

LRSA Executive Meeting Minutes

December 13, 2024

In Attendance:

Evelyn Dean (president)(hosted meeting)
Len Rhodes
Bob Clement
Brent Flanakin
Nathalie Sauriol (Treasurer) (Joined virtually for last quarter of meeting)
Ian Wilcox (Secretary) (Joined virtually)

Agenda

1. Review and Approve Last Executive Minutes

Moved: Bob

Second: Brent

Carried

Discussion: Suggestion that the Executive develop a list of “future agenda items” that arise during discussion and include it with each agenda and minutes.

2. Review Follow Up Issues Arising from AGM
 - Deferred until January meeting.
3. Discussion from Lawyer Meeting Regarding Incorporation
 - Executive has previously discussed whether the Association needs better tools for enforcement of payment, compliance with by-laws, etc. Incorporation was suggested as one option and, following discussion at the AGM, the membership directed the Executive to explore incorporation further.
 - Evelyn and Nathalie met with lawyer Michael Stahr to discuss incorporation.
 - Meeting summary:
 - Incorporation does provide enforcement clout.
 - Costs are one time \$1,900 flat fee. \$2,200 for lawyer to ensure our by-laws are consistent with Ontario legislation. \$600/yr after that to file for provincial compliance.
 - Question if financial statements have to be a certain format to comply? Seems yes.
 - Incorporation allows the Association to put a lien on the property for payment.
 - Bob- discussed incorporation with a lawyer friend. Advice was to be careful; incorporation is not a panacea.
 - Bob also discussed incorporation with the Mississippi Cottage Association (Eastern Ontario). They hedged their enthusiasm for incorporation. Does incorporation affect insurance? (Is another question).
 - Discussion followed and it recommended that a full membership information session be scheduled with a lawyer to present information regarding incorporation. Also consider having FOCA and Cade Insurance present as well. After that the Executive would seek direction from the membership: proceed or not.

- Host this session as part of next year's AGM, or host a special session earlier in the year?
- Bob will contact FOCA and Cade regarding their participation.
- Plan for a winter or spring session in 2025.

4. Winter Road Maintenance Preparation:

- Chris Juniper will continue with snow removal services this winter.
- Need to arrange for ice management for this winter- Len to follow up.
- Bob and Ian will take lead in calling for ice management through the winter.
- Len to forward phone number to Bob and Ian regarding ice management.

5. Availability of Executive Members during Jan- March

Due to various winter vacation plans, Bob and Ian will take the lead for any road maintenance needs.

6. Outstanding Membership Payments

- Four members have outstanding dues. Specific Executive members volunteered to follow up with those members. While dues are late, there are no specific concerns with collection.

7. Cost of Web Hosting services (WIX)

- Cost has increased from \$77CA/yr to \$195CA/year
- Ian to investigate longer term subscription for cost savings.

8. Follow up Regarding Dedicated LRSA Email Address

- Creation of LRSA gmail account is underway.
- Need discussion on all services e.g. WIX, GoDaddy, Google Meets, insurance, etc.
- Need a list of annual subscriptions and fees. Ian and Len to lead this.
- Discussion about need for common email for the Treasurer for E transfers, etc.
- Need to separate personal accounts from Association business.
- Action: Need Association gmail account, credit card, investigate WIX costs (Ian), develop list of annual subscriptions (Ian and Len), coordinate E transfers through new gmail account. Treasurer to take lead except where otherwise noted.

(Nathalie has joined the meeting virtually- Evelyn provided a quick overview of the meeting's outcomes to his point).

9. Next Meeting:

- January 28, 2025 @ 4:00 Virtual Executive Meeting
- Include AGM follow up actions as part of meeting

10. Other items

- Evelyn to include Future Meetings Dates on web site. Evelyn to notify membership of planned executive meetings (as per by-laws).

Future Executive Agenda Items:

1. Summary of 2023/2024 Annual General Meeting Recommendations and Actions:
 1. Recommendation: Members would appreciate an email with a link to the minutes whenever minutes are posted. Also need to post the executive meeting schedule. In practice Evelyn will copy the membership whenever a meeting is scheduled.
 2. Recommendation: Introduced the need for a future discussion of how much members should contribute annually for future road reconstruction. Needs to be a topic at next year's AGM. Full discussion package with options will be developed and presented as part of next year's AGM.
 3. Recommendation: Members agreed the Executive should look into options for stronger enforcement (e.g., incorporation, undertakings) but there still needs to emphasis on community; don't implement solutions for a problem we don't have.
 4. Recommendation: The Executive is to ensure an email is sent to new residents regarding our web site and by-laws, either as a link or attachment.
2. Incorporation Education Session Planning- see Dec. 13, 2024 minutes for details.
3. Add "South" to bank name if possible
4. Ensure use of LRSA email rather than personal email accounts for memberships: WIX, GoDaddy, Google Meets, insurance, e transfers, etc. (Nathalie to develop list)
5. Status of WIX subscription; investigation of longer term subscription for cost savings (Ian)
6. Reimbursement for WIX expenses (Ian)