



*Springside Residents' Association*

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### **Meeting Minutes from the November 21, 2017 Board of Directors Meeting**

**Present:** All were present

*Tom Dickey*

*Michael Schlueter*

*Meeting was called to order at 7:05pm.*

1. Minutes from the November 13, 2017 AGM will need to be captured to enable changing the signing officers with the bank. Two signatures of the current signing officers will be required on the final minutes for the bank. Only the new signing officers need to be present at the bank.
2. January 31, 2018 was selected as the best date for the next Special Meeting. This date will be confirmed pending space booking/availability. A room to hold 40-60 would be ideal.  
*Update: Amica at Aspen Woods has been booked for the January 31<sup>st</sup> Special Meeting.*
3. The sole purpose of this next Special Meeting will be to elect a full Board of Directors
  - 3 or 4 volunteers will be needed for registration before the meeting begins
  - Vote will be done via secret ballot
  - Each address will receive only one vote/ballot as per the bylaws
  - A proxy form will be available to those who cannot attend (Tom to provide sample)
  - Nominations will be accepted before and during the nomination period at the meeting
  - Nominations can be self-nominations or made by any member of the Association
  - Nominees will have the opportunity to briefly introduce themselves to the membership
  - An additional 3 or 4 volunteers will be needed to count the ballots after the vote
  - A board meeting will be held immediately following to determine positions/terms
4. A notice will be drafted and issued to all residents (via email and Canada Post) outlining the outcome of the November 13th AGM (that the Board of Directors were expelled and Tom & Michael are now the Board), share the intended date of the next meeting and its purpose which is to elect a new Board of Directors and then to solicit nominations from the membership.
5. A second notice announcing the Special Meeting will be mailed via Canada Post to all residents alongside their 2018 invoices that allows for the required 21 days notice as per by the bylaws).
6. A meeting is to be scheduled regarding the preparation of the 2016 Financial Statements with the company who prepared them.

7. Information is to be gathered regarding the tendering process for the landscaping contract in 2014/15 for the 2015 growing season.
8. A Q&A regarding the work the contractor does will be written and added to the website.
9. Minutes from September 26, 2017 meeting will be reviewed/approved via email and added to the website upon approval.
10. Fourteen accounts are with legal counsel for collections. This work will continue.
11. The 2018 landscaping contract and insurance policy will be reviewed/approved as required.

*Meeting was adjourned at 9:40pm. Next meeting will be on November 28, 2017 @ 7pm.*