

## **Oyster Harbor Community Association**

### **Minutes of board meeting held on 25<sup>th</sup> January at Long and Foster offices, Old Solomon's road.**

#### **Present:**

Calvin Kidd	Chairman
Norman MacLeod	President
Pat Cannon	
Daniel Butler	
Joe Butcher	
Ian MacKinnon	Secretary

Members of the community: Aris T Allen

The meeting was called to order by Mr. Kidd at 7.05pm and there was a moment of silent reflection.

Acceptance of the agenda was proposed by Mr. Butcher and seconded by Mr. MacLeod and all agreed. .

#### **Previous minutes**

The secretary apologized for not having the previous minutes available.

The President gave a verbal report and the following records the discussion and actions.

#### **Meeting discussion and actions**

**Accountancy software:** The President proposed and the Chairman seconded a proposal to purchase the Quickbook Pro accountancy package for \$166. All were in favor.

**Reporting of accounts:** It was agreed with all in favor that the President request the Treasurer to produce the reports identified in the constitution in time for the board meetings. It was also agreed that a copy of the BB&T account through which most of our checks were drawn would be available each month at the board meeting. This could be printed electronically. The Chairman also agreed to keep a list of all the checks and vouchers he signed and these would be presented to the board. All were in favor of these decisions.

**Unrestricted funds:** Unrestricted funds to be reported separately. Proposed by Mr. Kidd and seconded by Mr. Staller. All were in favor.

**Roads committee:** Proposed that individual board members take on responsibility for moving parts of the road plan forward. Mr. Butcher agreed to manage outside 1314 Washington Drive; Mrs. Cannon the flooding of Shore Drive. All were in favor. Creek drive extension: The President presented the wetlands determination done by McCrone. It was proposed by the secretary and seconded by Mr. Butcher that Mrs Cannon would seek a permit from the County to build the gravel road. This seems the best way to determine if the road can be built. The motion was carried 4-2 with Mr. MacLeod and Mr. Staller against.

**Dredging permit for Fishing creek:** It was proposed by the Secretary and seconded by Mr. Butcher that Mr. Butler should take on the task of getting the permit. All were in favor.

**Web site and minutes:** Mr. Butcher raised that the minutes did not appear to be on the web site. Mr. MacKinnon said that all approved minutes should be on the web site and he would check with our web site manager, Elvia Thompson-Staller. A wider discussion on the web site was held and it was felt that this was a valuable asset which we should manage on a more professional manner than relying on the goodwill of Elvia Thompson-Staller. It was agreed that we should ask for a proposal for a monthly retainer from Elvia to manage the web site. All were in favor with Mr. Staller recusing himself.

**Road maintenance plan:** Mr. Butcher requested that the President produce a road maintenance plan, ideally within 2 months. All were in favor.

**Community Center:** A discussion was held on the feasibility of a community center. All were in favor and Mr. Butcher agreed to present a paper to the next board meeting on the feasibility and options.

**Community records and administration:** It was agreed by all that we needed more professional administration and help in organizing the community and getting board actions completed in a timely manner. All agreed to produce job description for the next board meeting so the board could agree a common requirement and start to budget and recruit the necessary resource.

**Adjournment:** A Proposal to adjourn was made by Mr. Kidd and seconded by Mr. Staller and the meeting closed at 9.20pm.