

**Sandy Hook Community Association (SHCA)
Meeting Minutes**

Date: June 18th, 2025 **Time:** 6:00 pm

Location: Porpoise Drive, Sechelt

CALL TO ORDER: 6:14 pm

APPROVAL OF AGENDA & Minutes Randy accepts, Ken second, all approve

Attending: May, Ken, Jennifer, Dale, Randy, Manon

Regrets: Karen, Jane, Barb

REGULAR BUSINESS

- **Business arising from previous minutes – previous action items – (All)**
 - Road Safety: Ken will do a follow-up with the District of Sechelt, re: last meeting. (specific); markings have disappeared, after that another letter re: erosion on Sandy Hook Rd (trees coming down). Reminder that speed in Sandy Hook is 30 km (do we need slow down signs with a child silhouette)
 - Action: reminder to put speed on Sandy Hook roads
 - Raffle Draw – Chip Up: Winners are Lynda Quinn (\$100 Gutter cleaning “credit” to be reimbursed with receipt); Flavio Ishii (\$100 Gutter Cleaning “credit”); Trish Brydon (Emergency Kit).
 - Action: Ken to follow up with raffle winners. Winners to be announced on Everything Sandy Hook website.
 - Clarifying Vision and Mission of the SHCA moving forward
 - Roles & Responsibilities – Board Members and members at large
 - May indicates that it makes sense for Treasurer to manage the money, as well as membership profile & list since all membership dues are processed by treasurer.
 - Someone needs to oversee communications with members.
 - Action: roles and workflow draft to be compiled by subcommittee. Ken, Jen, Manon to set up time to discuss.
 - Priorities for the next 12 to 24 months (tabled)
 - Facebook Page (Ken and Jen): Jen has been in touch with Josh; some issue with editor access. On hold for now due to editor availability to follow up. Suggestion to continue to use Everything Sandy Hook for at large communications
- **Treasurer Report (May)**
 - Financial Statements and updates:
 - Financial Statements sent out, \$25 Petro Canada, account is totally Free, account type has been grandfathered.
 - May made a motion to change the financial institution so that treasurer and board can access online banking. TD Community Account is proposed. GICs due in August. Start the process for completion by September. Randy Seconds, all approved.
 - Action: Ken and May to make the changes.
 - Membership List:

- May is updating membership database as sole editor of list. Board members may have viewer access.
 - May makes a motion to bylaws to clarify that membership is required to vote at elections and AGM. Update Bylaws to read if signed up and paid as member, one can vote vs vote after 10 days post membership payment.
 - Randy moves a motion for above and for membership dues to be from January to December (calendar year) no prorating option. \$10 per year per member. Jennifer seconds, all approved.
- **Secretary Updates (Manon)**
 - Correspondence and communications
 - Gmail:
 - Hospital Health Vision Sechelt, Drop-in Engagement sessions (June 25- Sechelt, June 26 – Pender Harbour, June 26 – Gibsons, Online July 9th).
 - Board members did not attend the Blook Watch session.
 - Ivor Watson, Evacuation Route. Suggestion by the Board to work with Tuwanek Community Association. No concrete action/decision.
 - SHCA Website (work in progress)
 - May suggests board has access to shared drives with shared folders for review of minutes and working documents. All vote to make these changes. May agrees to provide a mini tutorial on how to access Gmail – review shared drive documents, make comments & editing tool
 - General Clean-up & updates - pending
 - SHCA – reasons to join (join page) - pending
- **By-Laws (Regrets – Jane)**
 - Review process update
 - Ken to follow up with Jane
- **SCAF / DoS updates (Dale)**
 - **Emergency Preparedness** – SCAF will focus in on individual responsibility, PD system and grab and go bags being coordinated by Diane Mumford.
 - **Bulletin Boards** – slow progress, district roadblocks, Utility locator has been hired
 - **Upcoming Joint Meeting** – SCAF to meet with Sechelt Council in September
 - **Funding** - \$5000 was received to develop a SCAF website
 - **Community Plan Framework – 1-2 weeks ago**
 - Action: Dale to forward to all directors. Concern noted that Plan does not include input from Community Associations and does not reflect important work in the current OCP
 - SCAF would like SHCA to write a letter to the District Council and send it to SCAF, who will send all Community Association input in a single package
 - Action: SHCA board members to forward concerns to Dale, who will consolidate them and send them to SCAF by July 15th

- OCP Stuff – Randy shares that while information is hard to find, there is lots of information if you look carefully

COMMITTEES

- Event Committee and Community Engagement (Karen) – no updates
- Emergency Preparedness (Jennifer): will submit all the stats
- Playground Planning – Randy & Dale
 - Randy is communicating with the district, waiting for playground catalogue, Question: objective of \$30,000 funds?
 - Drainage needs addressing, geotechnical investigation, Assess tree safety
- Sandy Hook Sign – Ken and Randy
 - Ken and Randy reviewed sample sign options & identified a preferred option (like Whistler); proposal to be reviewed by the committee
 - Suggestion to use current posts for any future upgrades to reduce costs and complexities

NEW BUSINESS

- **SHCA Bulletin Boards** – purpose, updating, regulation, repairs (tabled)
 - What do we want to have on Sandy Hook Bulletin Boards
 - Only SHCA communication or any Sandy Hook community member communications (small business & services). Who does oversight? (further discussion pending)
- **Purchase of an Automatic External Defibrillator (AED) – Jane**
 - Discussion about liability, storage
 - Agreed that SHCA does not have a storage facility or funds for this.

DATE AND LOCATION OF THE NEXT MEETING: September 8, 2025, 6:00 pm Jen's
MEETING ADJOURNMENT: 7:56 pm