

ELDORADO VOLUNTEER COMMITTEE MEETING MINUTES

DATE & TIME: June 20, 2024, 1 pm – 3:00pm

LOCATION: ECIA Community Center Living Room and Via Zoom Videoconference

Attendance: Jim Brown, Pat Bellart-Browm, Shellia Sullivan, Shelia Doran-Benyon, Sue Garfitt, Carol Sanguinetti, Amelia Adair, Bette Knight, Brenda Mattea, Chris Strauch, and Niamh Walsh.

1. Approve Agenda & Minutes

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

2. Open Forum: opportunity for residents to comment

No Comments

3. Communications Director Report: *Julie Navarro*

Niamh reported that all supplies for the 4th of July event have been ordered and are scheduled to arrive on Monday. Additionally, all supplies for the bike decorating event have been secured. Niamh has contacted Upper Crust regarding a donation of pizzas and is awaiting their response. Brenda expressed concerns about fireworks on the 4th of July. She proposed sending out weekly e-blasts to remind residents about the new law prohibiting fireworks and strongly discouraging their use due to our fire-prone environment. We will also make an announcement on July 4th to reinforce this message. Furthermore, we plan to display a message on the marquee indicating the illegality of fireworks, along with the sheriff's contact number (911). Currently, we have 7 volunteers confirmed and are actively seeking more participants. Ribbons will be awarded for 1st, 2nd, and 3rd place in the parade.

4. Board Liaison Report: *Carol Sanguinetti*

Carol provided updates on two upcoming events: the 4th of July celebration and the strategic planning meeting scheduled for August 17th. There was discussion about the co-chair role for the strategic planning meeting, with Pat identified as a potential candidate. Concerns were raised about budget allocations from the EVC budget for the July 4th activities, historically set at approximately \$10,000. There was a call for enhanced transparency and tracking of expenditures to improve future financial planning processes. Plans for the July 4th event include distributing wristbands for food access and streamlining the parade lineup to avoid past organizational challenges. County permits for the parade have been confirmed to ensure compliance with regulations. During the meeting, issues from past events were noted, particularly related to new participants unfamiliar with event procedures. Questions were raised about a budget update from Niamh, which reported minimal spending of around \$3,000, primarily on new resident welcome events. There was a request to document expenses more comprehensively to establish a historical expenditure record. It was agreed to compile detailed expenditure breakdowns for this fiscal year's events and circulate them for review. Additionally, there was a request for last year's budget to assist in preparing next year's budget proposal, originally due tomorrow. Given recent leadership transitions and staffing issues, a request was made to extend the submission deadline.

5. New resident welcome team

- Mixer for new residents - debrief
- Development of a Lecture series
 - Contact James Mason for a date in November
- Yard sign art project with the school – status

The meeting encompassed a review of a proposed event planning checklist and recent new resident welcome events. Following these welcomes, a social event hosted 28 attendees, including board and committee members, with positive feedback received. Total costs amounted to \$147.30, covering expenses for food, infused water, and a \$75 musician honorarium. Plans were outlined to comprehensively document expenses and compile detailed reports. Additionally, there was discussion about systematically organizing event forms in a binder. Consideration was given to inviting past HOA leaders to join committees based on their positive experiences at the social event. Further discussions included logistics for upcoming events, budget allocations for staff salaries, and organizational responsibilities regarding staffing decisions. A review of the EVC budget line items was prompted by unspent expenditures nearing mid-year. A meeting, proposed for Tuesday at 9 a.m., to discuss budget details and evaluate item relevance. It was agreed to continue hosting four new resident welcome events this year, with a reassessment scheduled for year-end. The next new resident event is set for August 10th, with further review at the July meeting. Agenda length and content for past new resident events were briefly discussed, highlighting the need to update PowerPoint presentations for future events. Coordination with James for a November lecture, considering his schedule, and refining options for David's write-up for submission by August 1st were also covered. Venue logistics for David's lecture were considered, potentially utilizing the northwest wall after clearing tools to accommodate all attendees without limitations. The lecture series' frequency revolves around guest availability, aiming for engaging in hour-long sessions with Q&A. Refreshments are not planned, but anticipation for higher attendance in November is noted. 12 decorative signs, featuring ribbons and seasonal flowers, were prepared for placement in front yards to welcome new residents and foster community interaction. Children were actively involved in creating artwork for these signs, enhancing connections between the community and local schools. A pizza party for the participating children was organized and well-received. An article highlighting these signs, accompanied by pictures, was drafted and submitted to Julie for publication in the July Vista. Additionally, an email blast was sent out to promote community events and initiatives. Discussions also covered logistical aspects such as storage options for the signs when not in use, suggesting a designated area within the new maintenance facility. Previous issues with signs going missing underscored the importance of secure storage solutions. There was consensus on the need to inform neighbors about the signs and their significance, considering methods like distributing flyers or notices to nearby residents. Clarification was provided regarding the distribution of the Vista publication, ensuring it reaches all community members via mail or email for broad accessibility.

6. Chair: consider co-chairs

- Co-Chairs

The discussion regarding co-chairs has already taken place. Carol will arrange a meeting with Pat to explore the implications of this role further

7. **Job descriptions** for committee members and Chairs

- Update?

Pat addressed our current focus on the committee interest sheet. We've refined it from a detailed job description to a succinct paragraph outlining the committee's scope and time commitment. I'm pleased to share this updated version with you once more. Originally prepared for the mixer, its purpose was to gauge its effectiveness. If it falls short of expectations, I welcome suggestions for improvement. This document aims to inform individuals about volunteer opportunities within the ECIA. Attached on the back page is a form for interested parties to complete and submit to the ECIA's General Manager. At the recent mixer, only one individual took a copy and returned it after review, expressing hesitation, which prompts me to reconsider if the language used may still be somewhat overwhelming. David and I meticulously reviewed the charters, repeatedly distilling them down to a few concise sentences. If further condensation is feasible, I'm open to suggestions. I'm eager to share these materials with anyone interested and welcome feedback or proposed revisions. This document is intended to evolve iteratively until it aligns with our objectives. Consolidating it into a periodic VISTA article, as suggested, would be advantageous. Sheila also proposed integrating it into the new resident welcome, which aligns well with our goals. Do we currently feature such a section on our website? A 'Get Involved' tab would be ideal, where visitors can easily find information on volunteering and job opportunities. Users could access a list or download forms directly, akin to signing up for e-blasts and VISTAs. This section could also include contact details for assistance, ensuring accessibility without requiring an immediate commitment. It promises to streamline the process significantly. For inquiries, directing individuals to Julie, our General Manager, seems appropriate. She possesses in-depth knowledge of our committees and operations to effectively guide potential volunteers.

8. **Committee Comments**

Brenda thinks it would be helpful to compile a weed list for new residents. We've relied on volunteers and there are some weeds that might not be so invasive, or even beneficial. On the Conservation Committee's webpage, there's an informative article on non-native vegetation with photos and discussions. It spans about 11 pages and provides valuable insights. Brenda, suggestions about making this information more accessible, perhaps on our website under a 'Get Involved' section, is excellent. Users could easily find details on volunteering or job opportunities with a click. We could also include contact information for assistance, directing inquiries to Julie, our General Manager, who has extensive knowledge of our committees and operations. David mentioned the time-consuming nature of weed calls, prompting a need for more volunteers. This could be a future agenda item to discuss recruitment strategies. Having a simple weed identification sheet, like the one David provides, would be beneficial for new residents. It ensures clarity on what needs to be managed without resorting to harmful practices. Including this information in new resident packets and directing them to our website for more details seems like a practical step forward.

Adjournment: 2.33PM

Next meeting: Thursday, July 18th, 9am