



## ***Meeting Minutes***

**December 17, 2020 at 10:57am-11:00am**

**Location: Canoe Club**

Meeting of The Canoe Club, Inc.

Meeting Facilitator: Steve Kane (President)

Board Members: Don Hanson, John Murrey (Secretary/Treasurer) and Lela Newey

Attendees: Karley Connolly (HOA Manager)

- I. Call to order (Steve)
- II. Open Forum – No Comments.
- III. Review and approval of meeting minutes: November 19, 2020  
[John motioned to approve the minutes as presented. Don seconded the motion and all approved.](#)
- IV. Maintenance Report (Tom) – No Report
- V. HOA Manager Report (Karley) – No Report
- VI. Financial Report (John)  
The board reviewed the financials. The temp labor expense is over budget, as expected, but the COVID relief grant will help to offset it.
- VII. Old Business
  - a) COVID
    1. Grant Relief Received 12/7/20 – The State has stipulated the funds be used by 12/30/20. Any unused funds need to be returned by 12/30/20 and followed up with an accounting of all the funds spent by 1/30/21.
    2. Review Club Usage – Did not take place.
  - b) Reserve Fund Accounting  
JCCS (accounting firm) has created a separate QuickBooks company to track reserve expenses and funding. This document was reviewed by the board. The board will do a deeper analysis of the reserves at a separate meeting designated for this purpose.
- VIII. New Business
  - a) Bylaw – Proposal to Change & Record Document  
The board would like to work with our attorney to execute the recording of the Bylaws. No changes were proposed at this time.
- IX. Adjournment - 11:22am  
Executive Discussion – Employee Compensation