

OTTY LAKE ASSOCIATION BOARD MEETING MINUTES
7 p.m Tuesday January 13, 2026
Zoom Meeting

Attendance

Present: Barb Hicks, Jen O'Donoughue (Chair), Susan Murray, Kirsten Brouse, Nancy Lynn, Anne Scotton, David Murray, Cathay Kari, Linda Cuthbertson, Kim Bolton, Charles Mojsej.

Establish the note take

Cathy agreed to be the note taker for the meeting. It is also being recorded and an AI summary will be provided to assist with note taking.

Approval of the Minutes from October 7, 2025

Some members had comments on the minutes. They will be updated and approval will be conducted secretarially by email.

By-Laws

Jen provided an update on the progress of finalizing the by-laws. In addition to members of the Board they have been sent out to a number of past Board members and key volunteers to review. Comments and updates received to date were incorporated in the version of the by-laws distributed for the meeting.

A number of areas still require some additional language including the dispute resolution process, conflict of interest and process to remove a director from the Board. These will be updated and provided in the next version.

There were two items raised for discussion. The first was whether or not each household should have one or two votes and the second was whether or not the process for Burgess-Wood block voting should be reviewed. After discussion it was agreed that the by-laws would reflect the concept of a household but would change to one vote instead of two. It was also agreed that a follow-up discussion with the Burgess-Woods Association would be beneficial.

Next steps will include a final update to the by-laws and develop a plan to post the final version on the website.

Action: Jen and Susan to follow-up with Burgess-Woods and Jen to work with Charles on a communications approach.

Financial Update

Kim provided an update. She indicated that she is still working on the transition and getting the financials from 2025 finalized. Overall membership was down from last year which resulted in a reduction in revenue. Expenses were also lower than last year. The data project was the most significant line item for the year.

Kim also reviewed the proposed budget. The budget has been developed to be consistent with previous years. There is still some adjustments to be made. There was a discussion about whether or not a membership gift would be considered. It was determined that some sort of communications product would be considered and funding would be required for printing.

Action: Kim to finalize the budget and circulate for approval.

Work underway and reports.

Memberships – a report was provided for the meeting on memberships. There were 209 paid memberships for the 2025 calendar year.

AGM – A deposit was made for June 7th. A discussion was held around who would be part of the organization committee. Susan and David will take care of logistics and registration table. Nancy, Charles and Barb also agreed to help out with the planning of the agenda and speakers. Jen and Kim will help with slide content and presentations at the actual AGM.

Volunteer appreciation – plants have been ordered from RVCA for volunteer appreciation gifts. Susan asked that board members confirm that all volunteers that should be recognized for their contributions over the last two years are on the list. Nancy offered to help with the thank-you cards for the volunteers and Kim offered to help with deliveries.

Plant Sale – Susan provided an update on the plant sale. She requested approval for spending. Charles agreed to assist with the plant sale.

Motion: to approve the expenditure of up to \$1700 for plants for both the plant sale and the volunteer appreciation gift.

Moved by Ann and seconded by Kim.

Motion carried.

Home Building workshops – Susan provided an update on home building. There is wood left over from last year and Susan and David are willing to do this again this year with different home designs. Bat houses will be included again. The plan would be to spend less than \$100 for screws and snacks. There will be a sign-up sheet at the AGM. The workshops will be held July 19th.

Motion: to approve up to \$100 for a budget for the wildlife homes project.

Moved by Ann and seconded by Cathy

Motion carried.

Lake Ambassadors – there was a short discussion about memberships and communication reminders being earlier this year. Nancy will provide a more detailed update at the next meeting.

Communications - there was a short discussion on communications and the plan for the newsletter.

Volunteer event – it was confirmed that the plants will act as a replacement for an event.

Shirt design – there was a discussion on whether or not we should consider alternate shirt designs. It was agreed that we should explore this further.

Action – Nancy to explore ideas and provide an update at the next meeting.

Conservation Authority Merging

Barb noted that she sent out some information about this and wanted to ensure Board members were aware.

Water Quality Data Consolidation Project

Susan and David provided an update. Board members received the covering letter and the report. There were a number of options outlined in the report. There were questions about chloride sampling as a new test that can be done. David will confirm if the Lake Partners program will do that testing on our existing samples. The Board agreed that the report should be shared with members. The Board also took the opportunity to thank David for his leadership on this project.

It should be noted that David will no longer be able to do the water sampling this year and new volunteers will be required. David provided an overview of the work required to do the testing and capture the data to give a sense of the workload. He also indicated that he is willing to train someone new. There was a discussion about whether or not it makes sense to hire students or to find volunteers.

Action: Nancy will incorporate the report into the February newsletter. A call for volunteers will also be included.

Other

It was noted that a few newsletters were returned due to addresses not being correct. They are being re-mailed this week.

David raised that there are a couple of boxes of information that need to be stored. Barb agreed that she would take the boxes and review the remaining content.

Next Meeting – March 3, 2026.

Motion: to adjourn the meeting.

Moved by Susan.

Motion Carried.

The meeting was adjourned at 8:45.