

## **Board Meeting Procedures**

Hello Baycrest residents,

We have a lot to discuss during our board meetings, so in order to streamline the meetings and keep our discussions on track I have initiated the following procedures.

1. Any new issues to be discussed at the board meeting must be put on the meeting agenda. To do this, an email must be sent to Aharon Weidner the Wednesday prior to the meeting outlining what you would like to discuss. Be prepared with information to support your issue, do your homework first. Feel free to call on a board member or our property manager for guidance/help. And, be prepared to take a leadership role in what you are proposing.
2. All discussions at the board meeting must be Baycrest related business only. Kindly refrain from discussing personal issues during the board meeting, have these discussions outside the meeting.
3. The board meeting will follow the agenda. All topics will be discussed first by the board members, when the board finishes their discussion, questions/ comments will be taken from the floor. Each person will have 3 minutes to speak and will not be called on again until all others who wish to speak have spoken. The second round will be one minute per comment. The board reserves the right to stop discussion after the second round.
4. New Business - New ideas to make Baycrest a better community are encouraged and can be discussed briefly during open discussion. However, please refer to item #1 to move forward with your suggestions.
5. If you have a concern that can't wait until the next board meeting please email Aharon Weidner and he will contact me or the appropriate board member if necessary. I will not conduct community business through personal email or telephone.

I look forward to serving the community.

Creighton Phillips  
President, Baycrest BOD