

## **Volunteer Recruitment & Retention ad hoc Committee Draft Meeting Minutes**

Wednesday, May 24, 2023, at the ECIA Community Center and via Zoom

Members Present: Kathy Ritschel, Sue Garfitt, Taylor Ward, Sheila Sullivan, Jim Brown, Pat Bellart-Brown, Sheila Doran-Benyon, and via Zoom, Judy and Darrel Owen

Call to Order: 9:33 AM

**Approval of Agenda:** Unanimously approved as presented.

**Approval of April 24th Meeting Minutes:** Unanimously approved as presented.

**Open Forum: None**

**Board Liaison Report: None**

**Community Outreach Teams' Update:**

- **New resident welcome team**
  - Administrative flow and cadence regarding how the information is received from HOAMCO.
    - Process of tracking new residents with various touch points. Jessica and Darrel will share a Google Document with new resident information; Jessica will update quarterly.
    - Jessica indicated the letter from HOAMCO (not ECIA) is not able to be altered. Kathy will speak to the Board to make a direct request to HOAMCO from the Board.
    - Jessica is researching and developing a postcard with prepaid return postage to include in initial HOAMCO mailing. The process that has been in place will continue until a postcard is established.
  - Discuss and determine dates and format for face-to-face New Resident Welcome
    - Two more for 2023; later July (tentatively July 15) and October or November – these first two will be pilots for a standardized approach in 2024. Jessica will develop an evite: meet and greet, door prizes, need to know vs. nice to know, 60 minutes, something for kids, tour, and refreshments.
    - Requesting 20 yard signs. Sheila D.B. will take charge of this project and seek local artists for assistance
      - Proposed outline:
        - History/Community Culture
        - What is the HOA/ECIA?
        - How to Connect and with Whom
        - Amenities and Access
        - Truths and Myths

- Begin to formulate 2024 budget
  - Shirts for VRRRC members: "If you are a new resident, ASK ME!" – 20 at \$10 each + \$200
  - Postage for mailers: 120 postcards approximately \$1 each = \$120; Welcome Packets: 120 at \$2.50 each = \$300
  - 20 yard signs
  - Hosting Face-to-Face
  - New resident swag
- **Community events coordination team**
  - July 4<sup>th</sup> Volunteers
    - Parade: Sheila D.B., Judy & Darrell Owen
    - Bike Decorating on July 3<sup>rd</sup>: Sheila B.D., Jim & Pat Bellart-Brown
      - Taylor to look at Reuse for decorating items
      - Taylor and Kathy will request pizza donation from Upper Crust
    - 285/recycles
- **Sustainability guidelines team**
  - 285/Recycles will participate in 4<sup>th</sup> of July parade, and be onsite for the event to assist with "Zero" waste. Team will develop a flyer and sign-up for the event.

#### **4<sup>th</sup> of July event**

- Kathy will show Jessica Sign Up Genius
- Door prizes will be nixed for this event
- ECIA shirts will be available for a \$15 donation

#### **Memorial Recognition for Deceased Volunteers**

- A policy will be developed for a fast-tracked process for arrangements and a message to loved ones; this will be proposed as a 2024 budget item.

#### **2024 Budget Planning**

- **Members will provide more thorough item requests and amounts to the June meeting.**

**Next meeting:** June 22<sup>nd</sup> at 9:30 AM in Community Center Living Room and via Zoom