

ADVISORY BOARD MEETING MINUTES

Wednesday, February 7, 2024 :: 11:00 AM :: Carol's House

Call to Order and Roll Call The meeting was called to order at 11:00 am. Board members in attendance were Carol Munro, Larry Johnson, Tony Vardaro, and Michele Johnson. Jeff Hoffman and David Carlson earlier requested excused absences, which were approved.

Guests: Jeffery Burnell

Acceptance of Agenda The agenda was accepted as proposed.

Introduction of Guests

Carol Munro welcomed community members Michael Faulkner and Thomas Eich who participated in the meeting via zoom.

Public Comments There were no public comments.

Review and Approval of Minutes of January 10, 2024

It was **Moved/Seconded/Carried**, by the four members present, to approve the minutes of the January 10, 2024 meeting as proposed.

Since there was not a quorum present at the meeting, per the By-Laws, the two absent Board members will be asked to vote on the minutes with a written vote. Within the allowed two-week window, at least one excused member will need to vote in writing to establish the necessary quorum to approve the minutes.

2024 Modernism Tour

Budget

Ticket Sales to date

As of February 5th, 340 tickets have been sold. It now looks likely we will sell all 400 tickets.

Day of Ticket sales

A sign with the QR code will be available at the check-in location for last minute sales. If necessary, we can add additional tickets at the last minute.

Supplies

Larry Johnson reported that all supplies have been ordered and have arrived including volunteer bags, booties, wristbands, masks, and lanyards. Larry will provide the Twin Palms bags for the gift books for the homeowners.

Brochure

Jeffery Burnell said that the order for the brochure will be going to vender later today. There is a 3 or 4-day turnaround time. All board members were asked yesterday to do a final review of the draft brochure. Michele Johnson asked if we could add that all the Krisel homes are 1,600 square feet, since that is an often-asked question. Jeffery said he could make this addition.

Ocotillo Lodge

Tony Vardaro said the plan is to set up the Krisel Exhibit on Friday afternoon, so it will also be available for people who attend the Ocotillo Lodge Home Tour on Saturday the 17th. At this point, the plan is to set up the Exhibit in the Clubhouse.

Volunteers

Recruitment status

Michele Johnson said she currently has 70 confirmed volunteers and expects to pick up a few more. Larry said he would be prepacking the supply bags for the volunteers. Jeffery or Michele will purchase the granola bars for the volunteers and deliver them to Larry.

Assignments

The Board discussed general tour requirements for volunteers. Michele will take the lead in finalizing volunteer assignments.

Thank You party

The Thank You party for volunteers, homeowners, and car owners is set for Michael and Hung's home on Anza. Larry said he would be ordering more sandwiches and less cookies than last year. Carol and Jeff Hoffman will be purchasing the beverages. Chairs will be provided by Ocotillo and transported by Larry and Tony. In the event of rain, Plan B is to have the event at the Ocotillo Lodge.

Homeowners' gifts

Carol has the gift books for the homeowners and will buy thank you cards to be personalized for each homeowner.

Car Placement

Carol said that she is working with the car owners and making final car placement assignments.

Little Library Status

Grant discussion/Action on Grant Application

Carol Munro reported on the current status of the planning for the Little Library. After some delays with working with COD staff, Carol said that it appears we are now back on track. She

shared the current design for the Little Library, and highlighted the new V sharpened design for the post. Carol said that we are working on the wording for the memorial stone plaque so we can get a firm cost estimate. She said we are also still finalizing some of the final cost projections, but it appears we are staying close to the original cost estimates.

In order to keep moving forward, we need to take formal action to approve a grant. That will allow us to start paying expenses as we proceed. Copies of the current version of the Neighborhood Initiative application for a grant of up to \$5,000 were distributed. It was noted that, in the event final costs exceed \$5,000, the Board has the option to add additional funds at a future meeting.

After discussion, it was **Moved/Seconded and Carried** to approve a Neighborhood Initiative Grant for the Little Library of up to \$5,000. All four board members present voted approval. Per the By-Laws, at least one of the excused Board members will need to vote in writing in order to establish a quorum before this action is official.

Homeowner agreement

Larry reported that the Encroachment Agreement prepared by the City has been presented to the homeowners, and they have agreed to sign it. Once signed, it will take several weeks to go through the City's administrative process and receive the required signatures.

The Board reviewed the draft Agreement between TPNO and the homeowners outlining each party's responsibilities and commitments. We are committing to covering all the construction and installation costs, maintenance costs, and removal costs if the City ever required we remove the Little Library. Larry thanked the board members for their input and noted that we have also incorporated the provision requested by the homeowners for a 90-day cancellation clause. After discussion, it was **Moved/Seconded and Carried** to approve TPNO signing the Agreement as drafted and proceed with obtaining the homeowners signatures. All four board members present voted approval. Per the By-Laws, before proceeding, at least one of the excused Board members will need to vote in writing in order to establish the necessary quorum to finalize this action.

COD/Next Steps

Carol will be following up with COD to finalize the cost estimates and the timeline for construction and installation. She will also contact the Little Free Library Organization to register our Library and purchase the official signage from them. Once the timeline is finalized, we can begin planning for an official dedication event.

General Membership Annual Meeting, April 6, 2024

Location

Tony Vardaro confirmed that we have secured the Ocotillo Lodge Clubhouse for our April 6, 2024 Annual Meeting.

Program

Carol said that the City Manager is not available to be our Keynote speaker, but the Assistant City Manager will be replacing him. She said she will also be inviting the Mayor Jeffery Bernstein and City Councilmember Lisa Middleton.

Larry distributed copies of draft 2 of the agenda for the meeting. Carol noted that our second speaker will be Eric Chiel with a presentation related to historical facts about Twin Palms.

Board Elections

The primary action item on the agenda will be the election of Advisory Board members for the next two-year terms. The Board discussed reaching out to several people who have expressed interest in serving on the Board. Larry mentioned that we will need to collect short bios from those wishing to run for office, and for them to be prepared to make brief remarks at the annual meeting.

Additional Business

23-24 Calendar

Larry Johnson noted that an updated version of the FY 23-24 Calendar was included in the pre-meeting packet. This is a reference document that helps the Board in planning future events and meetings, and scheduling the necessary communication plans to promote these events. Larry noted that this is our 8th Advisory Board meeting since the beginning of our second-year term starting in April 2023.

February 7, 2024 Financial Report

Copies of the February 7, 2024 Financial Statement were mailed out in advance. Larry reported that the total income to date is \$69,167.67. Expenditures totaled \$6,872.82, leaving a balance of \$62,294.85. Since the last meeting, new income included \$225 in voluntary dues, \$17,365.50 in Modernism Week Tour income, and \$200 in donations. Expenditures during this period included \$100 for Membership Meetings, \$1,200 for the annual website maintenance fee, and \$1,010.86 for the 2024 Modernism Tour.

Next Meetings

General Membership Annual Meeting—Saturday, April 6, 2024

Advisory Board Meeting dates. The next meeting is set for Wednesday, March 13, 2024 at 3:30 pm. The key agenda item will be final preparation for the April 6th Annual Meeting.

Adjournment

The meeting was adjourned at 12:21 am.