KLA BOARD MEETING AGENDA
May 5, 2018, 10:00 a.m., Fernleigh Lodge

1. Welcome – President (Gord)

2. Minutes of Last Meeting (August 26, 2017) – to be approved

3. Treasurer's Report (Judy – to be approved)
   - Updated financial report/statements
   - Update on Financial Statements Audit(s)

4. Directors' Insurance
   - Determination of reporting and updating requirements for directors' insurance

5. Membership Report (Don)
   - Membership demo
   - Privacy Policy (members' information and permission to post)
   - Lake Map Project Costs Reimbursement

6. Communications Updates (Sue)
   - Copyright
   - Spring newsletter

7. Lake Planning Update (Judy/Sue)
   - Water Quality and Shoreline Protection and Health Sub-Committee
   - Flora, Fauna, Wildlife & Forestry Committee (includes loon watch update)
   - Lake Sustainability Implementation - Communications Committee

8. Lake Steward Update (Pete)

9. Marine Buoys (Gord)

10. KLA Constitution Refresh (Judy)

11. Board Materials Repository

12. KLA Fundraising (Gord)
    - 911 Signs Update
    - Clothing Update

13. AGM and BBQ Planning – July 7, 2018 (Judy/Heather)
    - Meetings and Events Presentations Projector Purchase or Rental Options (Heather)

14. Fall Dinner Planning, September 15, 2018 (Kelly)

15. New Business

16. Next Meetings – 2018 (Heather)
    - Saturday, June 23, 2018
    - Saturday, July 7, 2018 (AGM)
    - Saturday, August 25, 2018
    - Saturday, September 29, 2018

17. Adjournment

For Information Agenda

18. FOCA Update (Pete)

19. NFLAA (Gord)

20. Township of North Frontenac Update

21. KLA Community Signs Update (Gord)

MINUTES OF THE KASHWAKAMAK LAKE ASSOCIATION BOARD MEETING
Saturday, August 26, 2017 at 10:00 a.m. at Fernleigh Lodge

Board members in attendance: Judy McIntyre, Sue MacGregor, Mary Larson, Kevin Phillips, Don Cory, Pete Johnson, Kelly Hagerman, Sandy Allin, Heather Nowlan

Absent with regrets: Gord Hunter, Scott Boyle

Welcome – President (Gord)

Vice President Judy McIntyre welcomed all in attendance and called the meeting to order at 10:04 am.

Approval of the Prior Meeting Minutes (June 24, 2017)

The minutes of the June 24, 2017 meeting were approved on motion by Don, seconded by Sue. Carried.

Membership Report

Don reported that the membership figures remain constant (approx. 370 members). It was noted that all but a few invoices have been sent out; follow-ups will take place after Labour Day.

Sue will do a Facebook poll to determine how many of those on the site are KLA members.

Judy will verify the database information on her family members' membership information.

Don and Mary will continue to coordinate their shared processing of membership payments.

Don will continue to work with road associations to clean up those membership lists.

It was agreed that membership reminders could be issued in mid-December in anticipation of the new January 15th membership dues payment due date.

Sue will work with Don on the system for determining who wishes to receive printed newsletters.

All agreed that the membership database demo would be postponed until the May 2018 meeting when it is anticipated that a projector and screen will be available.

Treasurer's Report

Board members were in receipt of the financial statements to July 31, 2017. The balance sheet indicated total current assets of $8,329 comprising $2,879 in the bank; other assets of $5,450 (accrued revenue of $4,450 and advertising receivables of $1,000). The total liabilities and equity are $8,329 comprising $1,220 in total liabilities and total equity of $7,109.

Members discussed the need to establish the amount of KLA funds to be held on reserve, as well as an amount to be reserved for lake planning initiatives. Members also discussed anticipated revenues and expenses going forward.

It was proposed that the FOCA invoice (approximately $1,375) be paid upon receipt. Moved by Judy, seconded by Mary. Carried.

It was proposed that $2,000 of KLA funds be set aside for lake planning. Moved by Judy, seconded by Mary. Carried.

It was proposed the KLA maintain a minimum of $2,000 of funds in the bank as contingency planning. Moved by Judy, seconded by Kelly. Carried.

Vice President's Report (Judy)

Vitalvolunteers Software (solicitation)

All agreed that there was no interest in further discussion of the Vitalvolunteers Software solicitation; a similar proposal had been considered and declined of at a previous Board meeting.

Communications Update (Sue)

Sue reported that Facebook members are growing with 1,127 members and 18 requests pending; only those who have a connection to the lake are accepted. It was also noted that Facebook analytics show the most popular participation times are Monday and Friday evenings.

It was also noted that the issue of the lake not being stocked with fish spurred significant discussion and that having someone on the Board to take on this portfolio would be helpful.

Members discussed how best to encourage Facebook members to take personal ownership of issues (e.g., form a group, join a group and/or take action) in lieu of online venting.

Sue reported that an additional tab on the KLA website will be set up for fundraising; this will be up and running by Christmas.

Fall newsletter

Sue noted that Board members' updates must be received no later than Sept. 30, 2017 for inclusion in the newsletter. The newsletter topics will include membership, the newsletter (i.e., the move to electronic copies with print copies available on a cost recovery basis) and the AGM.

Sue will work with Don on a system to track those members interested in hard copy newsletters. It was also noted that use of a print company may not be required depending on number of hard copies ordered.

Lake Planning Update (Judy)

Judy reported that the Flora, Fauna, Wildlife and Forestry Committee has a new member (Ms. Jeannie Brejack).

It was noted that the subcommittees will restart their work on the fall. A governance process will be set up whereby the lake planning committee will set priorities, with the input of subcommittees, for consideration by the Board of Directors in keeping with the budget including fundraising.

It was noted that Judy, Sue and Heather have not yet met to discuss the governance issues and options; this will take place in due course.

Lake Steward Update (Pete)

Pete reported on the most recent Secchi reading for the lake which shows an eight or less in clarity; the water is quite murky which may be related to the high water levels.

Pete will follow-up with Gord on any further installations or changes to locations for marker buoys; an additional shoal marker had been installed.

Members expressed concern that some of the 'no wake' markers installed by the KLA had been moved without authorization; this poses an insurance liability.

Sue will draft a communication (i.e., do not move 'no wake' markers) to be posted on the KLA website, Facebook and Twitter.

Governance (Judy)

KLA Constitution Refresh

It was noted that the KLA will undertake a constitution refresh. This had been discussed by the Board in the spring of 2017 and was also an issue raised by a KLA member at the AGM. The member had been invited to participate in the constitution refresh work but had declined.

It was also noted that a KLA members' insights on the constitution refresh could be sought via survey. Sue and Kelly will consider this and report back in due course.

It was noted that Mr. Brad Oliver has expressed interest in serving as a Board member and that governance might be an area for him to take on.

Don will follow-up with Brad Oliver on his interest; if confirmed, his membership on the Board could be considered by electronic vote.

Fundraising Update (Sandy)

Kelly noted a need to have input on priorities for fundraising.

Kelly will follow up with the owner of The Maz who has expressed an interest in working with KLA on the sale of hoodies as a fundraiser; the hoodies are currently stocked and sold in his store. This information could be included in the fall newsletter if arrangements are in place by that time. It was noted that this would not preclude the KLA selling KLA logo clothing should it wish to do so in the future.

Kelly will also broach the possibility of working with The Maz on a future prize draw (e.g., paddleboard).

Lake Maps

Don provided an update on his development of lake maps and map segments which could be printed and used for fundraising; his work is about 75% complete.

Don will use the lake planning report as a guide to include the name of bays on the lake.

Sue will follow up with Chris Winney on any accessible information (i.e., public domain) for the maps.

Don will follow-up on costs associated with subscribing to Teranet.

It was suggested that Don be reimbursed for costs incurred for the development of the lake maps. Moved by Sue, seconded by Judy. Carried.

Fall Dinner Planning (Kelly)

Kelly and Sandy provided an update on the planning of the fall dinner; only a few tickets remain. The event will include a silent auction, door prizes and canned donations will be gathered at the door. It was noted that proceeds of the dinner are donated to charity.

It was suggested that the proceeds of the fall 2017 KLA dinner be donated to the Pine Meadows Seniors' Lodge. Moved by Judy, seconded by Sue. Carried.

Kelly will look into the North Frontenac Trappers Association.

Members agreed that the 2017 welcoming remarks would include an introduction of Board members and forgo a starting prayer.

Kelly will provide Gord with notes for his remarks and ask him to bring his microphone and amplifier.

Weiss Point Residents Association's Request for Action on Caterpillar Infestation

Heather read the request received from the Weiss Point Residents Association's that the KLA push for a solution in relation to the cyclical caterpillar infestation; the group had written to the Township of North Frontenac requesting it undertake a spraying of a biological insecticide in the spring of 2018.

Members unanimously agreed to decline to advocate for the use of biological insecticide.

Sue will prepare a response letter to be sent by Gord to the Weiss Point Residents Association.

New Business

KLA Community Signs

Board members will take stock of the community signs and provide this information to Gord.

Heather will add the issue of KLA community signs maintenance and updating to the next meeting agenda for discussion.

Repository for Board Materials

Members highlighted the need for a shared repository for Board materials (minutes, reports) and discussed various options (e.g., Google docs, KLA website).

All agreed that use of the KLA website was advantageous (i.e., all materials in one place).

Sue will work with Scott to set up a private log-in area on the KLA website for Board members and will request Cameron provide Heather with a tutorial on uploading files to that site.

Heather will manage the files on the KLA website for Board members' access once the training is provided.

Ardoch Lake Condominiums proposal

Don will look into the plans for the Ardoch Lake condominiums proposal and report back.

Heather will add this to the next meeting agenda.

Next Meeting - Saturday, September 20, 2017 (confirmed) (Heather)

It was agreed that, owing to members' limited availability, the Sept. 30th meeting would be cancelled.

The next meetings would take place as follows:

- Saturday, May 5, 2018
- Saturday, June 23, 2018
- Saturday, July 7, 2018 (AGM)
- Saturday, August 25, 2017
- Saturday, September 29, 2017

For Information Agenda

The following reports were received for members' information:

- Marine Buoys and No Wake Markers Update (Gord)
- Loon Watch Update (Darryl)
- 2018 AGM (July 7, 2018) and BBQ (Judy/Heather)

Adjournment

The meeting was adjourned at 12:31 on motion by Judy, seconded by Pete. Carried.

Kashwakamak Lake Association

BALANCE SHEET

As of April 30, 2018

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
Chequing - BMO	6,964.57
Lake Sustainability Committee Reserve	-2,000.00
Total Cash and Cash Equivalent	**4,964.57**
Accounts Receivable (A/R)	
A/R - 2014 Membership Dues	270.00
A/R - 2015 Membership Dues	405.00
A/R - 2016 Membership Dues	645.00
A/R - 2017 Membership Dues	1,500.00
A/R - 2018 Membership Dues	3,945.00
A/R - Newsletter Advertising	1,320.00
Total Accounts Receivable (A/R)	**8,085.00**
Total Current Assets	**13,049.57**
Non-current Assets	
Reserve for Lake Sustainability Committee	2,000.00
Total Non Current Assets	**2,000.00**
Total Assets	**$15,049.57**
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable	0.00
Total Accounts Payable (A/P)	**0.00**
Prepaid Membership Fees	240.00
Total Current Liabilities	**240.00**
Total Liabilities	**240.00**
Equity	
Opening Balance Equity	6,319.30
Retained Earnings	0.00
Profit for the year	8,490.27
Total Equity	**14,809.57**
Total Liabilities and Equity	**$15,049.57**

Kashwakamak Lake Association

PROFIT AND LOSS

January - April, 2018

	TOTAL
INCOME	
Donations Received	240.65
Membership Dues - Associate	165.00
Membership Dues - Regular	5,835.00
Newsletter Advertising Revenue	2,770.00
Newsletter Printing	120.00
Signs - 911	65.00
Total Income	**9,195.65**
GROSS PROFIT	**9,195.65**
EXPENSES	
Annual General Meeting	200.00
Bank charges	8.50
Charitable Donations	50.00
Postage and Delivery	19.33
Printing	-20.00
Signs 911	39.55
Subscription - Survey Monkey	408.00
Total Expenses	**705.38**
PROFIT	**$8,490.27**