ECIA ELECTION COMMITTEE MINUTES

March 9, 2022 – 3:00 P.M.

ECIA Conference Room and Zoom

1. Quorum, Time, Place - A quorum was established and the meeting was called to order by Chair Bette Knight at 3:03 pm. Members present in person were Kathie Graham, Bette Knight with Butch Gorsuch joining at 3:22. Mary Cassidy and Jody Price joined by Zoom.   Board Liaison Jonathan Turkle and Ciara Walsh, staff representative also joined by Zoom.

2. Report of Previous Minutes - There was no report given for the approval and posting of previous minutes.

3. Approval of Agenda - Amendments to the Agenda were added under New Business - 7(d) – Alteration of Election Procedures for Ballot Counting Day.   Kathie moved to approve and Mary seconded. Mary then moved to add 7(e) Board directive on Cloud based productivity storage-based platform. Vote for both amendments was 4-0 by voice vote.

4. Open Forum - Mary mentioned that she will be available for ballot counting on April 29th.

5. Board Liaison Report – Jonathan Turkle

Director Turkle followed up on a question from last month's meeting concerning the Communication Coordinator position that is vacant. This job is actively being marketed on major job sites. Bette asked if it is being advertised so the community is aware of this position. Jonathan will find out and get back with that information. There have been two special meetings of the Board with committee chairs, one with updates on committee activities and the other of the intention of the Board to proceed with new technology for committees with integration of Cloud based platform Googlespace. He explained several points that will be part of the implementation process. He would like to hear any takeaway from the first meeting on the needs of our committee and how the Board or HOAMCO could help and support us.

The Board is also initiating Geographic Information System (GIS) to assist several committees in their work. An advisory task force will most likely be formed to help with this implementation and member involvement.

6. Old Business

a) The Election Checklist had several updates since our last meeting to include #16-23. They were reviewed and updates are on OneDrive.

b) Publicity was sent to Jessica on March 3 for the April Vistas, webpage articles, Eblasts and the marquees.

c) The upcoming Candidate Forum will be held by Zoom on Tuesday, March 22, 7 pm. Mary requested Bette upload the most current documents concerning the forum to OneDrive and delete the outdated document.

7. New Business

a) There was lengthy discussion and varied ideas for the placement of the secure ballot box. A motion, "Allow ECIA staff to determine location of secure ballot box based on current safety protocols" was made by Butch and seconded by Jody. Motion was 4-1 by voice vote.

b) Documents were viewed and updated as needed for the Replacement Ballot Affidavit and Instructions for staff. Minor revisions were implemented. Butch moved to utilize last year's Affidavit with updates to the year being done by staff. Kathie seconded. Motion carried 5-0 by voice vote.

Due to Jonathan leaving the meeting at 4:30 it was decided to move on to 7 (d) and (e) and come back to 7 (c).

d) Butch suggested the committee ask permission of the Board to make a slight change in the Election Procedures given only one candidate will be on the ballot. Consider petitioning the Board to allow an alteration to the Election Procedures for the 2022 Director's election such that: Given the candidate for one of the two open positions is running unopposed and per the ECIA Governing Documents only a single vote would be

required to elect an unopposed candidate, the Election Committee requests only counting the first 25 votes for the candidate for the Director's position. This motion does not impact the counting of ballots for the Bylaws vote. Motion was approved 5-0 by voice vote. Motion was electronically sent to Jonathan to bring before the Board at their upcoming meeting.

e) Board directive on Cloud productivity storage-based platform - Some committees are seeking ways to store documents, photos, etc. in a Cloud based platform and the Board has responded by adopting and proceeding with Googlespace for all committees to use in the future. Many questions were asked by committee members as we have been using OneDrive for at least 5-6 years for Cloud productivity and storage. Is it necessary for us to change to a new platform and how does that impact the documents we have and will it be compatible for all to use? The committee learned that Ciara has been designed to be the Administrator for Googlespace and she has met with a representative to gather information for presentation to the Board. Ciara was very helpful in explaining and answering questions for the committee. However, there were many questions that the committee had that were not answered. The following specifically note these:

- *More information is needed to help explain what this will mean for existing documents, training and implementation of a new computer program for members of committees. If utilized, will other committees be able to access and see Election Committee documents? What is the benefit to a committee that already uses a cloud-based platform?*
- *When are committees expected to begin to incorporate this platform change? What time is involved? It is difficult for new platforms to be learned, especially for more mature adults. What is the cost of platform?*
- *The 2-step verification and new email address would be confusing is this necessary?*
- *Who owns this platform? Who has access to the documents, etc.? Does Google have access at any time to view? Is Google Sheets compatible with Excel? When uploading existing documents is there a format change? How is privacy vs. public for documents being handled? We have many documents which would not be shared with other committees.*
- *It would be important to make sure that Google trains Ciara and she knows how to set up and administer the platform. Who is Ciara's backup on staff for when she's not available? What requirements (policy-procedures) are required by Google and ECIA? Requirements need to be established prior to any implementation. For the future of any cloud-based platform (change in committee members, management company, staff, Directors) building requirements are crucial for the ECIA to have a detailed plan. It would not be advisable to jump in and then design requirements as you go along. How is privacy set up? What is the SOP?*

c) Secure/Photo Document Ballot Box - Butch and Bette will contact staff and secure the box prior to the mailing of the Annual Report.

8. Adjournment

The meeting was adjourned at 4:58 P.M.

The next regularly scheduled monthly meeting will be held on Wednesday, April 13, 3:00 P.M. in the ECIA Conference Room and via Zoom.

Respectfully,

Acting Secretary,

Bette Knight   March 11, 2022