

Discovery Bay Women's Club

Work Session Minutes

4/17/2025 10:00 a.m.

By Zoom

Call to Order: 10:00

Members attending: 36

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

President's Statement - Judith Wright - I am so excited to be able to announce that the IRS has declared DBWC Eastland a tax exempt entity and now DBWC may accept the donation of Eastland formally and officially. I say this with such gratitude to the women who pulled this off - the fundraisers, donors and the women who thought they would be volunteering to be a holding corporation for a few months and ended up being a corporation for about 3 years. They held and were responsible for Eastland while we waited for the IRS to approve our application. What a gift you have given to us! We are now 11 acres larger and we have a buffer from East Street and anything that may happen further east.

Report from Facility Manager - Tanya Yada - Facilities staff are getting into the busier time of the year. Staff will be here for more days. You will see more of us more often. Our new fence is being stained now so that will preserve that new section. It will look good and hopefully last longer. We are purchasing the rest of the lightweight picnic tables needed for the Ramada. If anyone would like a wooden table for your site, please contact Tanya. We also have a backstock of weed eaters. If you are interested in a free weed eater that needs a little work, please contact Tanya.

Member question: If we see little things around the park that needs to be taken care of. How should we contact you?

Tanya's Response: You may leave a note or RFA in the office, on my office door, or email me at facilities@discoverybayresort.org.

Report from Office Manager - Kena (for Sonia) Sonia is grateful to Annie, Sheryl and Karen who have done a wonderful job training her. She is currently organizing files and archiving items that are no longer used after the reorganization. Thanks for everyone's patience as she continues to learn names, understand processes and upload information into her brain. She is currently updating the sublease/Social Member lists and reminding RV Members to have their sublessors sign new leases when they expire. Thank you to Barb who is subbing for Sonia until the first week of May. Sonia's full schedule starting in June will be Monday-Thursday. She invites members whom she has not yet met to stop by the office and say hi.

Open Forum for DBWC Members (At this time, members may make brief comments or address the Board with questions.)

JoIda: I've recently been looking at the website. Kudos to the website manager, It's beautiful. Can we add the Steward's name to the web pages?

BJ: What is happening with the parking area at Radclyffe?

Tanya's Reply: We are working on eradicating the vinca vine that has been there for years and preparing the area for grass. The section where the work is being done is not a safe area for parking.

Discussion Topics

- **RFA: Expand the walkway from the Ramada to the parking area** – Skye Surges:
The walkway from the Ramada is a little short. Could it be extended out through the grass (on the east side of the Ramada) to the parking area to better serve members with mobility issues?

Board Question: Which area are you talking about? Can we get a drawing?

Response: Extend the concrete that comes out from the center of the Ramada to the parking lot (facing the Ramada on West Street). Yes we can submit a drawing.

Member comments:

Penny R. – This is a great idea. We have areas in the Park that are very difficult for those who use mobility devices to navigate. This seems like a great entryway to the Ramada. We definitely will want to remind people not to park their golf carts on the path. The pathway could be a compacted fine gravel instead of concrete.

Kate H – Suggests that we run the walkway all the way to the road so that people may safely get to it. We need to move toward making as many facilities as accessible as possible.

Becky – Supports Penny and Kate's comments. I think it would be great if we could put handicapped spaces on each side of the walkway so people could park right there and get on the path.

Sherri P. – Recommends that we set the walkway below the level of the grass so that mowing will be easier for facilities. The walkway should go all the way to the road.

Leslie – I support this idea for more mobility. I am interested in how the water drains up there. We don't want to create an issue with water drainage.

Tanya's Response: This project sounds doable. She will hop on board with what is officially decided.

- **RFA: Volunteer Library Steward** – Penny Barrett:

Penny would like to volunteer to become the steward of the library. She would organize and clean out the room, working in consultation with Tanya. Her goal is to move things around and make the items in the library more accessible. She will consult with people who use games to find out if the collection may be thinned out. Maggie, a retired librarian from Portland, has volunteered to help us organize the books.

- **Policy for release of emergency contact information** – We want to make sure that everyone understands that emergency contact info is kept in the RV Members' files and is confidential. Please make sure yours is up to date. The information on your card will only be released to a board member. If a member needs someone else's contact information, please contact the board. Also make sure that the office has the key to your house.

Member Comments:

Marion: We recommend that you give your emergency contact info and a key to your house to a neighbor.

- **Procedures for donations to the Club/Park (see attached document)**

Member Comments:

Sherri P.: I would suggest an "in kind" donation form for non-monetary donations to the park which would allow the finance committee to know the value of how much is donated to the park.

Judith's Response: We could look at adding that. It would seem to me that we would want some parameters on that, some level of the value of the donation.

Kate H.: Historically, we have always said that big items that were donated to the park, needed to be "run through" the Board or the Facilities, or Office Manager. Eastland got the approval of the park before the women purchased it as a gift to the Park.

Appreciates that the policy is being put in a clear form.

- **Activity and Annual Weekend Planning Committees** – Kate – We currently have two confirmed activity committee members, Julie Aegeter and Michele Ransom, who wants to be the main barbecuer. The Annual Steering Committee has one volunteer, Lori Garrison, who volunteered to assist with events but not to be a leader. So in the absence of volunteers, we are recommending that women in the park who want to plan and facilitate an event or an activity, from calendaring to clean-up, may initiate, schedule and run their activity. Julie will be available to be a contact person to help members who need some assistance with calendaring and providing some leadership

for women who need support. Julie is completing a resource list for people in the park who may be able to assist those who would like to plan an event. How the activity committee budget will be allocated has not been discussed yet.

Member Comments:

Thea: Volunteered to help Julie with activities and will “spearhead” the Annual Weekend. If we want to have a “clearinghouse” for organization for allocations from the Activity budget. Thea will join Julie to do that since she has experience. They could put out requests for people to organize events such as Memorial Day and the 4th of July.

Tenna: Intuition tells me that people will step up and get involved. I don’t want to go to meetings but I will carry the heavy stuff. There are “idea people” who don’t want to do the work and working people who don’t want to do the “ideaing”.

Marion: I think that the plan will work. If someone decides to do an activity and it requires other people, please be aware of the resources that you may need, such as sound techs, and schedule with them.

Jerri S: Right now we don’t have volunteers to be on the activity committee but when people return perhaps we should try to recruit volunteers again. Do we need to have a process for this? People may not be aware that there is a need.

Gale: We will need people to organize time slots for the Annual so there is no overlapping.

Thea: I will be on the clearinghouses for both Activities and the Annual. There are existing sign up sheets for events. As Julie and I will move on with the “clearinghouse” part of our guidance we will ask if help such as a sound crew, facilities staff, etc. have been contacted.

Paula: Volunteers to help Thea. How do I volunteer to be a member of the sound crew?

Responses to Paula-

Marion: Kerrie and Marianne are the techs who use Tenna’s sound system.

Kerrie: We don’t have a process for how people access their assistance for an event, Kerrie would like to have a process. We would love to have Paula on our team.

Tenna: Historically we did not have much sound. As we did concerts we had to rent heavy stuff from Silverdale. Then we got a Bose sound system and mikes.

Kerrie, who had lots of sound experience, teamed up with Tenna. Then Marianne volunteered. The answer for relieving some burden on the sound crew is to train more people. The answer of overloaded sound is to get some more people trained to set it up so the burden is shared.

Paula: It would seem like scheduling a sound crew training might be a good plan to develop some “bench strength”. Kerrie agrees.

As Julie and Thea move ahead with the clearinghouse they will remind organizers to consult with the sound crew, facilities, etc.

- **Review of recent process of handling emergency food storage issue - Judith**

“The Board met in Executive Session on other issues and spent some time discussing how the emergency food storage issue could have been handled better. This issue presented difficulties for both the Board and other members. We want to share that our participation may have been muddled and confusing and you all may have had the same response.

I want to clarify what the governing documents, the By-Laws for DBWC, say the Board's responsibilities are. They fall into three main areas: financial management, property management, and adopting and enforcing rules. So we are responsible for how the land and facilities are used and maintained. In the context of the emergency food storage question we would be responsible where the storage of supplies could be, where community kitchens and other facilities could be located. We are not responsible for acquiring, storing, maintaining, or distributing those supplies in times of need. We are not responsible for creating emergency toilet facilities or the disposing of dead bodies but we are responsible for approving where these things could happen.

We aren't saying that those things that we are not responsible for are not important concerns. They are. They should concern all of us as members, but they are outside the guardrails of the Board's authority. I had said once before that Eastland could be a model, but a better model is the berry bushes and the orchard. An RFA came to the board from members who wanted to establish those things. The Board considered it, decided where they could be located, gave approval for where in the park the plantings could go. But we did not buy the bushes and trees, we did not plant them, we don't weed them, we don't water them and we don't distribute the fruit. If these areas become unsightly we can take charge of having that problem resolved. There is no blueberry task force that reports to the Board. That area has to sustain itself with its own committed crew.

There are big issues with emergency food storage and preparedness that the blueberry bushes didn't resolve. There are issues of authority, decision making, responsibility, as well as who prepares the meals and who eats in time of a disaster. There is real energy in the park right now to deal with these issues and make these plans. It would be a shame to lose that momentum just because we hit a glitch in the road around processes. We really need to talk about that as a group of members. We can start that kind of talking here and continue it but we need to stay very clear about where responsibility lies. Just because we discuss something at the Work Session does not make the Board responsible for carrying it out.

Do you all have thoughts or opinions about how all of this went down for you or anything you have to say about this topic?

Member Comments:

Cindy Kennedy: I am willing to help with the orchard and berries as a food source for the members. I have lots of experience in that area after maintaining trees in my yard in Santa Rosa. My motivation about emergency food storage came from CERT training and coming to understand what we are in for if we have an earthquake.

Judith's Response: The "orchard people" need to get in touch with you, maybe start with Becky. The Board is not responsible for the orchard and neither is the staff.

Penny Rand - I am hearing you say that the Board is clarifying its role as the administration of DBWC. That role does not include providing anything for the park except organization. The Board is not here to take care of the members. Even though we pay monthly fees to the Club, the Park is not meant to take care of us. We have the responsibility to take care of ourselves in collaboration with the Board.

Judith's Response: That is correct. The Board is responsible for facilities, as individual members we can have other greater commitments to the park.

Sherri P.: I want to clarify what I heard for next steps. If we want to have some sort of storage sheds, the expectation would be that someone in the group would have done research about storage sheds with recommendations and we might have suggestions about possible locations for the Board to consider. The board would have no controlling interest in the management of what's in the shed. The Board's interest is where it is and what it is but not how it is used on a day-to-day basis. We need a higher level emergency preparedness program developed by a group of people who care about this topic. There could be different branches around such areas as medical, water, and food. A plan could come to the Board with an RFA requesting their need for facilities as they relate to the overall program.

Judith's Response: That sounds like a reasonable route for me. That we all know where we are going and what the plan is. We need clarity about who is involved, how it would be maintained, what will be done.

Marion: I think that what Sherri is talking about is all well and good. Why do we need a separate group if we already have CERT and Safety? Why would we develop a whole different group?

Judith's Response: CERT has different responsibilities related to search and rescue. The Safety Committee reports to the Board so they are somewhat limited in what they propose. They are charged with working with individual members and what they do for themselves. It would be an interesting discussion if the Safety Committee and the Board wanted to expand that. They would have some limitations that a group of members might not have.

Susan: I am equating this situation with what happened with our success with purchasing Eastland. There were four of us who brought different strengths to the endeavors. I would like to be helpful to the future of this program and others in my group might like to help too. Perhaps some of us could assist those who would like to establish the emergency food storage program. For Eastland we had the support of the Board but they did nothing else.

Karen: CERT was not an initiator of nor involved in the emergency food supply endeavor. CERT encourages individuals to prepare for themselves by building a 6-9 month supply of food. CERT's responsibility is to teach how to plan and prepare. The State believes that CERT is more than search and rescue and could extend to a 9 month period of service after a disaster. The CERT Pre-plan for DBR which has been approved by the Fire Department can be found on our website.

Final thought from a poem that Lynn Brem shared:

"She acted before the collapse, not after it. She saw the dusk gathering and began building while the lights were still on. Like the ant before winter she knew the enduring night would come. She prepared, not in panic, but in quiet certainty, because resilience is not a reaction, it is an advanced decision."

Motion to Adjourn: Made by Gillian, seconded by Kate Meeting adjourned at 11:19 a.m.