

ELECTION COMMITTEE MINUTES

December 14, 2016 – 2:00 P.M.

ECIA Classroom

1. Call to Order

The venue for the regularly scheduled monthly meeting was changed at the last minute to the classroom.

A quorum was established and the meeting was called to order by Vice Chair Joe Loewy at 2:05 P.M. Members present were Mary Cassidy, Butch Gorsuch and Bette Knight. Kathie Graham's absence was approved. Board Liaison Todd Handy was absent.

2. Approval of Previous Minutes

The November 9, 2016 minutes were approved via e-mail and have been posted on the ECIA webpage.

3. Approval of Agenda

Motion was made by Mary Cassidy and seconded by Bette Knight to amend the Agenda by adding B. Key Election Dates to Old Business and adding to New Business, A. Board Agreement to Serve. Motion was approved by a 4-0, voice vote.

Bette Knight was asked to facilitate the remainder of the meeting.

4. Open Forum - None

5. Board Liaison Report

Director Handy, via e-mail, let the committee know that Assessments will soon be mailed to lot owners. The Board discussed and will bring to the December 15, 2016 Board meeting a proposed motion concerning a Board Agreement to Serve.

6. Old Business

A. Common Electronic Storage – update

Butch explained that he and Bette had worked together to see how the installation of OneDrive would work using Windows 7. Mary will work with Butch using Windows 10 to see the feasibility of using the One Drive storage for documents and for working on committee documents. All documents are currently on OneDrive.

B. Key Election Dates

The committee reviewed and discussed the dates and timelines that directly relate to the Election committee and when action items need to be accomplished. Joe and Mary will meet with GM, Isabel Ugarte in early January to discuss numbers correlating to the printer bidding process and the Non-Disclosure Agreement for printer.

7. New Business

A. Board Agreement to Serve

The Board discussed a proposed motion at their Working Session, which will be brought to the Board Meeting on Thursday, December 15, 2016. This proposed motion will require all new and current Board members to sign an Agreement to Serve document before being seated as a

Board of Director and also on an annual basis when continuing as a Director. The committee discussed if any of the Election Committee documents, such as the Nomination Petition, would require adjustments if/when this motion is passed. Butch will communicate with GM after Thursday's Board meeting and get a copy of the motion so the committee can determine if changes are necessary before the posting of the Nomination Petition on January 5, 2017. A copy of the Agreement to Serve will also be requested. The committee will determine via email if any adjustments will be warranted before the January date.

8. Election Procedures/Charter Review

A. Additions to the Charter

Mary and Butch worked on updating and fast tracking this document. Joe moved to approve the Charter as written and Butch seconded the motion. Motion carried 4-0, by voice vote. Butch will send the committee approved document to Liaison Handy to present to the Board for approval at the January Board meeting.

B. Procedures review

The Committee moved to the Conference Room, as had been on the published Agenda, and continued the Procedures review using the television monitor to update this document. Isabel and Gloria were invited to stop in and see the process of using the monitor to update and review documents. All committees could take advantage of this when updating and reviewing committee documents.

C. Determine need for additional meeting for Procedures Review

The Procedures need to be sent to the Board for review and approval no later than January 12, 2017. Joe and Butch will work to fast track the Procedures and present it to the committee for final review at the January 11, 2017 committee meeting. The committee will request for this to be put on the Board Agendas -Working Session (January 16, 2017) and regular Board Meeting (January 19, 2017).

9. Adjournment

The meeting was adjourned at 4:24 P.M.

The next regularly scheduled monthly meeting will be held on Wednesday, January 11, 2017, 1:00 – 4:00 P.M. in the ECIA Conference Room. Note the change in time for this meeting will be 1-4 P.M.