

LAHPOA Board of Directors Meeting Minutes

January 15, 2018 at the Lake House

In attendance: Mark O’Henly Glenn Ruskin Heather Harris
 Don Waldorf Bryan Dozzi

Absent: Paul Taylor Louise Ascah Deena Cottingham

1. Called to order at 7:05 pm
 - a. Motion to accept the agenda by Glenn, seconded by Bryan
 - b. Motion to accept the minutes from December 14, 2017 by Mark, seconded by Glenn
2. Community Manager’s Report (refer to monthly Community Manager’s Report). Highlights not in the notes are:
 - a. Post meeting note that we received payment from MD for the services Invoice.
 - b. Fish license – Don and Glenn to draft points for Corix to submit in a letter to Alberta Environment and Parks (AEP).
 - c. Goose Control permit was granted. Per the permit. Glenn noted that non-licensed people are not allowed to accompany him.
 - d. Hockey net grant was received. Don to mark the new nets with LAHPOA.
3. RFP Process
 - a. Rejection letters were sent to 6 of the 9 bidders
 - b. Follow up meetings for bid clarification with Divcon and PLNT set for Monday and Tuesday (January 22nd and 23rd). Mark, Don and Heather to attend.
 - c. Contract negotiation will follow on the heels of bid clarification meetings.
 - d. Send Heather and clarification questions prior to the 22nd.
 - e. Kam Rhoads will cover community snow removal for February and March.
4. UCP - Green Bin Pick up
 - a. Beginning February 1 and ending April 30; Green bins will be pickup every other week. Going forward Green bins will be every two weeks from November 1 to April 30.
 - b. This will save us roughly 10,000 per year
 - c. Motion to change the pickup frequency by Mark, seconded by Bryan; Motioned carried.
 - d. Mark will include the change in the community newsletter along with a calendar of green bin pick up dates.

5. Finance (refer to Treasurer's report)
 - a. 2018 Fee:
 - i. CPI of 1.53%; Base Fee 1292.32
 - ii. Reserve Contribution Fund per AGM: 100; **Total fee 1392.32 plus GST**
 - iii. Motion to approve fee by Heather, seconded by Mark; Motioned carried
 - iv. Mark to include fee notification in Community Newsletter.
 - v. Don to advise Leigh to prepare invoices. Invoice like last year splitting basic fee from reserve contribution.
 - vi. CPI increases will be calculated from November to November to set and communicate fee prior to yearend.
 - b. 2018 Budget:
 - i. Adjusted Special projects. Revised budget attached.
 - ii. Operating bank account to be topped up from reserve account to provide a cushion for the first three months of each year. This is a one-time entry.
 - iii. Motion to accept budget with changes and transfer funds to operating by Bryan; seconded by Glenn. Motion carried.
6. Community Manager Contract (refer to contract attached to agenda)
 - a. Paul sent in his acceptance of the contract
 - b. Motion to accept contract by Mark; seconded by Glenn; motion carried
 - c. Contract signed by Mark, Heather and Don post meeting. Mark and Don have the copies.
7. Community Newsletter
 - a. Mark to prepare newsletter covering a number of topics including those referenced in these minutes
 - b. Plan to send out by end of January
8. Staffing work shop follow up (refer to staffing scenarios attached to agenda)
 - a. Agreed to pursue scenario B
 - b. Glenn to investigate staffing structure at city pools and YMCA for options
9. Meeting adjourned at 9:00 pm; Motion to adjourn by Bryan; seconded by Mark

Next meeting Monday, February 15, 2018 7:00pm at the Lakehouse

Respectfully submitted by Heather Harris, Acting Secretary