fix water lines

- All agreed for Dave to do the necessary work
- **Action item – next mtg, decide approval policy and spending limits**

4. **End of Meeting Administration**

4.1 Next meeting date: Monday June 26

4.2 Meeting Adjournment 8:04 pm