

Ponderosa Hills Civic Association
Oct 11, 2013 Board Meeting Minutes (Draft)

Location: Cathy Lichty's House: 12721 N. Timber Ln.

Attendees: Cathy Lichty, Lori Gahm, Francie Easley, Tarek Reslan, Bruce Conklin, Greg Waltz

Regrets: Norm Scheffel (late flight)

1. Call to order: 7:12pm
2. Visitors: Ian Waltz (Boy Scout working on communications merit badge)
3. Agenda adopted without change
4. Welcome new PHCA board members
 - A. Introductions and get acquainted
 - B. Exchange of contact information
 - C. General Q&A with returning board members
 - D. Discussion on Bylaws (including Roberts Rules of Order) and Covenants
 - E. Taking minutes of this meeting: Waltz
 - F. Action to get pictures of board members taken and posted to the web
5. Treasurer's report and submittal of bills
 - A. Presented and accepted unanimously
 - B. Action: next board meeting review the 2013 budget
 - C. Motion approved unanimously to donate \$50 to Grace Baptist Church for the use of their facility at the annual meeting.
6. Disposition of previous board minutes
 - A. Aug2013 Minutes – approved for posting without change
 - B. Sept2013 Annual Meeting Minutes - approved for posting without change
7. Nomination and election of officers
 - A. All positions filled with unanimous consent
 - President: Cathy Lichty
 - Vice President: Bruce Conklin
 - Treasurer: Francie Easley
 - Secretary: Tarek Reslan
 - B. Hand-off of materials from previous officers
 - Secretary's records transferred to Reslan
 - C. Change email aliases on website
 - Action to Waltz to notify Webmaster
8. Assignment of Committee Chairs / Liaisons as follows
 - A. Inspiration Lennar Rocking Horse – {Jerry Banks}
 - B. Roads, paving info – {Tarek Reslan}
 - C. Water, including Rural Water Authority- {Don Gray}
 - D. Open Space – {Lori Gahm}
 - E. Newsletter Editor – {TBD}
 - F. County issues, zoning – {Norm Scheffel}
 - G. Webmaster – {Craig Klinker}
 - H. Oil and Gas – {Joel Lambe}
 - I. Fire Preparedness – {Jerry Banks}(to include the practice evacuation)
 - J. Eblaster – {Cathy Lichty and Bruce Conklin}
9. Review of events planned for end of 2013
 - A. Christmas Mailbox decoration and/or House decoration contest: December

- B. Fourth Quarter Newsletter – December/January
- C. Practice Fire Evacuation
- 10. Topics for Oct Eblast
 - A. Announcement of Officers
 - B. Family 9 Health Fair: Oct 26th 7am to noon at Joy Lutheran Church
- 11. Items for consideration by the 2014 Board (handoff from the 2013 Board)
 - A. Establish 2014 focus areas (2013 focus areas appended for reference)
 - B. Frequency and guidelines for Eblasts
 - C. Review and update website
 - D. Posting to the website
 - E. FAQ page
 - F. Lost and found duties
 - G. Visitor Rules (history and discussion of open vs closed meetings)
 - H. Investment of the CD funds

12. Action Item Status:

AI#	Action	Assignee	Due	Status
Nov.1	Action to get pictures of board members taken and posted to the web	Lichty	11/15	New
Nov.2	Lichty to review 2013 PHCA budget at Nov meeting	Lichty	11/3	New
Nov.3	Waltz to Notify Webmaster of new officers and request new aliases	Waltz	10/22	New
Nov.4	Waltz to handoff FAQ draft	Waltz	10/22	New

- 13. Next board meetings
 - A. Sun Nov 3rd 7pm Bruce Conklin’s home
 - B. Thurs Dec 12th 7pm Francie Easley’s home
 - C. Successive meetings: nominally first Thursday of each month
- 14. Next events
 - A. Christmas Mailbox decoration and/or House decoration contest: December
 - B. Fourth Quarter Newsletter – December/January
- 15. Future Business (temporary parking lot for items to be covered in future board meetings)
 - A. None at this time
- 16. Review of 2013 focus areas (for reference)
 - A. Increased Membership
 - ✓ Dues mailer with “value proposition”
 - ✓ Approach new neighbors – provide copy of dues letter and a copy of the most recent newsletter
 - B. Improved Communications
 - ✓ Monthly eBlasts
 - ✓ Improved Newsletter

- ✓ Solicitation of current email addresses
- ✓ WEB FAQ
- C. Speeding
 - ✓ Discussion included communications with Sheriff department, possibly post an electronic speed monitor on key roads, solicit the names of known speeders in the community, give out DO NOT SPEED T-shirts to residents who walk our roads to wear as a reminder to drivers in the community
- D. Fire-Preparedness
 - ✓ Build on topic presented at 2012 annual meeting, help educate new residents.

17. Adjourn: 9:20pm