

Triangle Recreation Camp



April Board of Directors Meeting Minutes

2016

The regular monthly meeting of the TRC Board of Directors was held on Saturday, April 16th, 2016. The meeting was held on TRC property at the Party Site. The meeting was chaired by President Craig Maynard, and supported by the executive committee, all of whom were in attendance and included Jeff Bachman, Kelly Campagne, Qevin Lutra, Dana Williams, and Don Young. All of the Board of Directors was in attendance, except Dean Carey whose absence was excused; and included Larry Clark, Travis Clinton, Lawrence Cummings, Dale Morgan, Eric Moss, Ted Stanczak, Ross Tremblay, and Brandon Walker.

The meeting was called to order at 12:05 pm by the President after establishing a quorum (at least 8) had been reached. The Board quickly reviewed the proposed Agenda. Kevin Kauer of Narc Magazine and Joshua Keep were added to the Agenda under New Business in order to address the Board with questions. Qevin Lutra moved “to approve and accept the amended agenda;” which passed unanimously.

Notices

President Craig Maynard announced to the Board that to bring our discussions into better accordance with RONR (Robert's Rules), that during discussion/debate of a topic he will be trying to bounce between pro and con opinions. He also wished to remind the Board that according to Robert's Rules a motion to “call the question” is a request to end debate. In future, when the question is called, he will pause to allow anyone who wishes debate/discussion on the topic to continue to speak up. If no one speaks up, the question will be considered “called”.

It was announced that the Facebook discussion group named ‘Trcbod’ has been renamed and reclassified to allow better transparency and to avoid confusion with the actual Board-only discussion group. The privacy setting has been changed from ‘secret’ (no one can see or search for the group) to ‘closed’ (people can search for and see the group and description and can ask to be added, posts are not visible outside the group). The name for group has been changed to ‘TRC Discussion Forum’.

Minutes

Secretary Qevin Lutra announced that there were two significant errors in the draft of the Minutes of the March Meeting that were distributed. A paragraph was included that should not have and another, unrelated, paragraph was missing. Qevin moved “to strike the

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following paragraph from the draft of the minutes.”

~~— The Membership Fees Committee (2016), chaired by Brandon Walker, announced the appointment of Travis Clinton, Kelly Campagne, Lawrence Cummings, and Dale Morgan to its members. The Committee will be meeting over the winter to review our membership and fees structure and will be making recommendations by the March 2016 Board of Directors Meeting.~~

Secretary Lutra’s motion passed. Dale Morgan moved “to add the following paragraph to the draft of the minutes, after the paragraph on Violations.”

Travis Clinton moved “to amend the Dispute Resolution Rule as follows:”

DISPUTE RESOLUTION:

Disputes arising internally among members of a campsite are expected to be resolved by those members without involving TRC or its officers.

Any disputes arising from the aforementioned conditions, that cannot be resolved between the parties involved shall, in the following order, present their issue in writing, for consideration to the:

- a. Vice Presidents
- b. Executive Committee
- c. Board of Directors

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- a. Rules Committee

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b. Vice President the issue falls under

c. Executive Committee for private matters of health, finance, etc.

d. Board of Directors

The motion to amend the rule was passed by the Board.

Dale's motion passed. Dale then moved "to accept the March 2016 Board Meeting Minutes as amended;" which passed unanimously.

President's Report

President Craig Maynard started his Office's report with an oral update of the on-going lawsuit against TRC. The plaintiff's lawyer has left the employ of Mr. Canonica and will no longer be representing him in legal matters. Preston Canonica has filed the paperwork to represent himself in court and legal matters in this case. We are in continued discussions with our legal representative about what steps we need to take from here. The Board will be notified of any further changes or news regarding the lawsuit.

President Maynard is working with the Executive Committee on recommendations for changing and updating Article V (Officers) of the By Laws. Currently they do not accurately reflect the duties and functions of the Offices and contain many redundancies and confusing overlap. These recommendations will be presented to the Rules Committee for review before being presented to the Board. Craig also would like the Rules Committee to look into possible rules and/or policies concerning Hot Tubs, Tubs, Pools, etc. at camp, as we have no such rules or policies at present.

Operations Report

Vice President of Operations Don Young provided an oral recap of his report which he filed with the Secretary. During his report, VP Young moved "that the temporary suspension of Chris Ellis' membership, imposed by the Executive Committee, be ratified by the Board of Directors as a just and appropriate action." The motion passed unanimously. Don informed the Board that two additional rules violations have been reported and they have been sent to the Rules Committee for review, as per our current Standing Rules.

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Ross Tremblay gave an oral update on the Power and Internet services. He hopes to start Power service around May 6th. Internet is currently up and running and expansion to the Host Hut across the road is still in the process of being connected. Once connected, Ross asks that we are patient as service may be intermittent while technical issues are worked out.

VP Don Young clarified that a “soft opening” means that technically the campground is open for camping, however, not all services or trails will be up to full working order. For example, the trails and tarps down below may not be up or cleared. A hard opening date is to be determined. He anticipates a hard opening date near the end May, on or before the Memorial Day Weekend.

Development Report

Vice President of Development Dana Williams provided an oral update of the Remediation work which is nearly finished. Storm damage has caused a number of new trees to become a possible danger to members and these trees have been marked. If any member has a tree they wish to have removed please fill out a Tree Removal Form for the Tree Committee to review. Neither the Tree Committee nor the Development Committee has had a chance to meet yet to review any permits as of this meeting. Until they have met and responded to the permits, all permits are pending.

Marketing Report

Vice President of Marketing Jeff Bachman provided an oral recap of his previously submitted written report to the Board. Jeff had some questions regarding the direction the Board would like him to take regarding Vancouver Pride. The Board responded by asking that the VP of Marketing secure a booth for Vancouver Pride but not a position in the parade.

Secretary Qevin Lutra announced that additional changes, updates, and standardizations are being made to our Membership Pages. Site Registration Forms will be sent out again for Seasonal Sites to make any changes before the hard opening date, at which point the 48 Hour Rule will go into effect. Reports and Minutes will now only be uploaded to Wild Apricot so that they are available in one place to all our members. Links will be provided on our social media pages when updates and changes have been made.

Treasurer Kelly Campagne fielded questions from the Board about the Treasury Reports he had previously submitted with the Board. The reports were filed with the Secretary.

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Director's Committee Reports

The Audit, Development, Turner Acquisition, and Secretarial Affairs Committee had nothing to report to the Board at this time.

Rules Committee

Travis Clinton, Chairman of the Rules Committee, announced that the Rules Committee is still deliberating on Privacy and Photos issues and will be reporting recommendations on those topics to the Board at the May Board meeting. Travis also informed the Board that a number of motions will be presented shortly for their consideration. Chairman Clinton moved “to add the following sentences to Standing Rule #2 (Parking) under section C:

All towing vehicles must be unhooked and said vehicles must be parked in the Vehicle Parking lot and not the RV lot. Proof of TRC registration and payment must be displayed in the window of the RV/Trailer/Van.”

The motion passed. Travis moved “to add the following sentence to Standing Rule #2 (Parking) under section C:

RV Campers must use the TRC RV reservation system.”

This motion also passed. Mr. Clinton presented a document entitled “General Steps of Consequence” that the Rules Committee recommended we adopt as official TRC policy. Don Young moved “to make the following changes to the first paragraph of the document:”

The following is TRC policy on how rule infractions are to be documented and handled in conjunction of with the Vice President of Operations and the Rules Committee, unless already defined by existing Rules.

Don's motion to amend was passed unanimously. Travis Clinton moved “to accept the amended document as official TRC policy;” which also passed unanimously. The policy in its amended entirety is attached below. Chairman Clinton, on behalf of the Rules Committee, presented a document entitled “Complaint/Grievance & Appeals Policy” to the Board as a recommendation for official policy. The document is attached below.

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President Craig Maynard called for a five (5) minute adjournment for the Board to read and review the document before proceeding. The meeting reconvened at 1:32 pm.

Travis moved “to accept the Complaint/Grievance & Appeals Policy as official TRC policy and that the Secretary will ensure that it is corrected of any typos.” The motion passed unanimously. Chairman Clinton moved “to add the following sentence to the Conditions of Occupancy for Seasonal Campsites under #3 (Campsite Development):

Any site that has received an approved permit from VP of Development, must post said permit in a conspicuous spot at the entrance to the site performing construction.”

The motion passed unanimously. Travis Clinton moved “to make the following changes to #15 (Enforcement of the Membership) of the Conditions of Occupancy for Seasonal Campsites:

3. If the site coordinator is removed from a seasonal campsite, the ~~Board of Directors selects the new coordinator from the remaining site members.~~ The remaining eligible site members are encouraged to nominate their own choice for coordinator. **If the remaining eligible site members are unable to reach a decision by the next Board meeting, the Board of Directors will select the new coordinator from the remaining eligible site members.**

6. Seasonal Members that wish to camp with an expired membership must pay the limited camping fees of TRC. These fees may and will be credited towards membership dues if paid in full within 30 days.”

Chairman Clinton moved to “**add the document (attached below) titled “Enforcement of Membership Fees (Non-Seasonal Site Members) as item #16 under Standing Rules;”**” which passed unanimously.

Travis Clinton presented a Report of the Rules Violation Meeting for review by the Board and filed it with the Secretary. Travis moved “to accept the recommendation to the Board of Directors, that the status of non-paying “Lifetime Member” be revoked and a status of paying “Senior Seasonal Membership” be applied to Chris Ellis.” During discussion, Eric Moss moved “**that in lieu of the Rules Committee’s recommendation, to suspend membership for 30 days, effective immediately.**” Eric’s motion failed with only 2 ‘for’. Travis’ motion passed with a

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vote count of 11 'for', 2 'against', and 2 abstentions. The Secretary will send notification to Chris Ellis of the Board's decision.

Fees Committee

Brandon Walker, Chairman of the Fees Committee presented his Committee's Report for review by the Board and filed it with the Secretary. Brandon moved that "Whereas TRC has not increased camping fees for many years and whereas our operating costs continue to rise, be it so moved that beginning April 16, 2016 overnight camping fee shall be \$15.00 per night for each night of camping. Overnight camping rules apply." The motion passed and all official documentation will be updated to reflect the change. Brandon Walker moved "to have the following definitions be added to our official documentation and records:

TRC Annual Membership Fees

Yearly members - \$150

Seasonal members with site - \$240

These memberships entitle members to unlimited camping during the regular camping season. Current seasonal site occupancy rules apply and current overnight camping rules apply.

Discounted Membership Fee

TRC offers a \$50 discount on Annual Membership Fees and Seasonal Membership Fees to senior citizens who are 65+, military veterans, full-time students who are 21+ (proof of current enrollment required), and people with disabilities.

Day Membership Fee

The day membership fee is \$5. This fee allows individuals to enjoy TRC for a day and is only valid till 6:00 PM at which time they must vacate the premises. This membership is not available on event weekends.

The motion passed unanimously.

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New Business

Kevin Kauer, representing Narc Magazine, presented a proposal to hold and market an LGBT focused event on TRC property. He was concerned about moving forward with the event idea due to being uncomfortable with our LGBT members only policy and would like to be able and permitted to allow Allies on TRC property during the event. Eric Moss moved “that the matter be moved to Marketing with the understanding that allies will be permitted for a specific event,” which passed. Joshua Keep asked the Board to allow a non-LGT family member on site for one weekend to help him get work done on his site. Qevin Lutra moved “to allow exception for one person provided they are up before the Memorial Day Weekend,” which passed.

Adjournment

The meeting was adjourned at 2:30 pm. The next Regular Meeting of the Board of Directors will be held on TRC at noon on May 15th, 2016.

Signed,

Qevin Lutra
TRC Secretary



General Steps of Consequence

The following is TRC policy on how rule infractions are to be documented and handled in conjunction with the Vice President of Operations and the Rules Committee, unless already defined by existing Rules.

1. The infraction is met with a verbal warning and is to be documented by the VP in charge or on site. A notification of this is to be sent to the Rules Committee.
2. A second infraction is to be met with a written warning that is to be sent via USPS and by email to the member accused of said infraction. This warning is also to be posted at the members' registered site, if they are a Seasonal Member. A second notification is to be sent to the Rules Committee.
3. A third rule violation by the same member will require the said member to be called before the Rules Committee for investigation of continued infractions. Within fifteen (15) days, the Rules Committee, in conjunction with the Vice President of Operations, will inform the member in writing, of the repercussions due to their continuing violation of TRC Rules and Policies. This report will also be presented to the Board of Directors at the next official Board meeting.
4. If the member wishes to appeal the decision of the Rules Committee, they may do so following the Appeals process of TRC.



Complaint/Grievance & Appeals Policy

It is the intention of Triangle Recreation Camp to provide a high level of service to all members, vendors, and others with whom TRC conducts business. *We encourage all TRC Members to act with courtesy and respect for all individuals while on TRC Property and while conducting business with, or on behalf of, TRC.* If you feel your involvement with anyone on TRC Property has not reflected this value, we would like to hear from you.

Concerns regarding incidents on TRC property or while conducting business for/with TRC:

Any TRC Member may raise a concern regarding their personal experience while on TRC grounds and /or conducting TRC business. This would typically include cases where there is illegal activity, dangerous situations, rules infractions, etc. Anytime you feel you were treated in an unprofessional way, or a decision was made that you feel was inconsistent with the facts.

You are encouraged to discuss the matter first directly with the person(s) involved. If that is not satisfactory, or you feel it is not possible, you are encouraged to submit an incident report for review by the Rules Committee.

It is highly recommended that all incidents of illegal activity and/or dangerous Situations be reported immediately.

Filing an Incident Report:

TRC Incident Reports are available in the phone kiosk during the regular camping season. E-copies are also available year round online on the TRC Facebook pages under "files".

Members should complete an incident report form ASAP after the incident occurs. Once completed it should be submitted to the VP of Operations, or any other Executive Committee member, to be forwarded to the Rules Committee for investigation. (Keeping a copy for your records is recommended.) The Rules Committee shall respond in writing within 15 days during the regular camping season, and 30 days during the off season.

Appealing a decision:

If the Member does not agree with the decision of the Rules Committee, they may appeal by completing the Member Complaint form attached to the Rules Committee's written response and submitting it to the Executive Committee for review. The Executive Committee shall respond in writing within 15 days during the regular camping season, and 30 days during the off season.

If the Member does not agree with the decision of the Executive Committee they may appeal by completing the Member Grievance form attached to the Executive Committee's written response and submitting it to the TRC Board of Directors for review.

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The Board of Directors shall respond in writing within 45 days during the regular camping season and within 45 days following the first regular Board of Directors Meeting if submitted during the off season.

The TRC Secretary shall send a letter to the member(s) who had the concern/ complaint as to the final decision.

**** This is the last step of the Appeals Process. All BOD Decisions are final. ****



Enforcement of Membership Fees (Non Seasonal Site Members)

1. Members of TRC will be notified by the Treasurer when their membership is within 30 days of expiring.
2. Beginning 30 days from expiration date, until a period of 30 days after expiration, the member has the obligation to either pay the membership fee or contact the Treasurer to arrange a payment plan.
3. If, for whatever reason, the Treasurer and the Member are unable to reach an agreement, or the Member does not wish to go through the Treasurer (PRIOR to 30 day membership lapse) the Member may write to the Rules Committee for consideration. The Rules Committee will make a decision within 72 hours of a payment arrangement request from a member.
4. Members that wish to camp with an expired membership must pay the limited camping fees of TRC. These fees may and will be credited towards membership dues if paid in full within 30 days.
5. If a member's membership with TRC has lapsed for more than 30 days, the member will be removed from the list of registered members and is not allowed to stay on TRC grounds until fees are paid, or the member may pay limited camping fees.
6. To reinstate membership, the member must pay ALL their membership fees in full to become current and able to stay at TRC.