

# ADVISORY BOARD MEETING MINUTES

**Wednesday, March 1, 2023 :: 3:30 PM :: Carol's House**

**Call to Order and Roll Call** The meeting was called to order at 3:34 pm. Board members in attendance were Carol Munro, Larry Johnson, Jeffery Burnell, Jeff Hoffman, Michele Johnson, and Tony Vardaro.

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

**Review and Approval of Minutes** It was **Moved/Seconded/Carried** to approve the minutes of the January 18, 2023 meeting as proposed.

**Public Comments** - None

## **Events/Meeting Calendar**

The Board reviewed the Events/meeting calendar for FY 2022-2023. Since the Board was elected in March last year, the Board has held 8 meetings include today's meeting. We held a General Membership meeting in November 2022 and conducted the Modernism Tour last month. Plans are underway for the 10<sup>th</sup> Anniversary celebration/Annual Meeting later this month. Larry Johnson said that the calendar helps us remember how much has been accomplished in the past year and where we need to go from here.

## **Treasurer Report**

Copies of the March 1, 2023 Financial Statement were mailed in advance. Larry reported that the total 2023 income to date is \$76,609.97. Expenditures totaled \$6,633.90 leaving a balance of \$67,976.07. Expenditures since the last report include \$200 for storage, \$900 for annual website maintenance fee, and \$5,333.90 for the 2023 Modernism Week Home Tour. Larry reported an increase in our storage facility of \$51/month since a year ago.

## **Communications Report**

Jeffery reported that we are continuing to expand our presence on our social media sites. He said that we have added 72 Modernism Week volunteers into the Constant Contact data base, which should facilitate easier communications with them in the future. He also noted that we have received very positive feedback regarding the 2023 Modernism brochure and tour.

Jeffery noted that due to everything else on our plate recently, we have not formally begun working with our Web site developer John on the updating of our website. He mentioned that Larry and he had met several times to discuss ideas for a refreshed look and improved website functionality. He said he hoped to begin this effort soon.

## **2023 Modernism Tour**

### *Budget Review*

Larry reviewed the current status of the 2023 Modernism Tour income and expenditures. Income totals \$28,800.00. Expenditures totaling \$5,333.90 came in at \$391.10 below budget, leaving a net income currently of \$23,466.10. Larry noted that we sold 20 tickets during the 24 hours before the tour. We will be receiving a final payment from Modernism Week later in March. He said he will provide the Board with a final financial report at the next meeting.

### *Camp Programs*

Carol reported that both programs held at Modernism Camp on Sunday, February 19<sup>th</sup> were sold out and very well received. The speakers at the morning session did a great job and were very well received. The afternoon showing of the Krisel Film was fabulous. Carol said the owner of production company was so impressed with what TPNO has done over the years that he offered to give us a copy of the film if we would like to screen it at no charge in the future. Carol said that we all owe Eric Chiel a big debt of gratitude for all his work in producing these 2 events.

### *Ocotillo Lodge Tour setup*

Tony Vardaro said that set up at the Ocotillo Lodge went smoothly, especially considering that we had to come up with Plan B since the OL Lobby and Clubhouse were not available. He said hopefully next year the renovations and remediations will be done and the space available for use. He thanked all the volunteers who helped with set up and clean up after the event.

### *Volunteers*

Carol thanked Michele Johnson for another year of recruiting quality tour volunteers.

### *Signage, logistics*

Michele Johnson said that the signage was very good this year, and helped attendees navigate the tour easily. The largest hiccup was the wrong address the Modernism Week staff put on the tickets. They admitted it was their error. After some initial confusion, we were able to implement a plan to direct people to the correct place for registration.

### *Tour Feedback*

Overall, the feedback was very positive. Jeff Hoffman suggested we do a survey to collect feedback from volunteers, homeowners, and car owners. Jeffery Burnell and Larry Johnson offered to work on that.

### *Party Review*

The After party for volunteers was well attended and was a great success. The venue

was great, and the food was a hit. Next year we could order a few more sandwiches and fewer desserts. Also, more white wine which was more popular than red.

#### *Follow up—Thank You*

Carol said that thank yous have or will be sent to all the volunteers, homeowners, and car owners.

#### *Thoughts for 2024*

Jeffery Burnell suggested that we consider hiring a professional photographer throughout the day to circulate at homes and landmarks. Larry Johnson suggested that we identify someone as the tour crisis intervention person whose only responsibility is to deal with unanticipated issues. He also suggested that we increase our efforts to ensure that all volunteers who want to tour other homes can do so, and to get the homeowners a tentative list of their docents the evening before the tour. Michele Johnson said she thought all docents had the opportunity to tour other homes, and that getting homeowners the names of their docents the night before was not realistic.

The consensus was that the 2023 tour was well planned and executed, and provides a good blueprint for planning the 2024 tour. The key takeaways were start planning early and ensure everyone is kept in the loop.

#### **10<sup>th</sup> Anniversary Planning**

With the date of the 10<sup>th</sup> Anniversary/Annual meeting fast approaching on March 24<sup>th</sup>, Carol Munro said that we need to discuss finalizing our plans for the event.

#### *Invitations*

Jeffery said that a Save The Date email will be going out this Friday. It was agreed that we would only be inviting neighborhood residents. The mailing will go out to the 200+ people for whom we have email address. Tony said he will provide Jeffery with the current Ocotillo Lodge owner email list. Jeffery noted that there is a problem with using Next Door, as currently there does not seem to be a way to just send the notice to Twin Palms residents. He said he would continue to see if there is a way to do that.

#### *Catering*

Jeffery said that we need to provide the caterer with the final number of attendees three days before the event. A question was raised if the caterer's quotes include providing plates, and napkins. Jeffery said he would check on this.

#### *Logistics*

Larry said that he would check to see if we could get chairs from the Smoke Tree HOA. He said

we have 8 tables we can provide. We will need to check with the homeowners when we can begin setup.

#### **Anticipated Budget**

Larry distributed a budget worksheet to help the board estimate the cost of the event. As a starting point, if we project 60 people at \$50 each, that is \$3,000. The Board discussed whether we should hire a professional photographer. Jeffery said he would investigate this and seek bids. The Board also began discussion of what beverages and desserts to provide. Jeffery noted that we have confirmed the DJ for the event.

The Board decided to hold a zoom 10<sup>th</sup> Anniversary committee conference call on March 15, 2013 at 4:00 pm to go over final details for the event.

#### **Little Library Status**

Jeffery Burnell shared that there continues to be concern expressed by some Twin Palms Condominiums homeowners about possible liability concerns regarding placing the Little Library structure on their association property. He said that the HOA Board is researching the issue and hope to be able to resolve the concerns. He said he would keep the Board updated.

If the HOA decides not to allow placement on their property, our Board will have to determine if there are any other viable sites in the neighborhood.

#### **Additional Business**

Considering all the work going into planning and conducting the 10<sup>th</sup> Anniversary Celebration/Annual Meeting on March 24<sup>th</sup>, it was agreed that we would forgo formally participating in the Annual ONE-PS Picnic on March 25. Carol said it is a fun and informative event, and individual members may wish to attend.

Carol said that she had asked Jeff Hoffman to take the lead in researching our options for formalizing our status as a tax-exempt entity. Jeff Hoffman said he will be speaking with several lawyers and other knowledgeable people to gather information. Larry suggested speaking with other neighborhood groups to find out what their experiences have been. Board members were encouraged to share any questions that have at this point with Jeff.

Carol said that we need to sharpen our focus on identifying residents as candidates to consider for appointment to the Board to fill the 3 vacant slots.

#### **Next Meeting**

After discussing dates, the next two Advisory Board meetings were set for Wednesday, April 19, 2013 at 3:30 pm and Tuesday, May 23, 2013 at 3:30 pm. Both meetings will be held at Carol's home.

**Adjournment** The meeting was adjourned at 5:20 pm.