

**MINUTES OF THE MEETING OF THE
ECIA ELECTION COMMITTEE
HELD ON MAY 13, 2020**

1. Time, Place and Attendees. A meeting of the ECIA Election Committee ("EC") was held on May 13, 2020. The meeting was held via a ZOOM teleconference and was called to order by Bette Knight at 3:00 PM. Meeting was recorded by ECIA Staff.

Five committee members were present; therefore, a quorum was achieved. Specifically, Bette Knight, Mary Cassidy, Kathie Graham, Jody Price and Butch Gorsuch were present. Board Liaison Sal Monaco and Staff Representatives Rachel Turnbough and Jessica Collins were also present. Jessica was the ZOOM coordinator. One guest was in attendance (Joe Lowey).

2. Minutes. Butch reported the minutes of April 8, 2020 were approved 3-0 via email. Mary moved to approve the minutes by voice vote. Motion seconded by Kathie. Committee members confirmed approval of the April 8th minutes by voice vote 5-0. The approved minutes were posted to the website on April 27, 2020.
3. Approval of Agenda. Bette asked if the amended agenda (OneDrive online version could be approved. Specifically, under "New Business" items 7e (Board and Committee Contact Sheet) and 7f (Retention Policy – QPS 2019) were added to the agenda posted online to the Eldorado Website. Mary moved to approve the amended agenda as proposed by Bette. Kathie seconded. Committee approved amended agenda by voice vote 5-0.
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 reported:
 - a. Board has adopted a new corporate counsel.
 - b. A management company RFP has been submitted and is available on website.
 - c. ECIA is preparing to open the pool on time, depending on state approval levels. The pool is operational except for testing of the heater which will be scheduled for the week of May 11th.
 - d. Accounts receivables assessments is in good shape with 92% having paid.
 - e. A RAP town hall meeting is scheduled May 13th
 - f. An Organizational Meeting is scheduled for May 14th.
6. Old Business.
 - a. Election Checklist 2019-2020 Update – Multiple items on the checklist were updated or marked as "N/A". Committee suggests items 46 and 47 be part of a new request to the board to alter elections procedure. Item 46 (late ballot procedure) to be altered by asking staff to mark late envelopes with the received date and, on a date to be determined, count the number of ballots, report the count to Bette, bundle the envelopes and place them into the ballot box. Item 47 (record retention) is to be postponed for at least three months at which point a determination of how to proceed with record retention for 2019 Election Materials will be determined.
 - b. Ballot/QPS Count – May 1 Recap

Jody: Reported the count went smoothly. Staff to be thanked for having everything setup properly. PPE and supplies were all available.

Kathie: Reported not having to tally (director's election) saved a lot of time. Bette tallied sufficient votes for director's elections (25). Ballots were separated into "yes" and "no" piles for the Bylaws vote, where upon the ballots in each stack were counted and tallied. Staff did great job setting up.

Bette: Reported everything went fine. President/Secretary of the Board were informed about quorum requirement being met for the Annual Meeting of the Members the same evening as the

count. Certification letters regarding director's election and Bylaws vote were sent to the Secretary just prior to the Annual Meeting of the Members.

7. New Business.
 - a. Post-Mortem – EC & Staff input
 - Rachel (staff perspective): Staff needs to work on internal controls (of staff). Staff had everything they needed from the Election Committee and everything was laid out properly. Staff thanks committee for being adaptable.
 - Bette: An issue still exists with delivery of first-class mail (return postage). Had staff not worked diligently to get the last 230 envelopes (fetched on April 30th by staff), outcome of quorum and election counts may have been quite different. Rachel reported Mark (Young) got run around from the Post Office in being sent from one Santa Fe branch to another. Post Office also reported ECIA ran out of money on the permits, so staff paid additional money into the permits, but yet it doesn't appear that any of the extra money has actually been used.
 - Training went well. Election Committee was deterred from speaking with staff by Board. That made it difficult to work with staff on any last-minute details.
 - Color paper for QPS will continue to be changed each year
 - Printer worked well (Staff agrees)
 - Mary asked if zoom was ok? Jody responded it was not intrusive. Staff to consult on how much time it required to setup and monitor. Eight individuals watched at one time or another.
 - a. Election Procedures – discussion for future update: A quick status of the current draft version of the Election Procedures discussed. Committee to discuss in detail at next meeting. The location of the draft emailed to all committee members.
 - b. Election Cycle – BOD – Update (Operating Doc): Committee discussed the status of this document and updated it per recent 2020 director's election.
 - c. Monthly Meeting Schedule: Committee discussed status of future meetings proposing holding June's, skipping July's and holding August's. Jody moved to cancel the July meeting. Butch seconded. Committee voted 5-0 by voice vote to accept the motion. Rachel was asked to send out a communication to the Membership that the July meeting is cancelled. Rachel was also asked to update the event calendar on the Eldorado website accordingly.
 - d. Board and Committee Contact Sheet: Bette informed committee a spreadsheet has been emailed to all Committee Chairs which contains the name, primary email address and personal phone number of each committee member. Committee asked to comment:
 - Mary: Strongly objects to having personal information posted publicly, does not understand purpose of spreadsheet, how it was comprised, or to whom it was dispersed.
 - Jody: has personal safeguards in place but still object to having information published in haste.
 - Kathie: also objects and is concerned. Does not understand why all the information put together in the first place.
 - Butch: will request from the board to have his personal information removed from the spreadsheet.
 - Bette: similar objections as stated by Mary
 - uu. Retention Policy – QPS 2019: This item discussed earlier in meeting under Agenda item 6a as checklist item #47.
8. Adjournment. The meeting was adjourned at 4:25 PM.

The next regularly scheduled monthly meeting will be held on Wednesday, June 10, 3:00 P.M. in the ECIA Conference Room or by Zoom.

For the ECIA Election Committee

By: _____/s/_____ _5/19/2020

Secretary Butch Gorsuch

Date