

**SUNSET VILLA ASSOCIATION – BOARD MEETING MINUTES – Sat Mar 21, 2019. 10 am, ONLINE MEETING USING ZOOM**

Present: Lisa Olsen, Monica Jensen, Benny Beck, Herman Glemser, Kirsten Skafte, Pernille Jorgensen, Eric Skovsgaard, Jennifer Higgins, Laura Qusen, Arlene Lange (Past Pres)

Guests: Anna Lewis

Item	Issues for discussion	Speaker
<b>Approve Agenda</b>	<b>MOTION</b> to Approve the Agenda. Moved by Lisa Seconded by:                      All in favour:                      Opposed:	Lisa
<b>Minutes</b>	none	Lisa
<b>Business arising since last meeting</b>	<p><b>MOTIONS</b> approved by email since Jan 26, 2020 Board meeting:</p> <p>Jan 29, 2020 Motion: to create new 65<sup>th</sup> Anniversary Logo for Sunset Villa \$225 Moved by Eric Seconded by Monica In favour: 8, Abstain 1</p> <p>Jan 29, 2020 Motion: to create artwork for a raffle ticket \$250 Moved by Eric Skovsgaard Seconded by Monica Approved by: 7, Abstain 1, Disapprove 1</p> <p>Feb 10, 2020 Motion: to donate \$50 per month to Geritol Gang instead of buying beer monthly. Moved by: Lisa Seconded by: Monica Approved by 8, Abstain 1</p> <p>Feb 14, 2020 Motion: to approve Feb 8 Exec Board Minutes Moved by : Lisa Seconded by: Laura Approved by 8, Abstain 1</p> <p>Tues Feb 18 Motion: Send every Member FOUR (4) tickets to each member. Grand Prize – Air fare and spending Penge = \$2500 CD. 1<sup>st</sup> Early Bird - \$200 gift card for the Danish Place. 2<sup>nd</sup> Early Bird = 65<sup>th</sup> Anniversary SWAG BAG – value \$100. Cost to print the tickets is \$463.39 taxes IN and postage will be about \$445 Moved by Eric Seconded by: Benny Approved by: 8, Abstain 1</p>	Lisa
<b>Acceptance of Consent</b>	<b>MOTION</b> by to approve the reports contained in the Consent Agenda Moved by Lisa.	Lisa

<b>Agenda</b>	Seconded by: Laura Approved by: all	
<b>Treasurer</b>	<p>Approval of January payables of \$3,236.44 Moved by Kirsten Seconded by: Pernille In favour: All</p> <p>Approval of January financials: Moved by Kirsten Seconded by: Pernille In favour: All</p> <p>Approval of February payables of \$22,687.13 Moved by Kirsten Seconded by: Herman In favour: All</p> <p>Approval of February financials: Moved by Kirsten Seconded by: Herman In favour: All</p> <p>Lisa to call Duff's church to find out cancellation policy.</p>	Kirsten
<b>Presidents Report</b>	<p><b>Federation Book:</b> Motion to buy a half page colour ad for the Federation Book, to support the Federation but also to advertise the 65<sup>th</sup> anniversary of Sunset Villa. Moved by Lisa. Seconded by Laura. All in favour</p>	Lisa
<b>Fundraising</b>	<p>Discussed getting a quote for a fibreglass Danish shoe to replace the wood shoe that is now rotted.</p> <p>Discussed getting quote for 750 magnets</p>	Eric
<b>Camping</b>		Monica
<b>Maintenance</b>	<p>Mogens says that the emergency brake of the tractor is broken. You cannot park the tractor on a hill without turning the engine off. This is not safe. Decision: will not get fixed, emerg brakes do not last on tractors, Benny will talk to Mogens</p> <p>Has Weber been called to come back to Apt 1-6 septic as recommended? Not yet due to snow banks</p>	Benny
<b>Events</b>	None	Pernille

<b>Membership</b>	<p>Motion to approve 2 new members;  Moved by: Herman  Seconded by: Lisa  Approved by: All  Currently have 527 members  Herman reminded all that they need to renew their memberships as the new year starts on April 1.</p> <table border="1" data-bbox="326 401 711 468"> <tr> <td>20-012</td> <td>Pedersen</td> <td>Cindy &amp; Scott</td> </tr> <tr> <td>20-013</td> <td>Knudsen</td> <td>Inger</td> </tr> </table>	20-012	Pedersen	Cindy & Scott	20-013	Knudsen	Inger	Herman
20-012	Pedersen	Cindy & Scott						
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<b>Tenants</b>		Monica						
<b>AGM</b>	<p>Motion: To postpone the AGM indefinitely until it is either safe to gather in numbers (due to Covid-19 virus) OR we are able to hold an electronic meeting.  Moved by: Lisa  Seconded by: Kirsten  Approved: by all</p>	Lisa						
<b>New Business</b>	<p>Covid-19 Tenants: email sent to them to check in and support them if they need. Some responded they are doing fine, others have not responded.</p> <p>Much discussion regarding Covid-19 and quarantine and concerns about self isolation of tenants and campers. Decision to install Covid-19 signage.  Monica has been in touch with camper snowbirds, and knows which ones will self-quarantine elsewhere.  Each trailer must have a working toilet.  Working towards Apr 25 opening.  Discussion of no campfires, no gatherings, no biffy  Need to research whether we could be liable if someone gets Covid-19 on the property.  Need to contact Health Dept.  Need to contact a lawyer to find out whether we could be liable if we opened the campground and people got Covid-19.</p> <p>Benny requested to leave the meeting due to Conflict of Interest:  <b>Covid-19 and the effect on the restaurant</b>  Restaurant officially closed Mar 15, as per Ontario mandate.  While closed they have lost food inventory and still have to pay bills (insurance, telephone, internet, heat)  Unknown if they will qualify for government programs currently aimed mainly at employees.  Discussion whether to forgive or suspend the rent.  The rent is \$2,100.  Motion to forgive the rent for April 2020:  Moved by Lisa  Seconded by Laura  Approved by 7, Abstain: 1</p>	Lisa/Monica						
<b>Next Meeting:</b>								
<b>Adjournment</b>	Meeting adjourned at: 12:15 pm							

# Consent Agenda

## **President – Lisa Olsen**

- Having difficulty piecing together a complete history of Board members over the 65 years of SV, due to large gaps in minutes (missing minutes). In the process of documenting what minutes we have, and then trying to find the missing minutes.
- Duff's church reserved. (the date will need to change now)
- Minutes binder for 2018 and 2019 has been created to ensure there is a physical record of SV history, as legally required.
- Called post office regarding keys for community mailbox. Still not operational. SV has their keys but the tenants do not.
- Benny and Jennifer have submitted articles for the Federation Heritage book.
- A long article was written about Sunset Villa history for the book
- Myself and Andra have been working hard to create a Memory Lane exhibit for CD, using historical documents and pictures
- Karina Dahlin is creating a history of Sunset Villa for a 65<sup>th</sup> anniversary booklet for CD
- A summary of 2019 events, facts and figures created for AGM distribution
- Property Condition report has been summarized and is ready for creating a budget. Member Claire will help us with this. She is an accountant.

**Bylaws** – Now updated by admin, just need signing by Pernille and then posting

## **Sewage/Water** – Benny Beck/Lisa Olsen

- The yearly MOE report has been started by Flowspec. Campsite daily water flow usage records sent.
- Aquifer Waterguard has been sold. The new company has announced a 30% increase in rates.

## **Tenant Liaison/Apartment Maintenance** – Monica Jensen/Benny Beck

- Apartment rent increase letters issued
- Apt 6 parking spot is being used by others without permission
- Many items are being stored in the carport rafters; tenant has promised to remove in the spring
- Apt 7 had his car keyed on the passenger side
- Complaint from Apt 1's son that the bathroom fan needs to be replaced, and that there is a leak in the livingroom ceiling of Apt 8; Monica followed up on both.

## **Fire & Safety** – Benny Beck

- Fire inspection scheduled for March 2020.

## **Campground** – Monica Jensen

- Steven Jacobsen wants it noted that when he was doing the pumping out job it was tendered and he never knew he was getting the job until late March. Why did the new operator know in January? Does not seem fair to him.

## **Constitution Day Committee; Lisa, Monica, Birthe, Andra**

## **Treasury** – Kirsten Skafte

- Application for 2020 Tax credit submitted to Puslinch Township
- The audit is complete. One small change and one question to be answered by Lyon regarding HST. Otherwise, it was approved.

## **Fastelavn** – Kirsten Skafte

Attended by 15 kids. They loved it.

Approx 15 hours of work for volunteers. The event is one hour. Many thanks to Lee Hansen for creating 2 barrels for the event!

### **INSURANCE – Herman Glemser**

Staebler Insurance, our broker, has been in touch with a number of insurance companies to provide us with quotes in advance of our March 27th coverage end date. Only one company provided a quote for our property insurance.... that was Can Sure who holds our current coverage. The new policy continues to have a \$ 5,000 deductible. The new annual premium (pre-tax) will be \$ 17,188 which is a 2.4% increase over our annualized premium last year. Only two companies provided quotes for our liability insurance.... one was Chutter, the incumbent. They provided a quote of \$ 10,000 which is quite a jump from the \$ 6,498 we paid on an annualized basis last year. How about 53% increase with no claims for the entire year? Fortunately Unique Risks provided a quote of 'only' \$ 7,500 which is still a 15.4% increase over last year's annualized premium but now looks like a huge bargain. Another slight bit of good news is that the deductible has been reduced from \$ 2,500 to \$ 1,000.

### **MEMBERSHIP – Herman Glemser**

As of March 16, 2020 • 68 memberships have been renewed; representing a 13% renewal rate • 13 new memberships have been processed • 530 total memberships.

#### **Fundraising Update - Eric Skovsgaard**

This will be my first report since stepping forward to help the Board of Directors at Sunset Villa.

My first task assigned was to arrange for the improvement of the quality of the two existing logos that Sunset Villa had, the Danish Shield logo and also the House (restaurant) logo. This has been completed by Scribblers Club.

My next task was to oversee the creation of a NEW 65th Anniversary logo for us that would emphasize the fact that we were established in 1955. This logo would incorporate a respectful nod to our storied past, as well as embrace the new found global love of Danes and specifically, the concept of Hygge. Various drafts were presented to the Board of Directors with the final version again completed by Scribblers' Club.

Next, we worked on the creation of new letterhead and envelopes using the 65th logos to communicate with our members with a fresh new look. One thousand (1,000) pieces of both envelopes and letterhead have been printed. This print job was sent out for quotes to three different printers with Uptown Printing in Waterloo being the successful bidder. Pricing has been sourced from various suppliers for promotional items that the Villa could sell for profit to our Members and Guests.

These items include; Coffee Mugs, Grocery Tote Bags, decks of playing Cards, Hats, Fridge Magnets, and possibly T-Shirts and various wearables.

Given the current situation with Covid-19, no orders have been placed as the qty's required will be directly dependant on whether or not we are able to host events. Pricing for these items is attached to be discussed by the Board.

Lastly, the initial reason I came on board was to assist in Fundraising for a new playground. The plan was to raffle off up to 3,000 tickets at \$25.00 each with two early-bird prizes to be given out at the AGM and a Grand Prize later at Sankt Hans Fireworks of a Trip for 2 to Danmark.

It was suggested that we obtain a Lottery Licence from Puslinch Township. During my investigation into this, I was told by both the Township and OLG that indeed we did need a licence and that the equivalent of 20% of all funds collected MUST be returned to the Members by way of prizes to the winners. If ALL tickets were sold, that would mean we would have to hand out \$15,000 worth of prizes and we would not know what that final prize amount would be until after all sales were complete. It

would be impossible to advertise what you could win without knowing how much money we could allocate to the prize pool.

A Survey was sent out to all Board Members to discuss whether we proceed or scrap it all together considering the restrictive rules around obtaining a licence. No clear-cut direction has been provided as of the time of writing and therefore, we are on hold.

I do have another idea for fundraising that I would like to present. Many tourist destinations have large landmarks on site to promote their facilities. Things like the Colbourne's Big Apple visible from the 401, the Big Nickle up in Sudbury and Mac the Moose in Moose Jaw Saskatchewan. Now I know that we are not a large tourist destination like those other places but I think we can spin off of an existing attraction, the red wooden shoe. I know of a place where I could get a large fiberglass TRAESKO made. I am thinking something four or five feet long. We could build a permanent stand for it to be displayed as you enter the Villa with stairs leading up so even adults could sit in the shoes for a photo op! The slogan, 'Only you can fill our shoes' can be made on a sign that also identifies this as designated photo stop for families as they come in and out of the Restaurant and our facility. The shoe would painted bright red and will never fade (just like a car part made of fiberglass). Beside this shoe, we erect a 'Giving Tree', a permanent monument to those corporations and individuals that donated to this display in various amounts. We would have Gold, Silver and Bronze contributors, giving in predetermined amounts. Anyone wishing to donate above the Gold standard, would be identified as a Platinum Donor. This is a vision I have and I would like to discuss it further with the Board. The goal again would be to raise first, enough to cover production of the shoe, with the balance going towards the playground. I will await your direction before I proceed any further.