Targeted Work Session Minutes
Thursday, August 25, 2016

Meeting Called to Order: 6:00pm
Roll Call:

BOD
President, Kate Higgins
Vice President, Kosha Long
Treasurer, Char Schulz
Secretary, Linda Enger

Number of Leaseholders observing: 6

Chairs
Activities – Sharon Murphy
ALRC – Lin Makela
Document Review – Di Holt
Finance – Susie Thrune
Green Team – CJ Stevens
Long Term Planning – Susie Thrune
Nominations/Elections – Joyce Bradley
Pet – Linda Creatore
Safety – Mary Harrison
Website – Linda Creatore

Review individual committee process development

Activities – Sharon Murphy
- See Attachment 1

ALRC – Lin Makela
- See Attachment 2

Document Review, Di Holt
- See Attachment 3

Finance – Susie Thrune
- The committee is comfortable with the current guidelines for the most part. There are very few small changes that we would like but we don't want to re-type the whole thing, such as:
    - Timing for budget review
    - Investment procedures
    - Replaced "bookkeeper" with "Office Manager"
    - Added things like "property and equipment" to fund balance

Green Team – CJ Stevens
- See attachment 4
- Linda Enger suggested removing "…and to actively manage the DBR Recycling program…" from the Mission Statement and adding it to the Best Practices
- CJ agreed

Long Term Planning – Susie Thrune

- The committee is not really a committee yet. We have only two committee members: Lin McDowell and Jackie Cairns. CJ has offered to attend the meetings but doesn't have the time to do research, etc.
- Kate Higgins: Since the committee is still "forming and storming", the best thing is to table the committee for now until we have more members, and experience, from which to draw best practices.
- The group agreed

Nominations/Elections – Joyce Bradley

- We had a good session in June where we created best practices and submitted them to the BOD
- We developed a Table of Contents which was part of the handout from last week
  - See Attachment 5

Pet – Linda Creatore

- See Attachment 6

Safety – Mary Harrison

- See Attachment 7
- Discussion on CERT:
  - Is it a separate committee?
  - Does Safety oversee it?
  - Suggestion: Safety assists the CERT team as necessary
- CJ: Number 4, 8, and 9 pertain to all committees
  - The frequency of website updates will vary from one committee to another, does it need to be in the unique processes?
  - DECISION: Leave 4, 8, and 9 in the Safety practices

Website – Linda Creatore

- See Attachment 8
- Calendar – scheduling Radclyffe, Office, Ramada, etc. for events is an issue. We need a process for Committee Chairs to follow to schedule facilities. We will table further discussion about the calendar until a proper process is identified.
- Website will look at a way we can more efficiently manage scheduling.
- Change of password will be once a year, and as needed if there is a security breach
- Regarding the transition of all current practices to digital
  - Suggest we do some tests with scans of the existing book
  - Then we use various softwares Acrobat 10 Pro and/or Word to see how they work

Consider following suggestion:

- One person should not be able to Chair more than One Committee at a time.
- By implementing this it would assure and maintain an important, fair balance of power.
- I don't know exactly how many committees we now have, but let's say 6.
- In the even that a vote or input for possible decision making is asked for from the BOD to the Chairs of the Committees, and there are 5 chairs for 6 committees, that gives that one person who is Chairing 2 committees 2 votes not 1. This would be twice as many as any other Committee Chair.
- Each committee needs to have it's own, separate voice, and voting power/authority, not one person having 2x as many than any other Chair.
- One person can Chair only One Committee.

- I feel it falls along the same lines as if you are on the BOD, you cannot Chair a Committee.

Discussion of the above referenced suggestion started as a lively debate about Linda Enger's decision to keep the leaseholder's name confidential. Linda explained that she kept it confidential in order to keep the discussion on the suggestion and not on the person. There was disagreement with this decision, and Linda asked the group to focus on the words, and not on the person. The discussion then led to the following agreed upon points and explanations:

1. Committee Chairs have no voting power outside of their committees
2. Chairs are selected by the committees
3. Chairs do not decide on issues park wide, the BOD does that
4. There are a lot more than six committees, if we require that a leaseholder cannot Chair more than one committee, we'll need 13% of the park serving as Chairs and Directors. That is not doable.

Name of the Manual

- Suggestion to change the name of the manual to DBLA Operating Manual
- Chairs agreed to the change
- Upon BOD approval, the Best Practices Manual will be known as the DBLA Operating Manual

TABLED FOR NEXT MEETING

- Review notes about procedures for all committees
  - Agree on major categories
  - Start working on operating procedures for each category
- Brainstorm third process shared by all committees
  - New Committees
  - New Interest Groups

Next Meeting – Friday, September 9, 10:00am

Meeting Adjourned: 8:15pm

Respectfully submitted,
Linda Enger
BOD Secretary