

January 9, 2020 Board and Committee Chair Meeting

ECIA Board of Directors and Committee Chairs Meeting

Thursday, January 9, 2020

7 PM Railroad Room

Welcome

Call to Order – meeting is called to order at 7:03 pm

Attendance

In attendance

- Committee Chairs:
 - Katherine Mortimer, Architecture Committee
 - Butch Gorsch, Bylaws Committee
 - Thom Bredenburg, Conservation Committee
 - Bette Knight, Election Committee
 - Nolan Zisman, Facilities and Grounds Committee
 - Dan Drobnis, Finance Committee
 - Pam Henline, Information Committee
 - James A Mason, Roads Committee
 - Amelia Adair, Stables Committee
- ECIA Board: Nancy Sulzberg, Persident, Melicent D'Amore, Vice-president, Sal Monaco, Treasurer, Carol Sanguinetti, Secretary, David Sorkin, Director

Announcements

Karen Murray - Environmental Committee (including the other two people on EC) also resigned from F&G

George Rutter resignation

AGENDA

- New Liaisons – please see Addendum A
 - Election Committee has changed their time from 3-5 pm instead of 2-4 pm
 - Architecture committee does not have an end time – end when they have reviewed everything.
 - Bylaws Committee and Website Task Force – no regularly scheduled meetings currently
 - Environmental Committee has been taken off list since there are currently no members
- Committee Orientation Sessions for Board Members
 - Have all committees schedule orientations with board members to get better understanding of how each committee operates and the goals
 - Orientation can be done during an already scheduled meeting – objective is not to create more meetings.
 - 30 min is good amount of time for this.
 - Preference for evening meetings but some flexibility for daytime
- 2020 Goals
 - Which goals go with which committees

- Need follow up with Finance Committee regarding money allotted for “Investment in ECIA youth”?
- Use 2020 goals as a tool for each annual report.
- Would like to have consistency and one set of languages
- Come up with short-term goals to benefit board members and committee members.
- Hold ourselves to some accountability so at the end of the year we can tell members what we did.
- These goals came out of retreat in July – from previous board.
- Still reflects what was going on and what is still going on.
- Quarterly Budget Meetings
 - For committees who submit a budget to Finance Committee – up to Finance Committee to schedule quarterly meetings.
 - See what you submitted and what has been done, what is still going to be done.
 - Need to know if we are overspending, underspending or are on track with the requested budget.
 - Put this in the GM’s report – quarterly update on 2020 budget
 - Update on where we’re spending, what we’ve spent
 - Brought to Board Meetings and this is posted on the website
 - Seasonality spotlight tool to relay information
 - Policy Review
 - Melicent D’Amore will head up this review
 - Committee chairs look through their policies and make sure ECIA and Board have the most updated copies
 - Deadline – TBD when determine how involved it is going to be
 - Any committee chair or member can participate
 - Stacey Maule will send policy templates and policies we should have by January 31
 - Inventory – what do we have? What do we not have? What is the priority
 - Have them digitalized so they are all searchable on the website.
 - If a policy is being brought up to the Board to be changed or implemented; it must be posted 48-hours in advance of the board meeting where the policy will be considered.
 - Committee Status Reports at Board Meetings/Chair Attendance – please see Appendix B
 - Please come to a board meeting and tell the members what you are doing.
 - This report will go in the official minutes
 - That month you submit an article for Vistas
 - Change that board meetings will be only once a month – going to see if it works or not
 - Vistas articles – please see Appendix B
 - Each Committee Chair will sign up for a month to submit an article (same month they will give report at Board meeting)
 - Remember the deadline is the 5th of the prior month
 - Any questions contact Pam Henline – she is editor and reserves the right to edit article and make changes.
 - Annual Report
 - Sandra is unable to do the Annual Report
 - Accuracy, brevity, clarity
 - Only include pictures of current board members – thank the previous members
 - Due date is February 14, 2020 – submit to Julie Navarro
 - Formatted with bullet points
 - Glossy color Annual Report – cost did not go up from the black and white copies

- Annual Meeting is May 4, 2020
- Nominations for Volunteer of the Year
 - Send in your nominations!
 - Quietly submit to Board President and taken from there
 - Due prior to April 1(ish)
- Roles and Responsibilities Document
 - Tabling this document – per Nancy Sulzberg
 - This information is in other documents
 - On it's own it is not a required document
- Meeting Minutes and Recordings
 - Meeting Minutes are being posted in a timely manner
 - Meetings are being recorded (when wanted)
 - Once Board minutes are agreed upon they are posted as DRAFT minutes – must be voted on to get posted as official meeting minutes
 - Amelia Adair suggested have a meeting minutes checklist – President or Committee Chair comes up with action item list
 - Design agenda to to follow a meeting minute checklist ensuring every action item is hit and the checklist is filled in
- Town Hall Topics
 - Conservation Committee in March do a symposium – i.e. workshop about fire.
 - Website Open Forum – when there is a prototype to show
 - Does not have to be an issue; can be an information topic
 - January 28 – Board meeting with realtors; remind them this community has covenants and it is an HOA (after this meeting the date was changed to February 21, 2020 at 8:30 am at the CC).
 - Community Climate Action Plan – Katherine Mortimer would like to see this. How to encourage people to change to more energy efficient, electric upgrades.
 - Roads committee interested in working with Environmental and helping make Eldorado ready for climate change
 - Analyzing drainage in Eldorado and how to fix it
 - Pam Henline – summary of who the people are from HOAMCO and what they do. Should also go in Vistas – the HOAMCO flyer that we put out at every Board Meeting

OPEN DISCUSSION

Stacy Maule will be here February 6 and 7. Questions, concerns, issues – should this group meet with her for an hour or two?

Have questions send to Nancy

Adjournment – meeting adjourned at 8:54 pm

APPENDIX A

| COMMITTEE | CHAIR | BOARD LIAISON | ALTERNATE | STAFF |
|--------------|--------------------|------------------|-------------------|------------------|
| Architecture | Katherine Mortimer | Melicent D'Amore | Carol Sanguinetti | Mark Young |
| Bylaws | Butch Gorsuch | Nancy Sulzberg | n/a | Rachel Turnbough |

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|------------------------|-----------------|-------------------|-------------------|----------------------------------|
| Conservation | Thom Bredenberg | Carol Sanguinetti | Nancy Sulzberg | Mike Rogers |
| Election | Bette Knight | Sal Monaco | Nancy Sulzberg | Rachel Turnbough |
| Facilities and Grounds | Nolan Zisman | David Sorkin | Sal Monaco | Mike Rogers |
| Finance | Dan Drobnis | Sal Monaco | David Sorkin | Julie Navarro |
| Information | Pam Henline | Mel D'Amore | David Sorkin | Diana Oliver |
| Roads | James A. Mason | Mel D'Amore | Carol Sanguinetti | Mike Rogers |
| Stables | Amelia Adair | Carol Sanguinetti | Sal Monaco | Mike Rogers and Rachel Turnbough |
| Website Task Force | TBD | David Sorkin | Nancy Sulzberg | Diana Oliver |

APPENDIX B

Schedule for Committee Presentations at Monthly Board Meetings

REMINDER: ARTICLES FOR VISTAS ARE DUE BY THE 5TH OF THE MONTH PRIOR TO PUBLICATION MONTH, I.E. MAY ARTICLE DUE APRIL 5

| Board Meeting Date | Committee Presentation and VISTAS Article |
|--------------------|---|
| January 20, 2020 | |
| February 17, 2020 | Finance Committee |
| March 16, 2020 | Conservation Committee |
| April 20, 2020 | Architecture Committee |
| May 18, 2020 | Road Committee |
| June 15, 2020 | Stable Committee |
| July 20, 2020 | |

August 17, 2020

Facilities and Grounds Committee

September 21, 2020

Election Committee

October 19, 2020

Information Committee

November 16, 2020

December 21, 2020