

October 30, 2023; Meeting of the Board and Executive Committee of the Crystal Lake and Community Association, 7:00 p.m. Zoom format

Present;

John Fernandes, President/Board Member

John Hubbard, Past President/Board member

Chris Brickman, Vice-President

Carol Ing, Treasurer

Linda Mielewczyk, Membership

Sharon Brickman, Secretary

Nikita Siappas, Lake Stewart

Rainey Weidauer, Board Member

Absent;

Shawn Baldwin, Lake Stewart

John Fernandes, President, called meeting to order;

Minutes;

-Minutes of September 6, 2023 Executive/Board meeting were adopted

Membership; Linda

-membership has not changed since the last meeting

2023 Budget/Financials

-2022 Audit has been completed by Terry McKinnon, currently waiting on the tax filing for 2022 from her. Update;

Carol received the 2022 filing from Terry on Nov. 1/23, it will be forwarded to CRA this week

-Total cash on hand as of Oct 30 = \$15,619 (bank \$14,428 + Paypal \$1,191)

-We expect to be about \$2K above our forecasted cash balance at the end of the year.

-outstanding expenditures; welcome sign grass cutting (\$600+/-) and upgrades (materials only est. \$1k or less), administrative fees associated with Incorporation update

Incorporation

-Chris now has necessary Director and Board information and will complete the required documents to update our Incorporation records. Cost is \$290

-Carol to put place holder in the annual budget spreadsheet for every 2nd year, as a reminder to update the Corporate status documents following elections.

-Sharon/Linda will complete the required changes to the constitution and any other documents in order to conform to new legislative requirements, this will be done over the course of winter with the objective being to have this ready for the AGM in 2024

Welcome sign repairs;

-Mike Leblanc has been volunteering his time to do required work on the signs and has made good progress to date, due to winter travel, he is unable to work on this over the winter months

-John Doble has offered to volunteer his time to work on the signs over the winter months

-Chris will send Rainey the contact information for Carver Creek staff for John to follow-up with paint colour matching

-Rainey/John D. will reach out to Mike Leblanc to determine work he has done to date and figure out the best approach moving forward

Lake Health/Environment/Water Levels; Nikita Siappas

- awaiting to hear back from Nolan Pierce regarding testing results
- testing will continue in 2024
- Nikita is taking a course in algae identification
- climate change, shoreline erosion and invasive species continue to be ongoing concerns
- on-going lake health education would be of benefit to our members

Emergency equipment/training:

- Rainey will proceed with the purchase of an 8" auger
- There was a discussion on the logistics of advising members of the location of the fire pump, keeping equipment security, accessibility and knowledge in mind. It was agreed that Sharon will draft an email on this subject to be sent to the Exec. for approval prior to Linda sending it to our membership distribution list.
- Sharon will have a preliminary discussion with a member on the North shore regarding the possibility of housing a fire pump at their home should a second one be purchased
- There was a successful firefighter recruitment campaign which resulted in several additional volunteers for the Galway Hall fire crew

Buoys:

- Chris will complete the map and distribute it this fall
- Chris ordered and received another pkg. of numbers for the buoys

Correspondence:

- follow-up related to speed limit amendments has been completed by Twp. staff and this information has been passed along to our members

Twp. Updates/political environment:

- Chris attended the annual ratepayer's association meeting, key take aways;
 - current council wants to continue to create opportunities to reach out to ratepayers
 - town halls were successful
 - a topic of concern continues to be planning and building processes, Council is very aware of this and are trying to create policies that will improve the situation
 - STRs continue to be a hot topic within the Municipality

Digital emergency plan and security:

- Carol, Chris and Linda worked together and confirmed that the following items are backed up on the drop box;
 - all budget and financial information
 - passwords for all CLCA e-mail accounts. The recovery e-mails and phone numbers have been split (as an example, if Linda's personal e-mail is used as the recovery email then Carol's phone is the recovery phone)
 - distribution lists
 - banking and paypal information
- Carol, Linda and Chris have access to the dropbox
- Jim Russell's wife has access to his back-up and recovery information and has contacts for the hosting company
- Chris will be adding the Dye and Durham and e-corp. passwords to dropbox for Incorporation Information
- The credentials for facebook have not been saved onto dropbox

Social Media;

Facebook;

- a discussion took place regarding options for the CLCA facebook page, it was decided that Carol, Chris, Linda and Rainey would form a working group and report back to the rest of the Executive/board on the following;
 - current ownership status (name, profile and email links, etc.) of the page, any related liability issues, any required ownership modification
 - options for moderation of the page
 - dispute resolution mechanism
 - review/recommendations on rules
- the group will report back on progress and status at the next meeting

Surveys; Membership and Board/Executive;

- the membership survey closes at end of day on October 31, 2023.
- Linda has advised that there has been 111 responses downloaded
- Once the survey closes she will create a pie chart of the yes/no results and summarize the responses to the open ended questions
- A message will be sent to the membership outlining the results and thanking those that participated
- further discussion will take place regarding the format of a Board/Executive survey following the creation of the survey questions

Next meeting dates;

November 20th, 7:00 p.m. – dedicated to survey results

December 4th, 7:00 p.m. – Executive/Board meeting

Agenda Items that are being forwarded to next meeting due to time constraints;

Events/Activities for 2024

- we have had a volunteer to help us with events for 2024 (Linda is tracking this correspondence in a e-mail folder)

Executive/Board;

- communication within the Board and Executive Committee

Sponsorship;

- review of sponsorship/advertising fee structure and benefits

On-going Items - please provide updates as needed:

Lead Sinkers;

-Shawn had made the suggestion in advance of the meeting that CLCA acquire a large quantity to non-toxic sinkers and jighead for distribution in 2024. We could consider purchasing moulds and having an event of making and painting these items

Financials;

-Chris and Carol have developed an accounting and travel policy which Chris that has been shared with the Exec./Board– we will move this forward to a fall meeting

Insurance;

John H. is reviewing our policy related to some clawbacks – may be additional cost of \$200ish

Library Box;

-Chris is going to talk with Trent Lakes staff regarding possible updates on boat launch status
-still in limbo

Welcome to Crystal Lake Brochure:

-the original document that Sarah created is now in dropbox
-Linda is going to review this for required updates and get input for revision

Possible Future Events;

-preparation of a CLCA calendar
-rock bass derby
-poker run
-lighted parade
-canoe race

Derelict Dock Removal;

-Sharon followed up with a response to the person that suggested this project, we will not proceed in 2022. To bring to a future exec/board meeting for discussion
-Sharon to do some research on affects of un-encapsulated foam products