

Discovery Bay Women's Club

Board Meeting Minutes

October 26, 2023

Call to Order: 10:01

Leaseholders Present: 22

Staff Present: Barb Gilger

Board Members Present: Sheryl Haller - President, Kena Warrick - Secretary, Gillian Herbert - Member-at-Large

Absent: Sam Blake, Kosha Long

President's Opening Statement: Sheryl Haller - Although two Board members are missing today, a simple majority is a quorum.

Secretary's Report: Kena Warrick

Motion to Approve:

- Board of Director Meeting Minutes - September 28, 2023
- Work Session Minutes - October 19, 2023

Gillian motioned and Sheryl seconded, unanimously approved

Treasurer's Report: The proposed 2024 Budget is still out for a vote. Barb reports that the office has not received any "No" votes as of now. "No" votes are due by November 1 and the budget ratification meeting will be held on November 2.

Committee Reports:

- Activity - Gale Swafford - No report except we encourage all members to consider creating activities for others throughout the winter season.
- CERT - Karen Kittlehurst - We have restructured CERT for the Eastern Geographical area of Clallam County. Karen will be the Captain of this new CERT 8 Team which will include DBR and the area around the World Mark Resort including a small community, Holland, in that area. CERT 8 will meet starting in January, 2024.
- Document Review - Kate Higgins - Nothing is going on currently. Kate will be out of the country so any document review needs will be deferred or handled by other committee members until she returns.

- Finance - Kate Higgins - We are doing well with the 2023 Budget. Our operational account has a good balance to cover expenses. We have been doing well on interest in our reserve accounts. Our Reserves are in good, solid shape, currently we have approximately \$727,800. Our Profit and Loss report is produced out of Quick Books. Sam, Karen and Cynthia, our accountant, will be meeting to discuss refining this report to better organize it for our needs. Michele will be heading up the Finance Committee in Kate's absence this winter.
- LARC - JoIda for Sherri Musgrove - The updated LARC spreadsheet was sent out to members. LARC requests that a broadcast be sent to all members reminding them to please read forms and standards before submitting LARC requests. The committee is updating the informational LARC bulletin board in the office. Some new revisions to standards will be sent to the Board soon.
- Long-Range Planning - Jackie Cairns - No report
- MaGIC - Marianne Nolte for Jeri Niederbing - MaGIC is reviewing the new paperwork for the committee. Two tours were given recently. Anyone may give a tour of the park but when a MaGIC member gives a tour, they represent the park and will follow the process outlined by the committee and approved by the Board. Deb Wertz and Deb Sabotta are in the process of buying Dee and Lynn's Sites.
- Pet - Jeri Nieberding - No report
- Safety - Kerrie McMillen - The drill went very well. We had a good participation rate. Making a disaster plan is difficult so every bit of information we gain from drills is helpful. On November 4 from 9-5 there will be a public safety and information fair at Carrie Blake Park. This will be a great resource for our community.
- Web Team - Lynn Brem - The team is focusing attention on reviewing and updating the documents on the website. We are updating them to reflect our new organizational structure. We have added a section, "How to Sublease a Site" in the Document and Forms sections. We're currently working on a "How to Buy and Sell a Site" section. We hope to work on the Facilities section over the winter which will be a good orientation tool for new people. We would appreciate that all owners of documents that are posted, double check their versions and make sure that the most updated document is there.

New Business:

- RFA: CERT proposal for use of the meadow by FEMA as a landing zone in case of a disaster - The Board does not believe that we have enough information to make the best decision for the Park. The input from Michele and Evelyn's contacts raised questions that should be addressed. It sounds like there may be some benefits and some disadvantages. We need more information. There is a FEMA landing zone approved in Diamond Point.

Lori and Cert Members will do more research and will provide the membership and Board with more information at a future meeting. We will table this topic until then.

Announcements:

- 2024 Budget Proposal - “No” votes on the proposed 2024 budget are due by November 1. The Budget Ratification Meeting will be on 10:00 November 2.
- Recycling volunteers are needed for winter and spring months. Staff might help to tow. This topic will be discussed at the November Work Session.

Motion to Adjourn: made by Gillian, seconded by Kena, adjourned at 10:40

Minutes submitted by Kena Warrick