

**Dreamland Villa Community Club Board of Directors
May 3, 2016 Approved Study Session Minutes**

Welcome: President Carylan McLean

Pledge of Allegiance

Call to Order: 9:00 a.m.

Roll Call of Directors: Secretary Ward Jennings

Present: Pat Clark, Bruce Gile, Ward Jennings, Carylan McLean, , John Pawloski, Sr., and Janet Peterson. Dean Miller attendance was electronically by cell phone. A quorum was present.

Carylan McLean announced that Carol Cooper resigned from her Dreamland Villa Community Club committee positions effective April 28, 2016 and Cyn Munday tendered her resignation as a Director effective April 29, 2016.

Old Business:

Phone Directory: Ad hoc Committee Chairperson, Janet Peterson, provided a preliminary report on the phone directory including various options, initial costs, preplan analysis and preliminary production schedule. The Directors shall need to decide various publication options. Correction: The April 5, 2016 Approved Study Session Minutes stated the telephone book would be a 2016 publication. The new book shall be the 2017 telephone book.

Personnel Committee Chairperson: Lane Allen, current Chairperson has resigned. President McLean stated she would like to appoint Red Westall to be the new Chairperson. John Pawloski, Sr., suggested the Chairperson should be a year around Mesa resident and counter proposed Sydney Clark, as the new Chairperson. Ms. Clark is currently on the Committee. The Directors shall need to decide for whom to provide their advice and consent to be the next Chairperson at the May 10, 2016 Board Meeting.

Strategic Planning Committee: Bruce Gile expressed an interest in being appointed, with the Directors advice and consent, to this committee's Chairperson.

Policy Committee: The Facility Rental Rules and Fees - Farnsworth and Read Halls policy and the newly revised Confidentiality Agreement were addressed at the end of the Study Session.

New Business:

February 14, 2017 Board Meeting: The Directors agreed to the Entertainment Committee's request to move the February 14, 2017 Board meeting starting time to 8:00 a.m., preceding the Farnsworth Hall Valentine Day brunch starting time of 10:00 a.m.

2017 Kee Card Readers: The Directors agreed to authorize the Administrative Services Manager to order the 2017 Kee Card Readers prior to August 1, 2016. The Directors discussed replacing the current kee card system with a new system. Quotes were received from Select

Security System and ADT. The Directors concluded there was not sufficient time to obtain the needed information to approve a replacement system for calendar year 2017. Researching and approving a new kee card system will be a priority for the fall of 2016.

2017 Dues: The Directors discuss keeping dues at \$175 for 2017. John Pawloski, Sr. suggested the 2017 dues should be raised to \$180 to offset inflation. The Directors will vote on a motion to approve the 2017 dues at its May 10, 2017 Board Meeting.

Maintenance Items: The Directors discuss authorizing the Maintenance Committee Chairperson to obtain three bids for the following projects to be completed between May 10 to October 4, 2016:

1. Replace small A/C in lobby of Farnsworth Hall. Estimated cost between \$5,000 to \$6,500.
2. A/C, duct over stove in John's Villa Restaurant. Determine heating and cooling issues, and determine cost to resolve. Initial estimate - \$7,000 -\$10,000.
3. Replace lights on the four poles at entrance to Farnsworth Hall. Cathy Jageler to select replacement lights. Estimated cost \$500. If cost is less than \$750, only one quote required.
4. Repair/resurface Farnsworth Hall and Read Hall parking lot. Estimated cost \$15,000.
5. Purchase +/- 40 rectangular light weight tables for Farnsworth Hall. Estimated cost \$3,500.
6. Paint & replace lights in the computer room. Estimated cost \$1,500.
7. New floor covering for the exercise and or billiard rooms.

The Directors will vote on an motion to authorize up to \$35,000 to be spent in aggregate for the above items and such other items that may also be included in the \$35,000 capital expenditure cap. Contracting for each of the above items shall follow the Administrative Policy and Procedure Section: Purchasing requirements.

Welcoming Committee: Chairperson Cyn Munday did not attend the Study Session and therefore was not able to participate in a discussion of the following items.

1. Provide an update on the development and distribution of informational packets about Dreamland Villa, its programs and activities, members' visitation to new residents, the number of new residents invited to attend and then attending the New Resident Welcome, and the number of new DVCC memberships sold resulting from the New Resident Welcome.
2. The recent proposed brochure.
3. Use of \$5,000 budget for the remainder of 2016.

Marketing and Sales: Bruce Gile presented a discussion proposing the creation of a new Standing Committee titled: Sales and Marketing. This Standing Committees would have responsible and authority for marketing and sales to current and new residents. The Directors discussed making revisions to the Membership and Welcoming Committee responsibilities.

Ceramics Room Space Redistribution: A discussion arose regarding re-allocation of the Ceramics Room space between Ceramics and Glass Fusion. A meeting amongst the principals involved is scheduled for Thursday, May 5, 2016.

Session Break at 10:55 a.m.

Session Re-conveyed at 11:15 a.m.

Confidentiality Statement: The Directors discussed the proposed revised policy with mixed comments, some for and some against the proposed changes. A question arose regarding what procedures existed for disciplinary action against a Director by the Board of Directors. The Directors elected to table action on this revised policy statement. The current policy is continues to be applicable.

Facility Rental Rules and Fees for Farnsworth and Read Halls: The Directors agreed to approve the revised Facility Rental Rules and Fees policy. A lengthy discussion arose regarding the cost of setting up and tearing down for DVCC related events. John Pawloski, Sr. suggested that it cost approximately \$250 for the maintenance employees to setup and tear down for each event, subsequent cleaning, and the operational costs for Farnsworth Hall. John felt each event should somehow have the \$250 deducted from the announced event profit to provide a more accurate picture of the event's profitability to DVCC. How to achieve this objective will be a subject to ponder during the course of the summer break.

Adjournment at 12:05 p.m.