

Oyster Harbor Community Association

Minutes of board meeting held on 11th July 2007 at Long and Foster offices

Present:

Calvin Kidd	Chairman
Ann MacLeod	President
Daniel Butler	
Joe Butcher	
John Merrick	
Ian MacKinnon	Secretary

The meeting was called to order by Mr. Kidd at 7.04 p.m. and there was a moment of silent reflection.

1. Previous business

The meeting formally accepted the motions which had been voted on by e-mail.

Motion 1: Use of funds for the Booker / Washington Marina

This board recognizes that the ratio of finger piers to total area of the Booker / Washington pier is 21.6% but resolves that:

1 The contribution piers and harbors fund should make to the new Booker / Washington pier is 75%

2. All slips are made available for lease

Proposed by Mr. MacKinnon and seconded by the President. All were in favor

Motion 2: Appointment of Administrative Assistant to the President

Mr. MacKinnon proposed and the President seconded that we take on Lisa Clayton for one month at the rates quoted to the President and if she performs satisfactorily then we agree to a 1-year at will contract. The job description is attached as Attachment 1 below. All were in favor.

Mr. Butcher requested that the Admin person should scan all contracts into the computer so they can be recorded electronically. All agreed.

2. Treasurer's report

This was not available. The Chairman requested that a full report be made available 4 days before the next board meeting.

3. President's report

It was agreed by all that we would appoint the same auditors as used for previous audits especially as they had reduced their price after discussion with the board. Mr. Butcher confirmed that he had spoken to other sources and the fees were reasonable.

4. New business

It was agreed that we needed to ensure that the lease agreements for the slips included a 'no sub lease clause'. Secretary to confirm.

Mr. Butcher proposed an amendment to change the Constitution to allow the community to buy and sell property. It was further proposed that we should take this proposal to the next community meeting to gain agreement to canvass the whole community. To change the constitution requires 51% of all property owners to vote in favor. Motion proposed by Mr. Butcher and seconded by Mr. Kidd. All were in favor.

Mr. Butler presented a proposal from Jack Norris to provide services to investigate how much of Fishing Creek could be dredged, where spoil could be deposited and obtain a permit to dredge. The cost of the work was \$2000. Mr. Butcher proposed and Mr. Butler seconded that we proceed with the project. All were in favor.

It was agreed that Carroll brothers should continue on road maintenance with Cross road being the next priority. All agreed.

Motion to close the meeting at 8.35 p.m. made by Mr. Kidd and seconded by Mr. Merrick. All were in favor.

Oyster Harbor Community Association

Job Description – Office manager

1. Purpose

To manage the community's administration to free the President to manage the communities projects.

2. Duties

Collect mail from post box

Allocate mail to appropriate community leadership, e.g., Piers and Harbors invoices to Chairman of Piers and Harbors

For invoices create voucher (including scanning invoice) and e-mail to President, Chairman, Secretary, and Treasurer

When voucher is approved and check is issued, file check stub, enter invoice amount in QuickBooks against appropriate account code and mail check to supplier.

Produce financial statements for the Board in time for board meetings. Reports to include list of checks issued, balance at bank accounts, actual spend against budget, and forecast spend against budget.

As proposals for work are received, scan and send to board members where the sum involved is over \$5000.

All contracts approved by the community to be scanned, mailed to board members and electronically filed and hard copy filed in community office.

Prepare community accounts for audit and assist auditors.

Other duties as assigned by the President or Chairman of the board

3. Skills required

Familiar with Microsoft office products especially, Outlook, Word and PowerPoint.

Familiar with QuickBooks

Self managing person with good planning and organizing skills.

4. Fees

Expect to pay up to \$20 per hour for a maximum of 20 hours on average per week.

7/5/2007