

Thursday, August 8, 2016

Call to order: 6:00pm

BOD in attendance:

Kate Higgins, BOD President

Kosha Long, BOD Vice President

Char Schulz, BOD Treasurer

Linda Enger, BOD Secretary

Committee Chairs in attendance:

Activity – Sharon Murphy

ALRC – Lin Makela

Document Review – Di Holt

Finance – Susie Thrune

Green Team – CJ Stevens

Pet – Linda Creatore

Safety – Mary Harrison

Web – Linda Creatore

Leaseholders observing – 6

Kate Higgins reviewed the packets handed out to the participants:

- **Existing Documentation**
 - Policies for ALRC, Finance, Long Range Planning Committee, and Safety Committees
 - Activity Committee Guidelines
 - Guidelines for Long Range Planning Committee
 - Long Range Planning Proposal instructions
 - Outline for Committee Meeting Notes
- **Recently developed documents for interim money procedures**
 - Process Steps for Committee Money Management
 - Event Tally Form
 - Funds Request Form
 - Activity Event Report

Goals

- Long Term Goal
 - Each Chair will work with her committee to develop best practices specific to that committee.
- Tonight's Goal
 - Collaborate to start developing best common practices for all committees.

Discussion

- Current Best Practices Manual is not available electronically
 - We need to research a way to update the manual in the most efficient manner
 - OCR software?
 - Pay a service to convert it to electronic version?
 - Re-type it?
 - Linda Creatore and CJ Stevens offered to look into options

Linda Enger facilitated a brain storming session to mind map the major areas of commonalities:

- Roles and processes
- Fund raising
- New committees and interest groups (this area will be addressed at the next meeting)

Mind mapping notes

- **Processes and roles common to all committees**
 - Chair
 - Selected by the committee members
 - Creates meeting agendas
 - Schedules committee meetings
 - Sends meeting announcements
 - Organizes and guides the work
 - Ensures tasks are assigned and picks up the slack
 - Responsible to the BOD
 - Presents committee report at BOD meetings
 - Presents committee report at Annual Meeting
 - Should there be a “term of service”?
 - Timing of Chair selection needs review (currently done in spring except for the Activity Chair)
 - Committee Members
 - A scribe should be selected
 - Members should share the work
 - Ideally, we should encourage a blend of transients and non-transients
 - All members are volunteers without compensation whatsoever – park managers will not make deals
 - Should there be a “term of service”?
 - Committee Meetings
 - Meetings should remain open
 - Dates (not sure what the thought was here)
 - Decisions should be a consensus of the committee not made by the chair alone
 - Minutes should be taken and follow the same format for all committees
 - Decisions
 - Results
 - Recommendations
 - Communication
 - Code of conduct needs to be developed
 - Email discussions are challenging because of the few women who do not use email
 - Email blasts
 - Can Committee Chairs send blasts?
 - Should blasts be sent ONLY by the Office Manager?
 - Should updated distribution list be provided to each Committee Chair, or only the Office Manager?
 - Schedule and announcements should be shared on the website
 - Purpose
 - Mission Statement
 - List of major tasks/functions
 - Anticipated results
 - Liaison
 - Role needs to be further defined
 - Review the current status
 - Conduit to the BOD

- **Fundraising**

- Committees that fund raise
 - Activities
 - Green
 - Pet
 - Safety
 - Web
 - Shop (not a committee but a recipient of fund raising)
- Examples of what fundraising pays for
 - Safety equipment
 - Bench for dog run
 - Collars
 - Reinforce dog run fence
 - TV
 - Cable service for TV
 - Hosting fees
- Fund Raising Events (raffles, dinners, etc.)
 - Need a defined purpose
 - Specific capital improvement project
 - Specific equipment (ie: recycle trailer)
- Funds accounting process
 - Need process for money management
 - Receipts
 - Fund requests
 - Tally sheet
 - Tally procedures
- Concession
 - Currently goes to Activities
 - Suggestion: create an All Committee Seed Fund
 - deposit concession profits to it
 - deposit web income to it
 - pay for web costs and other committee expenses from it
 - Currently, Activity Committee starts out each year with about 1500.00 in its account
 - Should pay for activities from that account and deposit to it from concessions as necessary

Homework

- Each Chair will meet with her committee to review/revise/create specific committee best practices.

Next Meeting

- August 25, 2016, 6:00pm