

Discovery Bay Women's Club

Board Meeting Minutes

January 23, 2025

by Zoom

Call to Order: 10:00

Members Present: 28

Board Members Present: Judith Wright - President, Gillian Herbert - Vice-President, Kena Warrick - Secretary, Sam Blake - Treasurer, Kate Blagdon - Member-at-Large

Staff Present: Tanya Yada, Annie Haller

President's Opening Statement: Judith Wright - We are going to have committee sign-ups early this year so that committee work can begin before summer. Sign up sheets will be available after the February Work Session. New committee members will be confirmed by the Board at the March Board Meeting. Board Liaisons will schedule the first meetings of the season.

We are going to work on employing Robert's Rules of Order in formulating, discussing and voting on motions during our Board Meetings.

Thank you again for your support of Susan and I during the fires.

Secretary's Report: Kena Warrick

Motion to approve the following made by Gillian, seconded by Judith. Unanimously approved.

- Board of Director Meeting Minutes - December 6, 2024
- Work Session Minutes - January 16, 2025

In December, Marianne Nolte and Jeri Solomon were approved as temporary members of LARC for the winter months until other LARC members return to the park in the spring.

Treasurer's Report: Sam Blake - Karen has submitted her resignation but has offered to stay on until we can hire a replacement. We are so grateful for her service and her efforts to work with the CPA to update our books following the reorganization. We just reinvested one CD at a rate of 4.1% interest. We won't be seeing the same high interest rates as last year. During Budget Week last September, we decided that when a CD matured, we would deposit the earned interest in our operating expenses account and reinvest the principal. The interest from the January CD was about \$3000.

Staff Interview Update: Kate Blagdon - Interviews started yesterday and will continue next week. We have a wonderful interview panel. We are considering consolidating the office manager and bookkeeper positions or we may hire for each position depending on the candidates and their expertise. We are looking for candidates who not only have the

necessary skills and experience but who are also a “good fit” for the Club. Interviews are being held at the conference table in the office. There will be a sign on the office door when interviews are in process so please do not interrupt the interview.

Office Manager Report: Annie Haller – Everything is great in the office.

Facilities Manager Report: Tanya Yada – We are making good progress on the lower restroom and it should be open very soon. We hope that we will avoid any further mold issues. Tanya consulted the county and state protocols and resources for how to handle mold.

We have received good responses for the Facilities position that is open due to Dave’s retirement and will be doing interviews. We have advertised on Craigslist and by word of mouth.

Committee / Task Force Reports: Chairs or Members who have a report for your committee/task force, please raise your Zoom hand at this time. (If your Zoom hand is not functioning, please raise your human hand.)

Strategic Planning Committee – Michele Ransom – We have been having hybrid meetings since last summer. We chose to go back and review and organize all of the data that was collected during our Vision Survey prior to our reorganization as well from some previous brainstorming sessions for long range planning. We have analyzed the data and have identified themes and values that members shared in the surveys. These will form the foundation and guide our planning for the future. Our next step is to study formats for creating a Strategic Plan. We have the opportunity to take advantage of an online seminar to assist us with that. We plan to have a presentation ready to share with the community later in the spring or early summer. I have been so impressed by the women of this committee and the volume of work that has been done.

Finance Committee – Michele Ransom – The Finance Committee met on 1/21/25. We have received the 2023 completed tax return files from our former CPA. Our new CPA will help us arrange a new Chart of Accounts. The Profit and Loss statement reflects an Operations Budget overage of \$30,921 which will be lowered significantly. During Budget Week \$22,000 in interest from our CD’s was put into the Operations Budget. Capital Improvement spent \$7500 for heat pumps. The budget revealed significant savings on propane. The expense was \$1885 but the budgeted amount was \$3600. The new heat pumps installed during the year made a big difference. The Finance Committee discussed more oversight over contractors. We want to make sure that their invoice covers all dates, jobs and materials so that our books are accurate.

Activities Committee – Sherri Poindexter – We will be cleaning out the storage room and area by the piano in Radclyffe. Check your email and please get your stuff out. Items that are going away will be set out on tables for anyone to take and the rest will be disposed of.

New Business

- Motion to accept Sharon Murphy's proposed signage design for the entrance gate and to approve the purchase at the cost of approximately \$400 made by Gillian and seconded by Kate. Unanimously approved.
An invoice will be sent by Sharon to the bookkeeper who will approve the invoice and pay for the purchase.
- The Board did not make a motion regarding Sharon Murphy's RFA to revise Pet Rules to allow pets in the Ramada, under certain circumstances. The current DBR Pet Rules will remain unchanged.
- A motion to approve the creation of a Task Force to investigate the possible placement and installation of two ConEx containers to store emergency food and supplies was made by Kena and seconded by Gillian. Unanimously approved.

Members who would like to volunteer to be on the Task Force, please email Sherri Poindexter or sign up on the sheet in the office. Because this project is time sensitive, please sign up by Friday, January 31. Sherri will send an informational blast out to the members.

Motion to adjourn made by Gillian and seconded by Kate. Meeting adjourned at 10:30 a.m.

Meetings submitted by Kena Warrick, Secretary