

ELDORADO VOLUNTEER COMMITTEE  
DRAFT MINUTES  
OCTOBER 19, 2023

PRESENT: Kathy Ritschel, Chair, Pat Bellart, Sue Garfitt, Taylor Ward, Sheila Doran Benyon, Carol Sanguinetti, Board Liaison via Zoom, Jessica Neal, HOAMCO liaison, and Jim Brown. Bette Knight attended via Zoom as did Board President, Amelia Adair.  
Absent: Sheila Sullivan (had come at 9:30 AM, the former hour of the meetings)

APPROVAL OF AGENDA: Sue Garfitt moved and Taylor Ward Seconded approval. Approved as presented.

APPROVAL OF MINUTES: Taylor Ward moved and Sheila D. Benyon seconded approval. Approved as presented.

OPEN FORUM: No comments.

BOARD LIAISON REPORT: The Committee returned to this item when Carol was present on Zoom. Carol presented on the most recent BoD meeting. With technical issues, Kathy assisted with presentation. The Committee name change to Eldorado Volunteer Committee was approved. The Draft Budget for the upcoming year, as approved, to be presented at Town Hall. A review of the Greenbelt Policy was conducted.  
The F&G Committee and Budget Committee Town Halls are scheduled as Zoom meetings on October 24th. Zoom will allow all residents to participate free from Covid concerns.

COMMUNITY OUTREACH UPDATES:

NEW RESIDENT WELCOME TEAM - NOVEMBER 4 EVENT:

Jessica has the announcement flyer ready with graphics added. Looks great! Formatting is perfect.

Kathy will send the spreadsheet with the list of new residents who have moved in since the last Welcome event = 23 new residents. EVC members will share in distribution of Welcome Packets to their homes prior to November 4th. Weekends work best when residents are more likely to be home.

Jim will get the packets and brochures, maps and Welcome sign for future keeping at the Community Center.

Jim will map out the addresses and Sue offered to assist with better identifying the locations of homes on streets. Committee members will decide who takes what route in the coming days.

Sign in with pre-prepared name tags will be in the room with a large table, as well as refreshments (ready at 8:45 AM). This will avoid congestion at entry to the classroom (set up ahead for est. 45). Kathy and Ciara will handle the refreshments. Jim will take care of name tags.

Masks will be available for those wanting them.

Program will be the same as July 15 session. Presentations:

- Amelia will MC and Julie Navarro, General Manager will be introduced.
- Amelia will present on the history of Eldorado and with Julie will present on the ECIA Board and HOAMCO relationship.
- Sheila will present on “community” and being good neighbors.

- Kathy will present on community amenities.
- Joe Newman will be asked to present on the “Truths & Myths” about the fauna in Eldorado and the important role they play.
- Q&A
- Adjourn with distribution of “Windmills & Dreams” as a gift to attendees.

Welcome Signs: Sheila will work with “Kim” at the art co-op to get this concept rolling out. Attendees on November 4th will be able to sign up for a sign in their yard and the concept will be advertised in ECIA Blast(s) and eventually VISTAS. Sue will also be working with Sheila on this project and helping with posts. Volunteers assisting with this project will be recognized as well.

#### FUTURE EVENT PLANNING STRATEGY/OVERSIGHT:

The Committee has a budget of \$50,000 which includes all events, including the July 4th celebration.

Amelia via “chat” shared that there will be event feedback forms. There will be sponsors for each event. Volunteers needed for all events and will ask for 1-2 hour shifts so that volunteers can enjoy events as well. Volunteers will have specific “jobs” - like job descriptions, to avoid confusion and for efficiency.

ECIA Board will sponsor the Volunteer Appreciation Dinner. This event will be for ALL volunteers and will be held on December 7th. Committee Chairs will be asked to provide names of volunteers.

There will be a July 4th Steering Committee. Need to ensure that food is for ECIA residents and their guests, and staff, and not for the 285 Corridor.

There will be an HOA Skills/Leadership Skills Workshop offered. One purpose will be to prepare potential future Board members and other volunteers. Further discussion of this will be carried over to the next EVC meeting.

Sheila suggested that Leadership Training should be open to any resident interested. There may be residents not interested in membership on the Board or Committees, but as a result of the training may change their minds.

Kathy expressed that the training should include a piece on navigation of the website and on the Budget and budgeting process.

#### COMMITTEE EXPENSES / USE OF ASSOCIATION DEBIT CARD:

This is a pilot phase as there has not been a debit card available to Committee Chairs in the history of the HOA. The card can be checked out with Julie Navarro for no longer than 2 days. This will avoid having volunteers spending their own money and needing reimbursement. If ordering from Amazon, research your needs and develop a list for Ciara Walsh to make approved purchases. Debit card authorization is required and comes through Committee Chairs. Likewise, ALL COMMUNICATION WITH STAFF GOES THROUGH COMMITTEE CHAIRS. This keeps lines of communication open and ensures that staff are not overwhelmed with multiple people making requests of them.

COMMUNITY DAY REVIEW: Postponed to the next EVC meeting.

There will be a demographic survey conducted at the end of the year. Sue: who are the renters is needed. Jessica: lease agreements are only collected if the renter needs their own amenity card.

Sheila: how about organizing groups for people of certain age? An over 70 group? Over 80?

Jessica asked about setup for November 4th. All seating should be set up ahead of time by staff, meeting fire code with aisle space. Though RR room is larger, the Committee elected to remain in the CR.

ADJOURNMENT: 4:30 PM — The next EVC meeting will be January 18<sup>th</sup>.