

**OTTER LAKE RATEPAYERS' ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**SEPTEMBER 20, 2013**

**APPROVED**

**INTRODUCTION**

The meeting was held at the home of Art Coles on Otter Lake. Meeting called to order by Chairperson, Art Coles.

**PRESENT**

Cathy Morrison, Mario Buszynski, Todd Backman, Art Coles, Doug Whitman, David Amy, Sharon Link & Sonja Cigler

**NEW BUSINESS**

**1. Structure Review**

Cathy reviewed her many responsibilities within OLRA. One matter that continues to be problematic is the manner in which OLRA membership payment takes place.

Moved by Art and Seconded by David and passed that email money transfers for membership be discontinued.

Cathy had prepared in great detail summaries of the responsibilities and tasks of Treasurer and Website Manager and also the tasks involved in managing email and overseeing the photo contest. She presented handouts to all in attendance detailing such matters. The materials were reviewed and discussed.

Mario recommended that the role of Treasurer be separate from membership.

It was also discussed that separate login mailboxes for various categories be established on the website/database for various responsibilities of OLRA activities.

It was decided to establish the following positions in order to allocate the work load to more than one individual:

- Membership and Renewal Director
  - Duties: Receive and deposit cheques;
  - Track memberships; and
  - Send reminders to members of late membership fees.
- Communications Officer
  - Duties: Responsible for all communications to membership;
  - Coordinate communications with website manager;
  - Send any necessary email communications to members; and
  - Compose information to be shared with members through the Website and provide such information to the website manager.

The Website Manager shall post on the website such items as sent to him by the Communications Officer.

It was also agreed that the Treasurer would perform the following tasks:

- Maintain record of all income and expenses and post on website;
- Receive bank statements; and
- Maintain possession of bank card and have online access to bank accounts

Todd, Mario and Cathy will meet with Mike Comrie, our website host, in an effort to determine a way in which the website systems can be simplified including:

- Data;
- Accounting systems;
- Banking;
- Membership renewals; and
- Procedures for membership communications/emails.

## **2. Barbecue and Photo Contest**

The costs and expenses of the barbecue and photo contest were reviewed. The costs associated with the barbecue were \$1602.45 and for the photo contest were \$585.05 for a total of \$2187.50 . Income for the event was \$570 leaving a net loss of \$1617.50.

Cathy agreed to meet with Mike Comrie, the website host, in an effort to determine how to simplify the operation of the website with respect to the photo contest.

Moved by Art and Seconded by Todd and passed that paper photos be submitted rather than electronic photos and such photos be submitted by the contestants at the barbecue. Sharon agreed to receive the photos at the barbecue and then organize them for display and voting.

The winning photos will be posted on the website and all but the winning photos will be removed from the website on December 31<sup>st</sup> of each year.

## **3. Next Newsletter**

Next newsletter is to be out by the end of October. A request was made to the board members to assist in providing articles or ideas for new articles for inclusion in the newsletter. There would be an update on the Lake Stewardship Program.

Todd will provide an article on "Winter at the Lake".

Art agreed to be responsible for the October newsletter.

## **4. Updates**

Art advised that there had been discussion with the Ministry of Transport about the proliferation of signage along Highway 400 in the cottage country area. He was advised that there will be a moratorium on such signage.

There has been no further communications concerning the Bell tower proposals from Bell. The Township has agreed to keep OLRA informed of any further communication it receives in this matter.

## **5. Lake Stewardship Program**

A self-assessment checklist that enables cottage owners to determine the extent to which they practice sustainable living practices on the lake was presented. This checklist will be included in the spring newsletter. OLRA has agreed to pay the cost of the flag to be awarded to the cottage owner(s) who demonstrate good lake stewardship as determined by the ratings as set out in the checklist.

## **6. Next Meeting**

The proposed Operating Budget was presented for discussion. If approved as presented, there will be total revenues of \$7942 and total expenses of \$5975, leaving a surplus of \$1967. The budget will be reviewed at the February meeting.

## **Meeting Adjourned**

A special note of appreciation to both Art and Jamie for graciously hosting the September board meeting. It was a great time of fellowship and enjoyed by all in attendance.