

**Belmont Lake Cottagers' Association**  
**Minutes, Board Meeting**  
**Tuesday, June 28, 2022 at 7:00pm via Zoom**

**Present:** John Dixon, Eric Dixon, Valerie Marshall, Peter White

**Regrets:** Katheine Deas, Evan Meyers, Greg Alexander, Ellen Walsh

**1. Follow Ups from April 25 Meeting**

- **Ellen** has not present, so the wording for the indigenous people acknowledgement will be deferred
- **John** and **Peter** will meet shortly to start the preparation of the new corporations requirements

**2. Newsletter Process Improvements**

- Peter distributed a summary of a discussion he had with Erin earlier in the week. The following recommendations were approved by the board to improve the newsletter process and avoid as much rework as possible:
  - Hard deadlines for articles and ads. If deadlines are missed, carry that article to next year or skip that ad for this year. Ads to be sold between mid January and mid March
  - More time in the schedule between article and ad deadlines and draft ready for proofing
  - Reduce proof reading to typos only - it is too late for content changes. Identify a few individuals to do proof reading rather than the complete board
  - Managing the pool of photos could be done by someone else who could keep track of those used in the calendar, select the ones to be used in the newsletter. **Peter** will follow-up with Uta and Lisa to see if they would be willing to keep a google drive list of photos in separate folders for calendar and not calendar. Additionally, a request will be made to include the submitted by name in the file name of the each photo

**3. AGM Preparations**

- Each board member will be allotted 5 minutes at the AGM to update members on their activities. Please submit your summary to Peter at least 2 days prior to the meeting. For those not able to make the meeting, Peter will use the summary to present the update on your behalf.
- Val presented the latest budget forecast which was approved for presentation at the AGM. Val may provide minor adjustments based on the latest tracking of year to date expenses. **Val** will send the latest copy of the forecast to Peter by July 12 so he can have the budget printed on the back of the AGM agenda.
- Val will bring the latest member list to the AGM
- Members will be encouraged to bring their own water to the meeting. None will be provided

**4. Regatta Planning**

- **Peter** will follow up with Katherine and Greg to see what help they need in preparation for the regatta.