

# Minutes–June 4, 2016, Organizational Meeting

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## **Condominium Corporation No. 882 0814** **www.birchwoodcountrycondo.com**

*(Draft for review & approval at the Board of Directors Meeting June 15, 2016)*

**Present:** Jan Wells, Sueanne Rehill Holt, Glen Gallant, Richard Cummings, Don Welsh, Lana Southorn & Crystal Heck (Accountant/Recording Secretary). Cory Horton was unable to attend.

The meeting was called to order at 12:34 p.m. at Birchwood Center.

### **Director's Positions**

At the 2016 Annual General Meeting the following were elected by the owners: Re-elected is Jan Wells. Newly elected were Richard Cummings, Cory Horton, and Sueanne Rehill Holt. The Directors were elected for a two year term.

Each director position was discussed with regard to time commitment and responsibilities. Jan Wells had some notes on the treasurer duties and Lana Southorn will bring copies to the next Board Meeting on June 15, 2016.

Moved by Don Welsh that the Directors be assigned as follows:

- President – Don Welsh.
- Vice President – Jan Wells.
- Secretary – Lana Southorn (Jan Wells assisting with the duties during the winter months)
- Treasurer – Sueanne Rehill Holt (Jan Wells assisting with the duties during the winter months)
- Site Services Officer – Glen Gallant
- Assistant Site Services Officer-Richard Cummings
- Assistant Site Services Officer-Cory Horton
- Brazeau County Liaison Officers – Jan Wells, Lana Southorn, Don Welsh, Glen Gallant, Cory Horton, Sueanne Rehill Holt, and Richard Cummings.

The motion was seconded by Sueanne Rehill Holt, carried unanimously.

Don Welsh moved that Crystal Heck remain as the recording secretary as well as signing officer, Jan Wells seconded, carried unanimously. John Budd and Lorry Clark will be removed as signing officers. New directors to have signing authority will be Sueanne Rehill Holt and Richard Cummings.

Glen Gallant expressed concern that Bruce Swanston is using his personal visa to purchase items for the Board. Due to the requirement of having two approvals, the Board cannot apply for a credit card. Presently the only option is for Bruce Swanston to purchase from the businesses where the Board holds accounts in Drayton Valley. The Board will continue to look into other options.

Crystal Heck will notify the Alberta Government and the Bank of Montreal of the change in directors for the current year 2016-2017.

Lana Southorn will notify the CMB Insurance Brokers and Brazeau County of the new 2016-2017 board of directors.

### **Board Meeting Dates**

Board meeting dates for 2016-2017 were set for: June 15, July 20, August 17, September 21, October 5, and April 19, 2017. May 3, 2017 will be the organizational meeting in preparation for the 2017 Annual General Meeting. Sueanne Rehill Holt advised the board members that the condominium act requires the budget be set before the AGM. The board members agreed unanimously that this process would be more informed and thorough. Therefore, the 2017 budget meeting will be held in conjunction with the May 3<sup>rd</sup> organizational meeting, and the 2017 budget will be included in the AGM mail-out.

Additionally the Board has scheduled two Open Forum Meetings to be held on December 6, 2016 and February 7, 2017. This will allow owners to bring forth any concerns to the Board.

All meetings have a 7:00 p.m. start time and are held at Birchwood Center.

The 2017 Annual General Meeting (AGM) will be held June 3 at 10:00 a.m. at Birchwood Center.

Don Welsh moved that the meeting be adjourned at 1:40 p.m., seconded by Lana Southorn, carried unanimously.