

Discovery Bay Women's Club

Board Meeting Minutes

June 26, 2025
by Zoom

Call to Order: 10:01

Members Present: 23

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

Absent: Gillian Herbert - Vice-President

Staff Present: Tanya Yada, Julia Zorthian

President's Opening Statement: Judith Wright - This day keeps reminding me of the line in Brandy Clark's song about the northwest, where the summer feels like fall, and here we have it. The song is called, "Northwest" and it is wonderful.

Secretary's Report: Kena Warrick

Motion to Approve made by Kate and seconded by Judith:

- Board of Director Meeting Minutes - May 22, 2025
- Work Session Minutes - June 19, 2025

Unanimously approved.

Treasurer's Report: Sam Blake - Nothing new with CD's right now. Thanks to Paula, the new chair of the Finance Committee. She is learning a lot and herding us very well. I'm looking forward to the progress we are making with the committee.

Office Manager Report - Julia Zorthian - We have been working with documents for the septic issue and prepping materials for the Election Committee. We want to remind you to please have your guests stop by the office and sign registration forms and liability waivers. Even those who are only here for a day should sign a waiver.

We have a new Social Member, Barb Jendrich who is subleasing Site #73 for the next two months.

Facilities Manager Report: Tanya Yada We are working on many things. I am in communication about getting the broken glass replaced on the propane heater in Radclyffe. However, the age of that stove may be an impediment to getting the fireplace glass replaced. Hopefully, we won't have to buy a replacement. The lower restroom never smells good. I've been tracking that and it seems to be getting worse. I am talking to a drain guy to see if we can get that cleared up. Bocce ball court improvements are in the works. Our goal is to have it ready to roll out before the Annual. We are getting a new, improved cardboard recycling bin soon.

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.)

Finance Committee - Paula Cassano - The Finance Committee met on Tuesday. I would like to share the Boards kudos with the whole finance team. We have a heavy responsibility but it is challenging

and intellectually stimulating. A special shoutout to Karen Jeanne for all of her work. See Finance Committee notes attached to these minutes.

- Comment from Michele Ransom - I would like to have the park be involved in writing the policies and procedures that the task force will be working on for the Finance Committee instead of just Finance Committee input.

Safety - Kerrie McMillan - Jefferson County has announced its high fire danger warning. No person shall operate or use any device liable to or cause fire. This includes no wood or charcoal cooking fires, no tiki torches, no liquid fuel, candles or lanterns, gas or propane fired weed burners and no discharge of fireworks of any type.

- Member Question: Are we allowed to propane barbecues, fire circles and propane heaters?
Kerrie's response - Yes we can use propane barbecues and heaters. If we have a high wind we know not to use propane fires outside. We advise having a hose available whenever there is an outdoor fire. Kerrie will get more information on allowable outdoor fires. We also have a fire extinguisher in the Ramada.

Tenna's Comment - You can use a propane fire if it is enclosed. Link:
<https://www.co.jefferson.wa.us/1690/Fire-Danger-Risk-Levels>

LARC - Sherri Musgrove - LARC is doing well. We are getting our paperwork updated by Marianne Nolte. Julie is back in the park. Gale has also joined our team.

Shop Stewards - Sherri Musgrove - Seven tools have been broken over the past year. We are reluctant to replace them. The shop has been cleaned up recently and we plan to totally reorganize it between the Annual and the end of September. We have requested that the Board add Lynne Angelero as a Shop Steward. Bear and I were having difficulty meeting our training needs. We have made some adjustments so that our classes will be no longer more than two to two and a half hours. The training classes will resume in the next two weeks with an intro class that Lynne will probably teach.

Election Committee - Kena Warrick - Sadly, we lost Sheryl as chair of the Election Committee so I will give the report today. We have three candidates for three positions on the BOD. The committee will prepare ballots for distribution on July 1. They should be in your mailboxes that afternoon and for those who are out of the park, yours will be mailed. The Candidates Forum will be held on Saturday, July 12 at 11:00 in the Ramada. If you would like to submit questions for the candidates a form has been placed in your box. Please return it mailbox #48 or email your questions to kenadbr@gmail.com. The election committee advises you to wait until after the Forum to vote. The ballot box will be placed in the office for returned ballots. Members who are away from the park, please mail your ballots in time for them to arrive by July 30. Sheryl reminded everyone that if your brown ballot envelope is not signed, your vote will be invalidated.

OneCall - Kate Blagdon - Last week Julia took us through a training session for the emergency call system. If there is a need for an emergency call, Julia will send the call out when the office is open (M-Th 10-2:00). Karen Jeanne and Marianne Nolte have offered to be back up for Julia if she is not here. During the last call we did find out that some people got a phone call and others got a text. Julia is investigating whether or not the calls will be sent to phones for calls and texts and to emails. Julia requested that anyone who received an email from the last One Call to contact her.

New Business:

- Discussion of use of Zoom recording and transcript option by committees- Kena
After Tenna and Sheryl's comments last week it seems that printing and maintaining transcripts from Zoom recordings could make us vulnerable if our documents were ever needed

for a legal dispute. The purpose for allowing records on a very short term basis is to assist with accurate note keeping and minutes.

Motion made by Kena, seconded by Sam that a link for recorded Zoom committee meetings, work sessions and board meetings may be requested from the DBWC office by a Board member or committee chair for the purpose of ensuring accurate notes or minutes. Zoom recordings from the previous week will be deleted every Monday.

Motion passed unanimously.

- Discussion regarding Code of Conduct section 13.1 Harassment Policy in DBWC Rules
“ Members, Guests and Visitors shall not engage in any abusive or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at other Members, Guests, Occupants, invitees, or Management, its agents, its employees or vendors.”

Background - In roughly the last six months, we have had two incidents of members behaving poorly toward a contractor and a staff member. We have a clear harassment policy but we don't have a set out policy for dealing with harassment. Our complaint policy is inadequate because it requires an attempt to address the issue with the person who is deemed to be the harasser.

Motion was made by Judith and seconded by Kate to incorporate the following as the next section following the existing harassment policy (13.1) - Discovery Bay Women's Club members are strongly encouraged to peacefully resolve their own conflicts, but in the event that is not possible, a written complaint may be submitted to the Board of Directors. The Board will give the other party an opportunity to reply, conduct any further investigation it finds necessary and will agree on a resolution. In cases where DBWC employees, vendors, contractors, etc. are subject to harassment, the complaint may be brought to the Board by a staff person or manager with knowledge of the situation.

Discussion:

Sam: If it is a contractor, not an employee, is it up to them to report to a staff member, manager or Board member?

Judith: Yes. This happened and it was with a contractor who was harassed. We found out about it because they called and said they were not sending their people back to the park. It took a lot to get that handled and for them to agree to come back with some guardrails around them. I think it will be okay in time.

Sam: Will we assess if the person is a repeat harasser?

Judith: We have a \$75 fine available but we have left this open what our options might be because harassment could be on the part of a non-member who would not be subject to our fines. They could be banned from the park, for example. I think any Board would be guided by their own good sense regarding consequences, responsibility and fairness. We can take drastic action against repeat offenders or particularly severe offenders.

Kate - I think that this needs to apply to all members and guests. The Board really needs to back up our staff no matter who is harassing someone.

Member Comments

Marianne - I think that the harassment statement needs to include everyone including those in power. I recommend that it is not strictly a Board process to deal with harassers but rather, an independent group that deals with harassment. There have been Board members in the past who have bullied and been aggressive toward people. Everyone should be protected under the harassment policy. After people work on the Board for a while they can become very close and protective of one another in a sort of "Group Think" way. That's why it would be nice if there

was someone outside the Board who could respond to harassment issues. As you are doing the policy, please address all audiences.

Judith: That is a valid point. Members of the Board are included in this statement.

Sam: If a Board member is accused of harassing someone, she would be excluded from the process of investigating and responding to the issue.

Judith will work on some alternate language to address an issue involving harassment by a Board member for another section of the harassment policy. Jeri S. from Document Review will assist.

Motion passed unanimously.

Announcements:

Immediately following this meeting, the BOD for DBWC Eastland will meet. See attached agenda.

The BOD Candidates' Forum will take place on Saturday, July 12 at 11:00 a.m. in the Ramada. If you would like to submit suggestions for questions for the candidates please send the questions to kenadbr@gmail.com

Motion to Adjourn: made by Kena and seconded by Kate. Unanimously approved. Meeting adjourned at 10:38 a.m.

Minutes submitted by Kena Warrick, Secretary