

ADVISORY BOARD MEETING MINUTES

Thursday, April 21, 2022 :: 4:00 PM:: Carol's House

Call to Order and Roll Call The meeting was called to order at 4:03 pm. Board members attending were Carol Munro, Michele Johnson, Larry Johnson, Jeffery Burnell, Tony Vardaro and Jeff Hoffman.

Carol Munro was thanked for hosting the meeting at her home.

Acceptance of Agenda The agenda was accepted as proposed.

Review and approval of Minutes of March 11, 2022 It was **Moved/Seconded/Carried** to approve the minutes as proposed.

Public Comments None

Getting to Know one Another/Introduce 2 New Members

As the first formal organizational meeting of the newly elected Advisory Board, Larry invited the 2 newest members of the Board to share information about themselves and their interest in serving on the Board. Jeffery Burnell and Jeff Hoffman talked about how they came to live in Twin Palms, why they wanted to serve on the Board, and some of the skills and talents they bring to the Board. They also shared information about their educational, professional and personal backgrounds.

The returning four members of the Board also shared similar information about themselves.

Larry noted the diverse and complementary skills each member brings to the Board and how that will help enable the Board continue to build the organization.

In the past all Advisory Board members were given plastic magnetized name badges with our Twin Palms Logo. To revive that tradition, name tags were presented to Jeffery Burnell and Carol Munro and will be delivered to Jeff Hoffman and Tony Vardaro who are participating in the meeting virtually.

Treasurer's Report

Larry Johnson reviewed the April 21, 2022 Financial Report emailed in advance. Total income to date for 2022 was \$57,604.78. Expenditures totaled \$9,747.32, leaving a balance of \$47,857.46.

Larry recommended that we take formal action to approve another Board member with authority to sign checks. Former Board member Stan Sartor was the last person to have that Board approved authority. This would again provide backup in case Larry was unavailable to sign checks. He said he had discussed this with new Board member Jeffery Burnell who was willing to take on this responsibility. It was **Moved/Seconded/Carried** to approve Jeffery Burnell with authority to sign checks on our organizational checking account.

In order to add additional people as alternate check signers, Larry said that our bank requires that the TPNO Secretary provide the Bank with a copy of the approved minutes of the meeting where such

action was taken. So we will need to wait until today's minutes are approved at our next meeting before going to the Bank.

Finalize Planning for the 4-30 Social Membership Meeting 1:00 to 2:30 pm

Final preparations for the General Membership ice cream social meeting are underway. Larry reported that volunteers have been identified for the event set-up, registration desk, and clean up. Given the expected hot weather, he said we would be using our 2 tents to provide additional shade to the existing cabana area. He said that we will be providing a variety of ice creams and toppings. Donations of home-made cookies will be supplemented with cookies and brownies from Aspen Mills Bakery.

Eric Chiel has done several emails and plans a final email invitation this week.

Copies of a draft Outline for a short Program/Remarks/Announcements period were distributed. Larry said that he proposed this short 10-minute program to start around 1:30. The agenda would include introducing the new Advisory Board members and approval of the April 2, 2022 Annual Meeting Minutes which will be mailed out in advance. The balance of the meeting will be announcements about seeking homes for the 2023 Modernism Home Tour, encouraging people to fill out the Volunteer Interest Form and paying their \$25 voluntary 2022 Membership Dues. The program would conclude with Thank Yous to Twin Palms HOA for providing the venue, and thanking event volunteers and attendees for coming.

Communications/Marketing Plan

This past year the Events/Meeting/Communications Calendar proved to be a useful tool in planning out the FY 21-22 schedule of meetings and events, and the communications efforts related to publicizing these events. Larry Johnson suggested that we continue to use this tool to help us plan for the upcoming FY 22-23 year. He said he finds it a good way to visualize the flow of general membership events and how they related to one another, and the Advisory Board meetings and marketing efforts that are needed to make the events happen.

He provided the Board with a draft worksheet to kick off that planning process. He suggested that Board members review this worksheet before the next meeting and come prepared to beginning the planning and scheduling of events for the coming year (April 2022 to April 2023).

Carol reported that she would try again to contact the previous manager of our Instagram Account, and see if we could get the management of our Twin Palms account transferred to our control.

FY 22-23 Organizational Objectives

Each year the Board adopts a list of organizational objectives to help focus the Board's activities. To kick off that process, Larry provided the Board with a copy of the FY 21-22 Objectives and a Worksheet for creating our FY 22-23 Objectives. The worksheet carries forward the past year's objectives with the appropriate changes to the dates.

Carol said that she feels that it will be important to identify a manageable number of the overall objectives as top priority to address in FY 23-23. Larry Johnson reminded the Board that the formal FY 22-23 Organizational Objectives document is primary a document directed at informing the membership of our priorities. So hopefully we can keep this to a one-page document. That does not

preclude the Board from drafting an internal document that identifies top priorities and the development of strategies with action steps to guide our efforts.

All members were encouraged to review the draft 2022-2023 Objectives worksheet provided by Larry as a place to organize their ideas and to come prepared at the next meeting to share their ideas. The goal will be to finalize a document we can place on our website. This is a living document, which we will review throughout the year, and can revise as needed.

Reports/Updates (Projects, Committees, Tasks)

2022 Modernism Week Twin Palms Tour Debrief

The Board continued its review of the 2022 tour's strengths and areas for improvement. One area noted for improvement was having trained volunteers available after people checked in to assist them with accessing the online brochure on their electronic devices. Question was raised whether we need as many neighborhood landmarks next year.

Another suggestion was that we include some non-Krisel/Alexander homes in 2023 to highlight the diversity of architectural styles in the neighborhood. Jeffery Burnell offered his condo in Twin Palms Condominiums as an example. Carol suggested raising the number of tickets to the 350-400 range.

Tony Vardaro shared that the Ocotillo Lodge Board has begun discussions of whether to hold a tour of their own on a different day during Modernism Week in 2023. He said that would not necessarily preclude having one of the OL units on our tour. If that were the case, Michele suggested it be a condo on the exterior of the complex. Tony said he would keep us informed as to their discussions.

Carol suggested the first step in planning for the 2023 Twin Palms Modernism Home Tour should be the identification of 5 or more suitable homes for inclusion in the tour. All members were asked to make suggestions for homes they think should be considered. Members were reminded that in reaching out to homeowners to gauge their interest to be sure not to promise that their home would be included in the tour. That decision will be made by the Modernism Tour Committee.

Little Free Library Update

In preparation for sending out the plan/drawings for the Little Free Library for bids, Larry said he contacted Brian at H3K to request a few minor edits to clarify our vision. He learned the Brian is now working as a contractor for them, so his ability to help us in the future may be limited. He agreed to make the changes requested at no charge.

Larry said that the next steps will be for him to assist Carol with preparing the bidding specs, seek bids, securing the location, and prepare a formal Neighborhood Initiative application for presentation to the Advisory Board.

ONE-PS Update

Carol reported that she and 3 other neighborhood residents attended the most recent ONE-PS meeting along with Eric Chiel who has been our official representative for the past 9 years. She said that everyone agreed it was a very informative meeting, and that she feels it is important that we identify someone to officially represents us. Encouraging additional neighborhood residents to participate

would also be beneficial to TPNO.

2022 Membership Campaign

The official kickoff to the 2022 Membership Campaign was held at the April 2nd Annual Membership Meeting. Several residents expressed interest in helping to promote voluntary dues memberships. The next step is to discuss how we want to proceed with encouraging \$25 dues memberships. Should this process remain informal or do we want to develop a more organized effort?

By-Laws/Advisory Board current vacancies/Recruitment of Members/Officers

Per Article VII, Section 16, of our By-Laws, each member is asked to submit a signed copy of the By-Laws indicating that they have read the document. The purpose of this By-Laws section is to ensure that all members acknowledge they were provided with and have read the By-Laws, and agree to act in accordance with them

New members are asked to do this at their first meeting as a member, and by tradition, all members are asked to do this at the organizational meeting of a new 2-year term. All four members physically present at the meeting submitted their signed copies and the 2 members attending the meeting virtually agreed to mail in their signed copies.

Larry Johnson noted that we currently have 3 vacant positions on the Board. The By-Laws, Article VII, Section 12, give the Board the authority to fill vacancies. He said he hopes we can fill some or all of these vacancies before the end of the year. This will require us to make this a high priority goal.

Several strategies were discussed. In the past we have invited interested people to attend a Board meeting before considering action. It was suggested that maybe we should first invite people to an informal get-together to get to know one another better and to address any questions about the roles and responsibilities of Board members. No final decision was reached, but it was agreed that we need to be proactive in identifying potential candidates and bringing them forward to the full Board for discussion of how best to proceed. Several members said they have some possible candidates they are researching and may bring forward at a later date.

As the final action of the organizational meeting, as required by the By-Laws Article VIII, Section 1, the Board took formal action to elect 5 officers. A formal motion was taken on each officer position, with the candidate abstaining from the vote on their position. It was **Moved/Seconded/Carried** to elect the following officers for one-year terms [per Article VIII, Section 3]: Carol Munro, Chair, Jeff Hoffman, Vice Chair, Tony Vardaro, Secretary, Larry Johnson, Treasurer, and Jeffery Burnell, Communications Officer.

Carol thanked the other officers for volunteering to serve, and said she was committed to upholding the high professional and ethical standards of all the past organizational leadership. She said the coming year offers many opportunities to build on the past and to create a bright future for the Organization and the Twin Palms neighborhood that we serve.

Carol pointed out that according to our By-Laws, Article VIII, Section 4 “The chairperson has signatory authority with the Treasurer.” Larry said that he would check with the bank to see if this provision in the By-Laws meets their requirements to add Carol as an additional alternate check signer, or whether we have to pass a formal motion to that effect.

Next Meetings

Advisory Board After discussing several dates in late May that did not work for several members, the Board set the date for the next meeting for Thursday June 2, 2022 at 4:00 pm.

Next General Membership Meeting in the Fall (TBD)

Adjournment

The meeting was adjourned at 5:25 pm.

approvedAdboardminutes4-21-22

APPROVED