

**Minutes of the Meeting of the  
ECIA Election Committee  
Held on January 13, 2021**

1. Time, Place and Attendees. A meeting of the ECIA Election Committee ("EC") was held on January 13, 2021. The meeting was held via a ZOOM teleconference and was called to order by Bette Knight at 3:05 PM. Meeting was recorded by ECIA Staff. Four committee members attended at start (Bette Knight, Mary Cassidy, Butch Gorsuch and Jody Price), with Kathie Graham joining the meeting shortly thereafter. Quorum was established. Sal Monaco in attendance as Board Liaison. Jessica Collins in attendance as Staff Representative. Erika Penczer (recently approved Board member) joined the meeting at 3:16 PM.
2. Approval of Agenda. Bette asked to modify the published agenda by adding:

"Annual Report/Candidate Statements" as 7c and

"Bylaws Review Volunteer from EC" as 7d

Jody moved to approve the above additions. Mary seconded the motion. Motion passed by voice vote 5-0.

3. Minutes. Minutes for December 9, 2020 were approved unanimously 3-0 via email on December 23, 2020. Request to have minutes posted sent to ECIA staff on same day. Jessica informed committee via a zoom chat message December minutes were posted on 23<sup>rd</sup> of December.
4. Open Forum. None of the attendees of the meeting requested to discuss any topics under the Open Forum format.
5. Board Liaison Report. Board Liaison Sal Monaco shared the following Board actions with the committee:
  - No Board meeting was held in December.
  - Board electronically approved:
    - Instructions that any leftover funds be deposited in reserves (approximately 950K now in reserves),
    - Erica Penczer as a new board member (Erica to contact each committee to gain familiarity),
    - Timing of Stable fees to be billed in arrears.
6. Old Business.
7. a) Election Checklist 2020-2021 Update – Bette provided an update on status of election checklist.
8. b) Publicity – Announcements have been submitted for publicity for February.
9. New Business.
10. Update Election Materials – Ballot, QPS –
  - a. Quorum Proxy Statement was reviewed and agreed to by committee. Butch moved to approve the form. Motion seconded by Mary. Approved by voice vote 5-0. Pale yellow suggested as a color for the paper.
  - b. Ballot was reviewed by committee. One suggestion made to add "and/or by Zoom" to where the annual meeting of the members will be held. This modification was made to the copy stored on OneDrive for other members of committee to review prior to the next month's (February) meeting.
11. Discuss Candidate Forum – Thursday, March 18, 6:30 – 8:00 PM – Bette gave an overview of the candidate forum (on next month's meeting agenda).
12. Annual report / candidate statements – Committee asked to review removing the "Candidates Statements" from the annual report and printed separately on an insert. Committee thought that if the cost differential was small, then it looks much better to have candidates to be printed

in the annual report, that it implies more importance to the election effort, and it is a good reference for Members who keep the reports. This feedback to be provided back to the Board President. Committee also discussed whether the agenda for the meeting should be pulled out of the annual report, and if proper notification is being provided per Bylaws or HOA act. Mary suggested this is more of a Board decision. Butch offered an agenda provided in the mailing would be proper notification. Perhaps a good idea to put the agenda in other communication media but leave in the annual report.

13. Bylaw Review Committee volunteer from the election committee – Jody Price volunteered.
14. Adjournment – The Meeting was adjourned at 4:21 PM. The next regularly scheduled monthly meeting will be held on Wednesday, February 10, 2021, 3:00 P.M. in the ECIA Conference Room or by Zoom.