

## Election Committee

June 13, 2018 – 2:00 P.M.

Eldorado Community Center Conference Room

### 1. **Call to Order**

The meeting was called to order by Chair Bette Knight at 2:04 P.M. Members present were Butch Gorsuch, Mary Cassidy and Kathie Graham. Board Liaison Jody Price was present.

### 2. **Approval of Previous Minutes**

The minutes for May 9, 2018, were approved 3-0 via email and were posted to the website.

### 3. **Approval of Agenda**

A motion was made by Mary and seconded by Butch to amend the Agenda by adding 7D. Motion carried by voice vote 4-0.

### 4. **Open Forum (5 minutes per person, 20 minutes maximum)**

None.

## 5 **Board Liaison Report**

The Board discussed the process for shredding of the 2017 election materials. A commercial shredder is to be used.

A legal opinion will be obtained concerning the time of retention for a previous covenant vote.

At this time, there are no electronic meeting guidelines but the Board will be working on them in the near future.

Discussion at the upcoming Work Session will include guidelines for social media, best practices and committee charters.

A previous Board had asked for input on committee guidelines and Bette suggested that all committee chairs be involved in the process.

### 6. **Old Business**

#### 7. A. Board of Directors Election Post Mortem

GM Isabel Ugarte was present to provide the committee with comments on the 2018 election in relation to staff. She included:

- The Postal Permit was paid but a secondary one was not and the post office personnel did not make that clear to staff. Pre-paid mail was not being delivered as it should have been.
- Candidates should submit their Nomination Petition in a sealed envelope.
- Publicity should be presented to the community to contact the office if a ballot was not received.
- Not having the responsibility to mail dropped-off assessment payments helped.

- An identifying number on a ballot could be helpful.
- Isabel wants to check the timeline for the generation of the mailing lists.
- She will advertise to the community the office is closed 12-1 for lunch.
- Replacement ballots should only be given out by designated staff. MIGS should call ahead to make arrangements for obtaining a replacement ballot.
- Training for the election process should be done early and then repeated.
- No more than three staff designated by the GM could provide Replacement Ballots to Members with valid requests.

Bette made some suggestions:

- Staff communication with Members and training on the election process could be improved. Staff availability during office business hours of 8-5 could be improved.
- Printer's invoice should reflect number of packets mailed to MIGS and Non-MIGS, which was not the case in 2018.
- Make sure all annual dates are listed on the Events Calendar.
- Undue time was spent by staff resolving the duplicate ballots, mail permit payment and collection of returned ballots.
- Follow-through and training of all staff is crucial to the election process. Sharing the Election Checklist and Key Calendar Dates schedule with staff would enhance the communication.

#### B. Election Checklist

The Election Checklist is a valuable tool to the Election Committee. We will include it with the Post-Mortem report to the Board.

#### C. Election Procedures - Modify to use Bette's new tally process?

It was moved by Mary and seconded by Kathie to modify our draft Election Procedures to include Bette's new tally process. Motion carried 4-0.

### 7. **New Business**

#### A. Destruction of 2017 Director's Election Materials

Butch reminded Jody about the destruction of the 2017 election materials as well as the 2012 Covenant (chicken) vote materials. Jody said the Board gave permission for using a commercial shredder to destroy records in accordance with the Records Retention Schedule. Butch will solicit prices from vendors to destroy the 2017 Director's Election materials and provide the information to Isabel.

#### B. Alternate Liaison - Baby Care and Electronic Meetings

The committee discussed the possibility of having children at meetings. It was decided the detailed work we do does not work well with distractions as may occur in this circumstance. The question of allowing SKYPE at this time was also discussed. The Committee would ask the Board to have full guidelines approved and in place before any electronic medium is used.

#### C. Charter Review

The Charter was revised last fall and will be revised again to take out references to the Election Committee reviewing the bylaws. It would then be current until David has the new template.

Mary moved to remove all references to bylaws and submit the updated charter to the Board. Kathie seconded. The motion passed 4-0. It will be presented to the Board in July.

D. Rescheduling the August meeting

The Election Committee rescheduled the August meeting to Tuesday, the 7th, from 3-5 p.m.

#### **8. Adjournment**

The next meeting will be on Wednesday, July 11, 2018, 2:00 – 4:00 P.M. at the Eldorado Community Center Conference Room.

The meeting was adjourned at 4:01 P.M.

Respectfully submitted,

Kathie Graham, Secretary