

**Emerald Woods Residents' Association Executive Meeting
MINUTES**

Date: Wednesday, February 16, 2022 7:00 p.m. (Zoom)

Attending: Goretti Pernitzky, Mark Vuotari, Christie Guptill, Keely Storr,
Kim Tytler, Kamen Garbouchev, Christine Lowe (arrived later)

Transition of Executive

1. Email Account
 - a. Login credentials have been provided. Kamen: emails were last checked end of January.
2. Website
 - a. Login credentials and Hosting Service Registration Information: EWRA pays; host is GoDaddy. Kamen can create an admin account; then that admin can create anything they want. Goretti asked for Kim to be the admin. Website was built using WordPress and is Linux-based. [I will assume here that whoever has an admin account can discontinue past executive members' access?]
 - b. Domain name owner: Kamen is. Domain name and hosting are through GoDaddy. Kamen will send to Kim. Paid until he thinks June next year (2023). Roughly \$300 for 3 years. Has been Linux since 2020, works faster. Some content from the old site was not restored.
3. Financials
 - a. Banking information, Signatory transfer, Records (Bank statements, balance sheets, etc.): Still at (sorry missed the bank name). Kamen: yes. Almost nothing was spent in the last 2 years, since March 2020. Charged \$2.50/month in fees. Recently some printing was charged [assume this would have been for flyers for the membership drive]. Financial statement would have the total of membership income; list of members is in a separate document. Keely asked for Kamen to deposit any cash at the bank and get a statement at that time. Goretti asked who had access to the bank account. Kamen indicated it was Pam, Garry and himself. Keely stated that we needed a written resolution indicating that the executive had changed and then signing authority can change. Kamen: Two of three need to sign for any cheques. Kamen suggested a letter needed to be written indicating minutes of the last AGM indicating who has been elected and who will have signing authority. Goretti asked Mark to be the 3rd person who can sign; Mark agreed. Goretti asked Kamen to coordinate with Keely in terms of online access to bank account. Goretti will draft the resolution to deal with signing authority.
 - b. Cheque book: Kamen has.
 - c. Petty cash: There is cash from memberships that have not yet been deposited.
4. Membership
 - a. Unprocessed membership applications and/or funds
 - b. Completed membership application forms: Goretti asked if these were kept; Kamen said yes. Goretti asked for these to be dropped off to her, and any other documentation in

11. Follow up Items

- a.** Password Resets: Will determine new passwords once access to website is given.
- b.** Insurance Inquiries: Mark will continue investigating insurance.
- c.** Community Networking: Discussed soliciting sponsorships, gift cards from local businesses (during this period, Christine Lowe joined the meeting)
- d.** Set next meeting date: Second Weds. of each month
- e.** Goretti discussed with Mark a few issues that needed to be tidied up in the constitution – e.g. spelling of Bridle Path, and consistency of the AGM happening annually throughout the document.

Meeting adjourned: 8:55 pm.