

Sandy Hook Community Association (SHCA) “Revised”

Meeting Minutes

Date: May 13th, 2025 **Time:** 6:00 pm

Location: 5901 Klahanie Drive (Randy's House)

Attendees: Ken Hookman, Jennifer Garden, Barb Muir, Jane Allan, Randy Knill, Dale Komanchuk, Manon Gelin, May Jim

Regrets: Karen Taylor

CALL TO ORDER: 6:13 pm

APPROVAL OF AGENDA: Approved

APPROVAL OF MEETING MINUTES (March and April): Barb moved all minutes approved, all say yeah

REGULAR BUSINESS

- **Business arising from previous minutes – action items – (All)**

- Road Safety: no follow up yet, Jane had sent an email to them last.
- **Action:** Jane, please share the email with Ken so he can follow up – will email as a follow up for start date.
 - Road safety:
 - A leak was noted in front of the Hookman/Taylor home, this was reported and noted as the eighth leak concern.
 - Reflectors on the road have been noted by members and residents as a needed upgrade to the road.
 - Ongoing needs: Barriers, painted lines, water leaks – slippery roads
- Ken was approached by a community member (K) re: drainage culvert near Jen's house – drainage issue – culvert crosses five properties. This is the district's responsibility (municipal issue) and not a SHCA matter. Redirect to appropriate contact.
- Fire Smart & Chip up: Lots of success reported re: BBQ event, of special note: Sasquatch showed up, children's table, BBQ, children's activities, as well as various stations - Emergency Preparedness tent, FireSmart, Forest, SCHA.
 - Jennifer clarifies that nothing will be picked up after the Chip Up day on May 18th
 - Raffle of \$100 gutter cleaning – 2 x, Emergency backpack 1 x. Deadline for submission May 18th.
 - Raffle submissions included in the draw will include members who renew or sign up for SHCA membership
 - Action: post on FACEBOOK to become membership for name put in draw (May 4th to 18th May).
 - May will capture the names to be included in the draw. The draw will be at the next SHCA meeting, June 18th.
 - Jennifer indicated that Fire Smart – has agreed to pay for the costs of the BBQ [\$350]

- All other receipts are to be provided to May for reimbursement.
- **Action:** Dale to investigate the costs of Canopy for future events

Tabled to June Meeting:

- Ownership of documents:
 - This matter needs to be clarified further and coordinated
 - Goal of documentation consolidation:
- Clarifying Vision and Mission of the SHCA moving forward
 - Roles & Priorities for the next 12 to 24 months (tabled to next meeting)

• **Treasurer Report (Barb - May)**

- Financial Statements and updates – no financial report, May now has access to the bank account and is in the process of completing the necessary steps to minimize monthly costs, establish direct deposit, and ways to have an electronic / online operational system. This is a work in progress.
- Clarification required as to who is the membership person: one person
 - I.e.: Membership list – clarify who holds the master list and who maintains it
 - May suggests the use of a Shared Drive. For privacy considerations, the membership list is only accessible to the board. Pending, clarification as to who has editor or view responsibility only option.
 - Sharing of information streamlined
 - It might be helpful to have a communications person
 - Webmaster – WordPress – content piece
 - Further clarification needed with regards to how information flows – sub committees, committees, and Board Member meetings.
 - **Action:** May will confirm Shared Drive access control once this item has been clarified * once Vision, Priorities, workflows and Roles have been further clarified

• **Secretary Updates (Manon)**

- Correspondence and communications
- Facebook Page – All
 - Josh Skinner emailed SHCA to ask who he should give administrative responsibilities to re: SHCA Website.
 - Jennifer volunteered to be the SHCA Facebook Administrator, Ken also agrees to co-host the Facebook Page. Both are to follow up with Josh Skinner.
 - **Action:** Manon to alert Josh via email that Ken and Jennifer would be taking over the administration. Jen and Ken to follow up.
- SHCA Website
 - Clean-up pending further clarity of Vision and Priorities (June meeting)
 - SHCA – reasons to join. Randy Provided a draft.

- **Action:** To be finalized at the next meeting – with any new updates and input from SHCA Bylaws (purpose) definition. Suggestion to Update the picture and add to website and Facebook page. Manon and May have access to the website.

• **By-Laws (Jane)**

- Review process update
 - Jane followed the recommended updates put forward by the BC Society Act & submitted those updates to Manon for inclusion in the minutes
 - Constitution: Purpose of SHCA already in Bylaws (read by Jane)
 - It has not changed since 1999 and was missing in 2005 document
 - To come - clear definition of an annual General Meeting – call to order procedures, etc., requirements for yearly statement, recognize signing order and then election of officers... Step two: in progress

• **SCAF / DoS updates (Dale)**

- No report provided

COMMITTEES

- Event Committee and Community Engagement (Karen)
 - Ken speaks on behalf of Karen and shares the idea of having another BBQ this summer. I.e.: Canada Day event
 - Brainstorm:
 - Randy – band the Hook - musical option
 - Charlotte Diamond as a special guest
 - Suggestion to avoid having an event that competes with the Current Canada Day events in Sechelt
 - Discussion to take the opportunity to use up leftover FireSmart BBQ food
 - **Action:** Committee to report back.
- Ken and Randy – shared they are looking at Sandy Hook Sign update options
- Playground Planning – Randy & Dale – no action to report currently

NEW BUSINESS – tabled to next meeting

- **Bulletin Boards** – purpose, updating, posting – All - tabled
- **Purchase of an Automatic External Defibrillator (AED)** – Jane - tabled

DATE AND LOCATION OF THE NEXT MEETING: June 18th at 6 pm Ken and Karen's: 6982 Porpoise Drive, Sechelt
MEETING ADJOURNMENT: 7:10 pm

Attachment: Sandy Hook Property Owners' Association, BYLAW AMENDMENTS.