

Discovery Bay Women's Club

Board Meeting Minutes

April 24, 2025

by Zoom

Call to Order: 10:02

Members Present: 45

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

Staff Present:

President's Opening Statement: Judith Wright - I have one new announcement and one reminder. Sonia will be leaving our employment due to personal reasons. Interviews to replace Sonia will begin next week. A reminder that the Strategic Planning Committee will be presenting their work in a study session after this meeting

Secretary's Report: Kena Warrick

Motion to Approve made by Kate and seconded by Sam:

- Board of Director Meeting Minutes - March 27, 2025
- Work Session Minutes - April 17, 2025

Unanimously approved.

Report of Board Actions:

The Board approved the Social Membership for Tru Newland, Site 55

Motion to approve made by Kate and seconded by Sam to approve:

Thea Albert as Co-Contact Person for the Activity Committee and Annual Weekend Steering Committee

Julie Aegerter as Co-Contact Person for the Annual Weekend Steering Committee

Kate Higgins as member of Strategic Planning Committee

Treasurer's Report: Sam Blake - One CD matured and the \$2,212.42 interest earned was moved into the Club operations account. The \$102,000 principle was re-invested into two CDs at 4.2% interest rate.

Office Manager Report: Sonia: Office activity is picking up! There are more frequent visits from women stopping by to say 'hello' and ask for paperwork - I'm glad to put faces to names. Thank you for patience if I don't remember your name right away. I've been updating the sublease list and have been reminding RV Members who are subleasing, to have their tenant 'members' update any paperwork that is expired, or soon to expire. As more and more members return to the park, updating forms and replying to emails keeps me busy as well as answering phone calls. I'm glad to have made contact with the MAGIC committee to clarify how interested women can get ahold of members for a tour. Please let me know how I can

help with anything as I continue to update forms and make sure the folders outside the office are filled. Welcome Packets are ready to share with any guests. Please remember to have any guests visiting the park fill out a liability waiver/indemnity form located at the top of the rainbow file folders.

Facilities Manager Report: Tanya Yada - I am waiting to get more information about the State being notified about our drainfield. Septic Electric says the process has been started. It may be about two weeks before we hear from the State. Shold has been notified about the drain field failure as well by Septic Electric. Septic Electric said that they are interested in being our septic manager in the event that we decide changing septic managers. They are also available to help us with the retrofits and fixes to the system that we will need. I feel that is exciting and I am optimistic. I will do proper vetting if we decide to change septic managers. At this time, there is no official water restriction. Everything else in the Park is business as usual.

Board Question:

Would it be beneficial to implement our own plan for water restrictions?

Tanya: I will check back with Septic Electric about that.

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.)

MaGIC Committee - Marion Head: We met and reviewed all paperwork and updated some items with the office. Marion will be the chair.

Winter Activity Committee - Sherri Poindexter: Thanks to the summer committee for suggesting a Winter Activity Committee. We had a big variety of activities with at least one activity per month and other activities organized by members such as Sherri M.'s breakfasts. Recognition and thanks go out to BJ who organized the monthly birthday parties. Penny and Kay decorated for every activity. Thanks to all of the Winter Activity Committee, Facilities and all of the members who participate. It was healthy for us to share activities during the dark winter and the dark political climate.

LARC - Sherri M.: The LARC spreadsheet is almost updated. Marianne Nolte joined our committee as our paperwork expert and has been working on getting our records in tiptop shape. She also accompanied the committee on Site visits and explained some LARC history to us.

Finance Committee - Paula Cassano: The Finance Committee met on Tuesday and welcomed Moss. In order to develop some deeper knowledge about Finance by spreading the opportunity for leadership, we chose a new chairperson, Paula Cassano. Thanks to Michele, the outgoing chair. Sheryl H also volunteered to help with leading the group. Karen Jeanne presented her budget performance reports and spoke about her Quick Books work with our new consultant which is going along nicely. Our balance in Kitsap Bank is high enough to move some of the money into a CD but Karen recommends not to do that at this time so that we will have cash readily available without penalty for septic expenditures. The committee is meeting again on Tuesday, August 29, because we have an onsite Reserve Study on May 7.

Pet Committee – Penny Barrett: The Pet Committee met yesterday. Penny will be the chair and Judy Fields will be secretary. We will meet every two weeks on Mondays at 3:00. Judy Sigler will take notes and keep the poop bag dispensers full. We have had one recent incident report and one about a month ago. Does the Board want to have incident reports read at the board meeting?

Board Response, Judith – I suggest that we talk about that at the end of this meeting.

Safety Committee – Kerrie McMillan: The Safety Committee would like to have an information table at the Annual Weekend. Kerrie will speak with Julie and Thea. Now that everyone is getting back to the park we hope to have an earthquake drill. We usually have one in October in conjunction with the Great Shake Out, but some members are gone by then so we hope to have a drill in spring as well. We want to keep what to do fresh in our minds.

New Business:

- RFA: Expand walkway from the Ramada to the parking area – Skye Surges
Kena moved and Gillian seconded that the walkway from the Ramada be extended to the road (West Street) and that two handicapped parking spaces be created on each side of the walkway. Unanimously approved.
Board Comments: Facilities will make decisions about the construction details and will consult with Skye.
- RFA: Volunteer Library Steward – Penny Barrett
Judith moved and Gillian seconded that Penny Barrett be named as the Radclyffe Library Steward. Unanimously approved.
- Policy for release of emergency contact information office staff will only release emergency contact information to a board member and the board member will make any necessary calls to the contact person if that is appropriate. The board wants to honor the confidentiality of members' information. Members are encouraged to give their emergency info to other members if they wish for them to get in touch with emergency contacts.
- Procedures for donations to the Club/Park – Gillian made a motion, Kate seconded to approve the Procedures for Donations to the Club. Unanimously approved.
 - Penny Barrett reminded the Committee that the donation of all items, new and old, be cleared through the Stewards.
- Activity and Annual Weekend Planning – Kate: Thea and Julie have been approved as Co-Contact people for the Activity Committee and the Annual Steering Committee. When they return to the park, they will make plans for their processes and report back to the Board and community.
- What level of reporting do we want for the pet committee reporting – Penny would like to get some clarification and guidance from the Board about how pet incidents should be reported to the Board and community. Do members need to have information about aggressive dog incidents in the park?

- Board Response, Judith: This topic should be on the agenda for the May Work Session so that the community may discuss it. There are pros and cons about this on both sides. Confidentiality as opposed to open knowledge needs to be considered.. The Pet Committee will come up with a presentation to get the discussion started at the Work Session.

Old Business: None

Announcements:

Kate Blagdon: As the Liaison to the Winter Activity and LARC Committees, I just want to tell them how impressed I am about how they handled everything all winter. The amount of work all of our committees do is amazing.

Judith: Thanks to the volunteers of all of our committees. We run on volunteer effort. Maybe volunteers should be honored at our Annual Meeting.

Kate motioned to adjourn the meeting, Judith seconded. Meeting adjourned at 10: 10:43 a.m.

Minutes submitted by Kena Warrick, Board Secretary