

ELDORADO VOLUNTEER COMMITTEE MEETING MINUTES

DATE & TIME: May 16, 2024, 3pm – 5:00pm

LOCATION: ECIA Community Center Living Room and Via Zoom Videoconference

Attendance: Kathy Ritchel, David Rasch, Sue Garfitt, Shelia Benyon-Doran, Jim Brown, Pat Bellart, Shelia Sullivan, Amelia Adair, Ciara Walsh, Niamh Walsh.

1. Approve Agenda & Minutes

Sue Garfitt made a motion to approve the agenda and minutes as presented. Sheila Sullivan 2nd
Vote: Unanimous

2. Open Forum: opportunity for residents to comment

No Comments

3. Communications Director Report: *Julie Navarro*

Raymi will be unavailable until June 10th, necessitating coordination with our staff for the forthcoming mixer event. Ciara will assume responsibility for Raymi's duties during this period. Our staff is fully prepared to manage the open house scheduled for tomorrow, with all decorations in place. Kathy has provided an update on the progress of the vistas, confirming that the submitted articles will be included. Additionally, Sheila has proposed an article in the vistas concerning the school event, focusing on its significance to the school and the interpretation of associated signage.

4. Board Liaison Report: *Carol Sanguinetti*

Amelia Adair provided the report in lieu of Carol's absence, highlighting the outcomes of the recent election which welcomed Anne Salzman as a new board member, eager to engage actively. Our attorney recommended greater board involvement in committees due to the need for a shift in organizational culture since our board members now do not have the great of involvement. Previously, the board liaison function, akin to Niamh's current role, limited board participation. With Niamh's presence, board members can now directly participate in committees. Carol expressed interest in joining the committee, not as a board member but as a regular member. Kathy suggested a collaborative approach to committee leadership to negate the necessity for a formal chair, advocating for annual planning to ensure timely completion of tasks amidst staff attendance challenges. Niamh will undertake the responsibility of agenda creation for the committee, while a comprehensive checklist will streamline task completion. Carol, Amelia, and Sue convened with Ciara to discuss Fourth of July preparations, forming the Fourth of July steering committee. Notably, sustainability initiatives, including wristbands for food distribution and instead of traditional ice cream, we will be handing out paletas this year.

Amelia will oversee the registration table to ensure efficient management. We won't be imposing restrictions on the number of wristbands individuals can obtain for 4th of July, but rather adhering to guidelines from the neighborhood association. While all residents are welcome, only those with wristbands will be able to partake in the food offerings. Preparations for the bike decorating event, scheduled for the day before the Fourth of July, are underway, with Ciara assuming responsibility for its coordination. All staff will be present on the day, and volunteer assistance is still being sought. Kathy is exploring the possibility of securing complimentary pizzas for the bike decorating event, as was done last year. Ciara will provide Sheila with an inventory list from the previous year to ascertain what additional supplies are required. With the Fourth of July swiftly approaching, prompt ordering of necessary supplies is imperative. The recent turnout for the new resident event was notably positive, with 30 attendees, including 21 RSVPs and 12 walk-ins. Jim will share attendee details with Raymi to ensure accurate record-keeping, following the same protocol established by Jessica. Attendees of the new resident events will receive invitations to the upcoming mixer event. Additionally, three residents collected their welcome packets during the event, while one walk-in, a longtime Eldorado resident, thought the event would be interesting. Furthermore, three individuals expressed interest in volunteering. David conducted a site visit at 2 Alondra Rd for weed identification. Emphasizing the importance of dating documentation to prevent misplacement. Raymi will oversee the presentation of this information upon his return, as it falls under his purview.

5. New resident welcome team

- Next new res event: May 11: results
- Mixer for new residents
- Development of a Lecture series
- Yard sign art project with the school

To ensure comprehensive outreach, we will compile a list of participants from last year's events and extend invitations to them for the upcoming mixer. Notably, the event will be held on the back patio without alcohol and will not be advertised on the website. Ciara has proposed utilizing email invitations with an embedded RSVP option for streamlined response tracking. She will draft a flyer for committee review, emphasizing light refreshments and potential background music. Kathy will approach the jam band boys regarding their interest in performing, while infused water will be provided, complemented by Sheila's suggestion of making a brief announcement around 4-4:30 PM during the event. Additionally, Ciara will arrange for ribbons and artificial flowers for the new resident signs, aiming to have a portion completed by June 8th. While initially considered, inviting school children involved in sign creation to the mixer has been deemed impractical, thus emphasizing gratitude through a separate pizza party. Various ribbon types have been ordered, alongside containers for infused water, with additional provisions to be brought by Sue Garfitt. Finger foods, including fruit trays, vegetable trays, cheese and cracker trays, and cookies, will be provided, with all refreshments required at the office by June 7th. Moreover, two pollinator events have been held exclusively

for volunteers, necessitating name tag preparation for both RSVP'd and unconfirmed attendees. Office staff will oversee the preparation of flowers, ribbons, RSVP lists, and name tag orders, with adjustments made to refreshment provisions as per Pat's consultation with the staff. Sheila has raised the query of potential handouts for the mixer event, a point for further discussion led by Kathy.

Kathy has generously offered to deliver a lecture on website navigation, though the committee believes that the existing information suffices, with avenues open for questions during smaller events, thus fostering increased attendance. Inspired by the comprehensive form utilized by 285 Recycling during Earth Day, Amelia proposes a similar sheet featuring volunteer interests. Ciara will furnish Jim with a list of attendees sorted by last name for easy check-in at events. Despite a minor hiccup involving incorrect PowerPoint slides at the recent new resident event, David will provide Ciara with the missing slides to ensure seamless presentations moving forward. The forthcoming vistas article, restricted to 400 words, will be collaboratively crafted by Pat and Sheila, set for publication in July. Sue will supply the office with decanters and compostable cups for safekeeping until the event. The lecture series, scheduled for August 3rd, prompts David to inquire about the availability of the maintenance building as a venue, with James Mason slated for a lecture on Cliff Palace at Mesa Verde in November. Kathy's suggestion of weekday events aligns with staff availability, with the maintenance building tentatively secured as the venue. Confident in the suitability of the maintenance building, David envisions an hour-long lecture followed by mingling, devoid of refreshments. The lecture will explore the natural environments and native plants of Eldorado, allowing for adjustments based on its success. Kathy will include a website overview in the upcoming leadership training session. The successful execution of the new resident event, where all food and water were consumed, sets a promising precedent for the June 8th event, with committee members prepared for their respective roles and potential background music, possibly featuring a resident pianist.

6. Replacement Chair: consider co-chairs

- Motion to approve of Kathy Ritschel's resignation.

Kathy has expressed her intention to step down as chair while remaining an active member of the committee, continuing her role in preparing PowerPoint presentations for new resident events. Amelia suggests a rotational approach to the chair position, with staff taking on additional responsibilities to facilitate smooth transitions between chairs. While Kathy will maintain her involvement, the responsibility of running meetings will transition to another member, potentially Carol. Carol may be considered for chairing duties, although with potential adjustments to meeting schedules to accommodate her work commitments. Niamh will undertake the tasks of agenda creation, meeting minutes, and dissemination of relevant information. It is emphasized that event planning should be meticulously organized well in advance to avoid last-minute rushes. Amelia will reach out to Carol to gauge her interest in assuming the chair position, with assurance of full support from the committee members.

The committee moves to accept Kathy resignation as chair, but not from the committee.

The committee requests that Carol accepts the leadership of the committee as the chair.

7. Job descriptions for committee members and Chairs

- Under revision, see attached.

Since the last meeting, Pat and David have not had a chance to meet. Amelia has developed a form for a finance job description, which was incorporated into the discussion along with Niamh's narrative handout. However, the committee is currently undecided on the best approach, as they initially viewed it as a job description but found discrepancies with the charter's content. The committee agrees that the essential components should include the volunteer's mission, meeting schedules, and time commitments, while considering condensing and restructuring the language to make it more engaging. Moving forward, there will be sign-up sheets for each committee and for short-term volunteer opportunities, inspired by the success of attracting 90 volunteers for the garden who appreciated the flexibility. Amelia will share a revised sheet with the committee, acknowledging that this process will evolve over time. The committee notes that successful events often involve hands-on participation, as exemplified by the pollinator garden volunteers who were named Volunteer of the Year. Tomorrow's event will feature colored maps and a sign-up sheet for weeding. While the job description draft may not be finalized by the next meeting, a circulated draft will be available within three weeks. Regarding the welcome event presentation, although some residents suggested it was too lengthy, the committee believes it is appropriate in its current form.

8. Committee Comments

No committee comments.

Adjournment:

Kathy moved to adjourn the meeting at 4:43pm. Jim Brown 2nd Vote: Unanimous.

Next meeting: Thursday, June 20th, 3pm