

# ADVISORY BOARD MEETING MINUTES

Saturday, May 15, 2021 :: Larry's house

**Call to Order and Roll Call** The meeting was called to order at 2:05 pm. Board members attending were Carol Munro, Shannon Metcalf, Larry Johnson, Alan Beardslee. Excused absence for Pam Keating.

Community Members attending were Eric Chiel, Michelle Johnson and Anthony Vardaro.

**Acceptance of Agenda** The agenda was accepted as proposed.

**Introductions** Everyone introduced themselves.

## **ACTION ITEMS:**

**Review and Approval of Minutes of March 7, 2020** It was **M/S/C** to approve the minutes as proposed.

### **Election of new Board members**

Shannon Metcalf introduced Anthony Vardaro as her replacement as the representative of the Ocotillo Lodge. Anthony is on the Board of the Ocotillo Lodge. He has owned a unit at the Ocotillo Lodge for about 18 months. It was **M/S/C** to approve Mr. Vardaro as a member of the Advisory Board.

Larry Johnson reported that Michelle Johnson has volunteered to join the Board. She has been very actively involved with TPNO for many years as a member of the Finance Committee, Modernism Tour Volunteer Recruitment Chair for past 7 years, and many other volunteer activities. It was **M/S/C** to approve Ms. Johnson as a member of the Advisory Board.

Per the TPNO By-Laws, members elected by the Board to fill vacancies are elected to complete the current two-year term and their terms expire simultaneously with that of other Board members.

### **Adoption of Proposed 2021 Budget** (see handout)

The Finance Committee is recommending a Proposed Budget for 2021 of \$42,385.44. Larry Johnson reviewed the Committee's March 31, 2021 memo sent out to the Board members in advance of today's meeting. He reminded the Board that it is their responsibility to adopt an annual TPNO Budget. It is a "living" document, and the Board has the option to revise it later in the year if needed.

The Finance Committee prepared the proposed 2021 Budget based on the actual 2021 beginning balance, past income and expenditure history, and anticipated income and expenses. We ended the year 2020 with a balance of \$40,685.91. Members were reminded that the full December 31, 2020 Actual Income and Expenditure Statement is available for review on our website [TwinPalmsps.org](http://TwinPalmsps.org) under Documents, Financial Statements.

The Finance Committee memo details the 3-step process they used to develop the proposed budget. The process included how to allocate 1) the beginning balance among the income and expense line items, 2) how to allocate the projected \$1,700.00 in new 2021 income, and 3) then reviewing the resulting expenditure budget line items to see if we would have sufficient amounts to cover all anticipated expenses for 2021. Funds were added to the Equipment and Insurance line items and off set by reductions in 2022 Modernism Committee line item and the Reserve Fund.

After some discussion of the proposed budget for clarification, it was **M/S/C** to approve the proposed TPNO Budget for 2021. The members of the Finance Committee were thanked for their detailed efforts to develop the proposed budget for the Board's review and adoption.

### **Public Comments**

There were no public comments. Larry Johnson reported that due to the pandemic, today's meeting was not announced to the general membership as is our normal practice. He indicated that we should soon be able to return to announcing the meetings in advance.

### **Recap/Discussion of impact of year long Covid hiatus on TPNO and the neighborhood**

The Board had a discussion about the impact of the year + hiatus due to the pandemic on both TPNO and the residents of the neighborhood. While we have not been active during this period, much has changed in Twin Palms.

Due, in part, to rapidly rising property values, a number of residents have sold their properties and moved out of the neighborhood. This includes TPNO Board members Stan Sartor, Jim High, Brent Apt, and Shannon Metcalf. Each of these people have been very active Board members and their move out of the neighborhood is a major loss. Stan has been the chair of the Modernism Committee for many years. Jim was our Communications Officer. Brent was involved in many aspects of the logistics for all our meetings and special events. Shannon was our liaison to Ocotillo Lodge and involved in Modernism Week and our Instagram account.

In addition, Steve Lewis sold his home which was where we have displayed the Krisel Exhibit during the past few Modernism Tours. John Lacombe also moved who was very involved with our first Neighborhood Entry sign and always volunteering with logistics for meeting and special events. A number of other residents who have faithfully attended our meetings and events were also mentioned.

On a positive note, a number of new residents have moved into the neighborhood who provide a potential pool of new energy. In short, with all these changes, we need to regroup and prioritize our plans for reinvigorating our operations. Today's Advisory Board meeting is the start of that journey.

### **Treasurer's Report**

Current Financial Statement (see handout)

Larry Johnson distributed copies of the current Financial Report as of May 15, 2021. Total income to date was \$41,360.44. Expenditures totaled \$2,491.00, leaving a balance of \$38,869.44. He noted that the expenditures to date were for our PO Box rental for 6 months, and storage space and website hosting for the year.

For the benefit of the new Board members, he reviewed the format of the report. The first column on the left shows all the Income and Expenditure line items. The next column shows the Approved 2021 Budget. The third column shows the actual income and expenditures to date since January 1, 2020. The final column on the right shows the variance/balance of each line item between the Budget and actual income and/or expenditures.

Donations to TPNO from Eric Chiel's 2021 Twin Palms Walking Tours in April and October 2021

Eric Chiel reported on the April 2021 Modernism Week Walking tours he hosted. All 6 tours of 15 participants each were sold out. Mr. Chiel said he has donated 30% of the proceeds to TPNO, totaling \$675. The Tours were very well received. It was noted that pictures from one of the tours are now posted on our website.

Eric said that he will be hosting between 1 and 3 Twin Palms Walking Tours as a part of the 4-day Modernism Week this Fall. He has expanded the capacity to 22 and raised the price from \$25 to \$35 dollars. It was noted we projected \$675 in the budget as income from these tours. If less than 3 tours are held, we will have to adjust the 2021 TPNO Budget accordingly.

### **Reports/Updates (Projects, Committees, Tasks)**

#### *2022 Modernism Week Tour*

The discussion of the Walking Tours this year raised the whole question of what the options were for TPNO hosting a Modernism Week Twin Palms Tour of some kind in 2022. The options raised ranged from skipping 2022, holding walking tours, walking tours with 1 or 2 home tours included, adding in the Krisel Exhibit to the walking tour options, to holding the traditional Home Tour of 5 or 6 homes.

A number of questions were raised as to what the timeline is for submitting a proposal to Modernism Week, and what is feasible given that most of the key leadership of past Home Tours (Stan, Jim, Steve) have moved and are no long in play. Fundamental to any efforts to host any kind of 2022 tour is the need to quickly identify a chair and leadership team to plan and implement a tour.

Eric Chiel and Carol Munro said they would check with Modernism Week staff and see if the application timeline has been announced. Given the fact that Modernism staff is currently focused on the Fall 2021 events, Eric thought that the application timeline would be later than in past years.

Given everything that is on our plate, Larry said that his recommendation is that we begin by focusing on the feasibility of walking tours, possibly included tours of 1 or 2 homes, and setting up the Krisel Exhibit at an indoor location at the end of the tour. Several members said that they thought we should not rule out the possibility of a full home tour until we see if we can identify and recruit a new leadership team capable of planning and implementing a full home tour.

Based on the application timeline, and the status of the recruitment of leadership for a new Modernism Week Committee, the Board can decide at our next meeting how to proceed.

#### *Planning for postponed Neighborhood Entry Sign Dedication Event this Fall*

Due to the Pandemic, the Dedication event originally planned for April 18, 2020 was cancelled. With

restrictions scheduled to be lifted soon, it is now time to reschedule this event. We will again plan for a Saturday 9:00 am event. This will increase our odds of good attendance by invited guests and neighborhood residents and will hopefully beat any possible hot weather conditions later in the day.

Larry Johnson reported that he is offering to again take the lead in planning for the Dedication event. He said he would be approaching the Twin Palms HOA Board to confirm they were still interested in helping to host this event. Last year they had offered to provide chairs and help with event set-up and clean up. We can again provide the registration table, and use one of our tents for some shade. We have money in the budget for refreshments. We will again be approaching Lisa Middleton to attend to represent the City, and also representatives of H3K and Hoyt Construction.

There will be a short 10-to-15-minute program at about 9:10 am. This will give us an opportunity for some brief opening remarks, introduction of special guests, unveiling the Dedication plaque and presentation of Certificates of Appreciation to several key participants for their role in bringing the sign to life. A copy of the design for the dedication plaque was shown to the Board.

It was noted that this will be a good opportunity to promote the Annual Membership Meeting and also to have 2021 membership dues forms available for those who wish to pay their voluntary \$25 annual membership dues. We can also promote the proposed free Walking Tours for Twin Palms residents.

#### *Little Free Library—Idea for a new Neighborhood Initiative*

Carol Munro said that she would like to propose a Little Free Library as a new Neighborhood Initiative. Little Free Libraries have been created by neighborhoods throughout the Country including several in Palm Springs. She said that there was a Little Library near her former home and that she had loved using it. She thinks it could be a nice addition to Twin Palms, and promote more interaction between neighbors.

Little Libraries are book sharing box structures that promote residents sharing books. People deposit a book they want to donate and select a book they want to read. Local residents serve as volunteer monitors to make sure the box is well maintained.

Larry said that he had checked with the City Planning Department and that installation of a Little Library does not require a building permit. It does require, however, either a set back from the curb beyond the City's right-of-way (ROW), or approved from the City's Engineering Department if in the ROW.

The Board expressed interest and asked Carol to explore possible locations, costs, and design. It was suggested that it should reflect mid-century design features and be built of materials that require the least possible ongoing maintenance. Larry offered to work with Carol to do further research and work on a Neighborhood Initiative application.

#### *Free Fall neighborhood Walking Tours for Twin Palms residents*

Eric Chiel shared with the Board his offer to provide free walking tours this Fall to residents of Twin Palms. Like the Walking tours he did in April for Modernism Week, these Walking Tours would be about 2 hours. He said he thought this would be a good way to reengage with long term residents, and especially helpful to introduce TPNO to new residents who moved in during the last year or two. The

Board was very appreciative of the offer, and gave their full support to this effort. Eric said he would proceed with planning for some dates in the Fall starting in September or October, and would keep the Board updated.

### *Calendar of Events/Meetings and Communication Plan*

Given all the potential events the Board is discussing, and the need for Advisory Board meetings and the Annual Membership meeting this Fall, the Board had a lengthy discussion of how to prioritize and scheduled all these activities.

To help focus the discussion, Larry distributed copies of a one-page Events and Meetings Calendar Worksheet covering the months of June 2021 to February 2022. It listed potential target dates by month for events, the Annual meeting and Advisory Board meetings.

Eric distributed copies of a draft 2021/2022 Activities Inventory. Like Larry's Calendar, it included meetings and events. It also included sections on Communications and Administrative Support. He stressed the need for developing a communications plan that would undergird our meetings and events. If these meetings/events are to be well attended, then we have to be sure we have a good marketing/communication plan in place and that it is well implemented. Eric also handed out a daily calendar worksheet that we could use to organize all our activities.

An important first step is updating our email list of residents. It is out of date. Eric suggested that we could also add to the list by working with a local realtor to identify all the residences that have sold over the past couple of years.

Beyond our use of email, Next Door and our Website, Shannon Metcalf said that our Instagram account is another tool we can use in communication efforts. She has been managing this account, but would like to turn that responsibility over to TPNO. Larry raised a question of what that would entail in terms of our operating the account. She mentioned several residents who have expressed interest in working on promoting and maintaining our Instagram account. She said she would follow-up and link up these people with the Board. Once the Board gets more details, we can decide how best to proceed.

### *Krisel Exhibit – Completion of 2 remaining projected panels*

Eric Chiel updated the Board on the status of the William Krisel's Twin Palms Exhibit. Over the past 3 years, the Exhibit has steadily grown in size. With the funds currently in the 2021 Budget, he said he has sufficient funds to create 2 more panels. This would complete the initial vision for the Exhibit. Eric said that we can then review the status of the Exhibit, and consider if further additions are warranted and what costs would be involved. We have the sponsorship program in place, and that could be a source of funding for any further additions.

He said he planned to have the 2 new panels completed by the Fall so they could be debuted at the Twin Palms Annual Meeting.

### *Blade sign replacement/maintenance*

Eric Chiel reported that the TPNO Blade sign and the William Krisel Way street sign at the corner of Highway 111 and William Krisel Way were found to be missing in early April. He reported it to the

City who quickly replaced the William Krisel Way street sign. Luckily, we had a TPNO Blade sign as a part of the Krisel Exhibit which he gave to the City and they installed.

The question now is whether we want to replace the TPNO Blade sign missing from the Krisel Exhibit. If there is any money left in the Krisel Exhibit line item after the 2 panels are completed in the next few months, we could charge a new blade sign to that line item in the budget. If not, the cost could be covered by adding a new blade sign line item to the 2021 or future budgets. Eric said he would report back to the Board this Fall on his suggestion for how best to proceed. The Board thanked Eric for bringing this matter to our attention and look forward to an update in the Fall.

### *ONE PS Update*

As our representative to ONE PS, Eric Chiel offered to update the Board at the next meeting on the status of ONE PS activities. It was agreed to put this item on the agenda. Eric was thanked for his efforts to be our liaison with ONE PS.

### *2021 Membership Campaign/Home and Resident Survey*

Due to time restraints, this item was tabled until the next meeting.

### **Advisory Board and officer vacancies—Next Steps**

The Board initiated a discussion about how to proceed with 1) identifying additional residents to fill current vacancies on the Board and 2) identifying residents to run at the Fall Annual Meeting for 2 year terms on the Advisory Board. Several members suggested names of possible candidates and agree to follow-up to determine whether these people might be interested in serving. Since Board membership is a significant commitment of time, one suggestion was that we offer to hold a question-and-answer orientation for residents considering Board membership.

Carol Munro was asked if she was willing to fill the vacant secretary position till the annual meeting. After inquiring about the position's responsibilities, she said she was willing to serve. It was **M/S/C** to elect Carol Munro as Secretary.

### **Planning for Next Annual Membership Meeting**

Larry reminded the Board that our Bylaws require that we hold an annual meeting every year. Normally this meeting has been held in the Spring, but that was not possible in 2020 or again till now in 2021 due to Covid restrictions. So now we need to plan for the 2021 Annual meeting to be held in the late Fall. One key agenda item will be the bi annual elections of Advisory Board members for 2-year terms.

Larry distributed copies of a Draft agenda for the Fall General Membership meeting. This agenda incorporated all of the relevant items from the March 28, 2020 General Membership meeting that was canceled due to Covid. In addition to elections, the agenda included a Celebration of the Legacy of the Alexander Construction company, presentation of awards, a brief recap of TPNO's history, updates on our Neighborhood Initiatives and ongoing activities, accomplishments since of last meeting in November 2019, and an open membership discussion period.

Larry asked Anthony if he would see if the Ocotillo Lodge would be available once we set a meeting date. He said he would be happy to. We will need to finalize logistics for the meeting including inviting a speaker for the Alexander presentation, registration, food, room set up and clean up, PowerPoint presentation and award certificates.

Another key task will be promoting attendance. In addition to Email and Next Door, the City requires that we do a “snail mailing” to all households. The City pays for postage, but we have to cover the cost of printing and envelopes. Historically we have requested a list of property owners from a local real estate company. One of the most time-consuming tasks is reviewing that set of labels and then stuffing the envelopes and affixing 550+ address labels. It was noted that our earlier discussion of updating our current contact information will be key to our efforts to be sure everyone receives an invitation to the Annual Meeting.

Based on our past history, Larry said that our Fall General Membership meetings have been held in mid-November to avoid the busy Thanksgiving and holiday season. Hopefully we will be able to finalize a date for the General Membership meeting at our next Advisory Board meeting. This will enable us to start our promotional efforts with save the date communications and other venues.

### **Priorities and Objectives for moving forward given current status**

Larry handed out copies of the 2019-2020 TPNO Organizational Objectives. He explained to new Board members that it has been our practice to adopt an annual list of organizational objectives. These objectives are designed to identify our key goals and help focus our attention on those activities that help us achieve these objectives. Due to the pandemic, Larry noted that we have not updated the objectives for 2020-2021. He briefly reviewed the 2019-2020 Objectives, and suggested some possible revisions for discussion for 2020-2021. He suggested that members review the handout, and that we discuss at our next meeting. It was agreed to put this item on the next agenda for discussion and action.

### **Next Advisory Board Meeting**

Given all the important pending issues needing attention, it was agreed that we need to schedule our next Advisory Board meeting between June 15<sup>th</sup> and July 15<sup>th</sup>, 2021. Michelle Johnson said she would be out of town from June 23<sup>rd</sup> to 27<sup>th</sup>. Anthony Vardaro said he was going to be out of town all or most of that time, but could participate by zoom if necessary. Larry said he would send out a follow-up email with suggested dates and ask people to reply with their availability. He will send out a notice once a date/time is agreed upon.

### **Adjournment**

The meeting was adjourned at 3:45 pm.