

Dreamland Villa Community Club Board of Directors  
April 1, 2016, Approved Special Board Meeting Minutes

This meeting was convened for two purposes. One: as required by the By Laws dated January 12, 2016, Section 2, Article VIII, Meetings: Report the results of the election of officers and install the incoming Director and officers. Two: hold a Special Meeting per Section 2, Article I, The President.

**Welcome:** President Carylan McLean

**Pledge of Allegiance**

**Call to Order:** 9:00 a.m.

**Roll Call:** Secretary Ward Jennings

Present: Pat Clark, Ward Jennings, Dean Miller, Carylan McLean, Cyn Munday and John Pawloski, Sr. A quorum was present.

**New Business:**

**Nominating Committee Chairperson Jim Doherty:**

Reported the election of Director Dean Miller, the only person running for a Director seat, received 113 votes and was elected to a three-year term.

**Announced the Election of Officers for the Period April 1, 2016 to March 31, 2017:**

Carylan McLean re-elected President

Pat Clark elected Vice President

Ward Jennings re-elected Secretary and Treasurer

Swore in re-elected President Carylan McLean

**Swearing in of Remaining Officers and Director:** Re-elected President Carylan McLean, swore in Pat Clark as Vice President, Ward Jennings as Secretary and Treasurer, and Dean Miller as a newly-elected Director.

**Directors to Fill Two Vacancies:** The six Directors then voted by written ballot to select candidates nominated at the March 31, 2016, meeting to fill the two Director vacancies.

Janet Peterson was elected for a one-year term by a quorum of votes, to fill the vacancy created by the resignation of Jim Gilbert.

Bruce Gile was elected for a one-year term by a quorum of votes, to fill the vacancy created by the resignation of Earl Munday.

**President Carylan McLean** swore in Janet Peterson and Bruce Gile.

**Orientation Discussion:** President McLean led a discussion to acquaint the incoming Directors with Board of Director processes, reports that shall be used for the forthcoming year and time-sensitive Committee Chairman appointments.

Approval of Minutes by email, ratification at the next Board of Directors meeting.

Reviewed three types of Financial Statement reports available.

Need to select a Nominating Committee Chairperson by the October 11 meeting. Five of the eight sitting Directors have terms expiring April 1, 2017.

Selection of Audit Committee Chairperson no later than the December 13 meeting.

Selection of Veterans Day Committee Chairperson. Veterans Day is Friday, November 11.

Directors were asked to read the Administrative Policy and Procedure Manual Section: Committees. Directors shall provide their advice and consent to approve Committee Chairpersons at the April 12 Board of Directors meeting.

Purpose of (1) Executive Session Directors Meeting and (2) Special Meetings.

Directors are encouraged to have members attend the Open Forum portion of the Board Meeting or at the end of a Study Session to publicly express their opinions, rather than lobby the Directors in private.

Citizen Articles: Non-time sensitive articles to Editor by the 5th of the month.

Directors were asked to read the Administrative Policy and Procedure Manual Section: Confidential Information Agreement and provide a signed copy prior to the April 5, 2016, Study Session.

Ward Jennings moved to allow Study Session attendees to ask questions or make comments at the end of the Study Session, and not during the Directors discussion session. Motion passed unanimously.

The Directors attended a workshop at 1:30 p.m. on Tuesday, March 29, 2016. Jackie Young, Administrative Services Manager, showed the attendees the data entry screen and five drop-down menus for the volunteer database system under development since June 2014. The system provides access to the data when the developer writes reports for the user. Memorandum of the workshop is attached. Ward Jennings moved to have the Directors authorize an investigation into alternatives to replace the Volunteer developed database. Motion passed unanimously.

**Adjournment:** 10:30 a.m.

Submitted by Ward Jennings, Secretary