

ELDORADO VOLUNTEER COMMITTEE MEETING MINUTES

DATE & TIME: March 21, 2024, 3pm – 4:30pm

LOCATION: ECIA Community Center Living Room and Via Zoom Videoconference

Attendance: Kathy Ritschel, Jim Brown, Pat Bellart, Sue Garfitt, Sheila Sullivan, Sheila Doran-Benyon, David Rasch, Carol Sanguinetti, Raymi Renyolds-Lynch, and Niamh Walsh

1. Approve Agenda & Minutes:

The meeting's agenda was amended at the onset of the meeting, the agenda was revised to include two supplementary items: Acceptance of Taylor Ward's Resignation from the EVC Committee and Charter Update: Discussion and action regarding the incorporation of staff support for Niamh into the charter. It was acknowledged the necessity for an update to the committee's charter to accommodate Niamh's staff support role. A draft of the proposed amendment will be prepared for review and discussion at the subsequent meeting.

Niamh's Position Update: Niamh provided an overview of her intended support for the committee, emphasizing her commitment to assist in various capacities, including meeting minutes documentation, deadline reminders, and task assistance.

Raymi's Responsibilities: Raymi was designated responsibilities encompassing website management, e-blast distribution, liaison with VISTAs, communication management, social media engagement, and event coordination.

The committee agreed to conduct a detailed examination of the proposed charter revisions and to explore further nuances during the forthcoming meeting.

2. Open Forum: opportunity for residents to comment

No Comments

3. Introduction of Raymi Reynolds-Lynch, Communications Manager

Raymi presented in the beginning of the meeting. Members of the committee proceeded with individual introductions to acquaint themselves with Raymi. Each member briefly introduced themselves, providing background information.

3. Board Liaison Report: Carol Sanguinetti

As we approach Earth Day, preparations are underway for the concurrent opening of the pollinator garden and the maintenance facility, scheduled for May 17th from 3-5 PM. A guided tour of the maintenance building will be led by Mike Rogers, offering an opportunity to formally introduce and recognize the maintenance team for their exceptional contributions. In addition, our annual meeting is slated for May 6th, open to all residents, with elections on the agenda; we aim to achieve a minimum of 10% proxy returns to validate the meeting. Proxies can be submitted via mail or at a designated box in the community center. Ballots for the election will be dispatched imminently, due back by May 1st, ensuring participation for those up to date with their 2024 dues, though all residents will receive the annual report. The meeting will take place outdoors on the patio. As we approach June, the commencement of our budgeting process looms, with considerations including the acquisition of new audio equipment, distinct from the EVC budget. To facilitate efficient budget amounts, considerations regarding necessary

resources for upcoming tasks are imperative. With a \$50,000 allocation for resident relations in the budget, collaboration with the F&G committee, including Niamh's availability on Saturdays, is emphasized. Kathy's provision of last year's Earth Day event checklist ensures consistency in budget planning. Amelia has been tasked with devising a method to identify members for the upcoming 4th of July event, while Julie's creation of an RFP seeks a sustainable food vendor offering dietary choices at reasonable prices. Particularly, Earth Day festivities will feature food trucks with resident purchases, while expenses for 4th of July will be covered by the committee.

4. New resident welcome team

- Discuss quarterly events, maybe 3 events a year?
- Windmills book – publisher
- Social event for new residents: all will be invited to Earth Day
- Development of a Lecture series
- Yard sign art project with the school

The committee has noted that no RSVP mailings have been sent out, and there have been 11 new closings since the February 10th welcome event. To coordinate future deliveries effectively, we await confirmation of the next event date. The master calendar has been updated to reflect the upcoming resident welcome dates. Due to the Community Center's booking for EACA, the next new resident welcome event, originally scheduled for May 4th, will be rescheduled to May 11th at 9:30 AM. Additionally, the La Tienda Flea Market is scheduled for May 18th, attracting significant attendance. A comprehensive list of new residents will be compiled, inviting them to both the flea market and Earth Day festivities. Notably, long-standing residents will also receive invitations, prioritizing new residents to accommodate space limitations. As the publishers for "The Windmill" and "Dreams" are no longer publishing, Raymi will explore alternative publishing options. An email will be dispatched to all new residents from the past year for upcoming resident events. In addition, a checklist has been initiated for an educational/informational meeting, potentially to be held at the Community Center, patio, library, or school, with MaxColl Center being contacted for venue availability. Raymi will oversee this event, with communication channels including marquees, e-blasts, VISTAS articles, and follow-up posters. Any expenses incurred will be covered by the committee's budget. Insurance requirements for renting the center will be explored, with speakers such as David from Botany, Joe Newman for Cactus, and James Mason for Architecture being considered for future events. Quarterly events are under consideration, with plans to procure a shade cover for the patio. Efforts to locate the missing yard sign continue, with Sheila coordinating with the school's art teacher for involvement in its recreation. A report by Carol Beidelman on burning in Eldorado is also being considered. Meanwhile, Jim and Pat have discussed social events for new residents, proposing a mixer; however, insurance concerns surrounding alcohol consumption necessitate further discussions with the insurance company. The Facilities and Grounds committee is updating the CC application, delaying plans for the mixer until clarification is obtained regarding alcohol insurance and event attendance policies. Kathy will represent the committee's concerns at the next board meeting, seeking clarification on event attendance guidelines.

5. Job descriptions for committee members and Chairs

- Each EVC committee member will interview a member of a different committee to develop a job description. Please choose a committee member to interview.
- Job descriptions will be used in recruiting volunteers.

The committee has developed a standardized job description template for committee roles, with draft descriptions crafted by Kathy for the EVC Committee and Amelia for the Finance Committee, drawing from each committee's charter. These descriptions will serve as interview tools for prospective committee members, ensuring clarity and alignment of expectations. The Architecture Committee proposed distributing the templates to members for self-assessment, with chairs collecting feedback for discussion at the April 25th chair meeting. Prioritizing committees in need of new members, Architecture Committee will be the first to receive the templates. To streamline volunteer recruitment for events, the suggestion was made to advertise specific tasks requiring assistance. Although the format for this process is still under review, a draft has been outlined. As Earth Day approaches, an e-blast will be circulated outlining volunteer opportunities. The set up and tear-down of the event will be the staff's responsibility.

5. Earth Day: April 21st, 1-3pm

- See attached 2024 Participants to date.
- Vistas article
- Food vendor
- Recycled fashion show

The committee is planning to organize a recyclable fashion show, with Kathy reaching out to potential collaborators, including Tom's wife and other interested mothers, who unfortunately will be out of town during the event. Therefore, efforts are underway to find individuals to facilitate the show's execution. An e-blast will be sent out to determine the resources required for the event. A vendor has been secured, with residents covering costs, and setup and takedown logistics arranged. Collaborations with Folk Art and the Recycle Art group are being explored to enhance the educational aspect of the event. As of now, the lineup for the Earth Day event includes confirmed participation from Tesla, e-bikes, 285 Recycles, a composting initiative, and a presentation on the preservation of greenbelts by guest speaker Joe Newman. In anticipation of inclement weather, arrangements will be made for indoor setups. The event will feature live music by a jam band, an award ceremony for the recycle art show, and participation awards for all attendees. Focus will be directed towards Earth Day preparations in upcoming weeks. Participants are expected to arrive dressed in their outfits. Promotion will include an e-blast to the community, featuring images of individuals in recyclable costumes. Participants in the Earth Day event will have the opportunity to receive first, second, and third place ribbons, with participation ribbons awarded to all other participants.

6. Master Calendar updates

The master calendar has been updated with all correct information.

7. Committee Comments

Sue Garfitt made a motion to accept Taylor Wards' resignation. Jim Brown 2nd Vote: Unanimous

Adjournment

Next meeting: Thursday, April 18th, 3pm