



15245 SW 116th Avenue, King City, OR 97224 ♦ 503.639.6565 phone ♦ 503.639.8815 fax ♦ www.mykcca.com

BOARD OF DIRECTORS MEETING AGENDA

Tuesday, January 23, 2018

6:30 pm, Clubhouse Banquet Room

- I. CALL TO ORDER
- II. ROLL CALL OF DIRECTORS
- III. OPEN FORUM
- IV. SECRETARY:
 - a. Approval of Minutes
 - i. Board – Pool Committee: 1-5-18; 1-12-18
 - ii. Board of Directors: 1-9-18
- V. TREASURER
- VI. PRESIDENT: Board selects Nominating and Election Chairs; also names dates for Annual Meeting and Election
- VII. COMMITTEE REPORTS
 - a. Finance Committee
 - b. Greens Committee (on hiatus until March)
 - c. LARC Committee
 - d. House Committee
 - e. Hello Neighbors/Social Committee
 - f. Pool Committee (on hiatus until pool completed)
 - g. Pool Construction *ad hoc* Committee
 - h. Pool Fundraising *ad hoc* Committee
- VIII. ADMINISTRATOR
- IX. BOARD ACTIONS:
 - a. Unfinished Business
 - i. From 12/12/17 & 1/9/18 Meetings: No Board vote had been taken relating to 2018 fees and rules for clubs and member amenity use, as well as rental to outside groups. Decide on these for 2018 amenity reservations.
 - b. New Business

This Agenda was posted 1/16/18 on the KCCA Clubhouse bulletin board and website. On 1/17/18, this Agenda was posted on the bulletin boards located at the KCCA: Pro Shop, Crown Center and Library. Minutes from this meeting will be posted at the KCCA Clubhouse and on the KCCA Website *after* they are reviewed and adopted by the Board of Directors.



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- X. DIRECTOR'S COMMENTS
- XI. ADJOURNMENT OF MEETING

NOTES TO KCCA MEMBERS:

This Agenda is drafted in accordance with KCCA Resolution 2012-305, and is subject to changes that may take place during the ordinary course of the meeting.

All Members of KCCA are welcome to attend and observe the deliberations of the Board. Board Meetings are business meetings of the Board of Directors. With the only exception being the Open Forum; KCCA Resolution 2012-305, and its associated authorities, govern Member attendance rights and *not* Member participation rights. The right of Member attendance does not include the right to offer testimony or comment during the conduct of Board business, unless specifically recognized by the Presiding Officer. Minutes of Board Meetings reflect the actions taken by the Board and do not contain a record of the discussions leading up to actions taken.

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KCCA BOARD OF DIRECTORS MEETING

January 23, 2018

6:30 p.m. at the Clubhouse Banquet Room

- I. Call to Order by President Terry Pittsley
- II. Roll call
 - A. Board of Directors: Present - Paul Downing, Terry Pittsley, Valerie Schuyler, Marty Williams, Joe Wilson, Blair Wyatt; Absent - Diana Platika
 - B. Administrator: Present – Ronnda Zezula
- III. Open Forum
 - A. Helen Harper – re: sealing concrete floor in Aquatic Center
 - B. Brad Vandermark – re: purchase of dump truck
- IV. Secretary:
 - A. Approval of Minutes
 1. Board & Pool Committee meetings of January 5, 2018 and January 12, 2018:
 2. **Motion to approve:** Moved by Pittsley, seconded by Wyatt. In favor: Pittsley, Wyatt, Schuyler, Downing Wilson; Abstain – Williams. **Motion passed.**
 3. Board of Directors meeting of January 9, 2018:
 - a. Schuyler requested that “of \$59,427.46” be included in the minutes following the words “carry the operations surplus” in the Treasurer’s report and in the motion made during the Finance Committee report.
 - b. **Motion to approve with additions:** Moved by Pittsley, seconded by Wilson. Motion passed unanimously.
- V. Treasurer
 - A. **Motion:** Remove Platika as Chair of the Finance Committee. Moved by Pittsley, seconded by Schuyler. In favor: Pittsley, Schuyler, Downing, Wyatt. Opposed: Williams, Wilson. Motion passed.
 - B. **Motion:** Pittsley will serve as Chair of the Finance Committee. Moved by Pittsley, seconded by Schuyler. In favor: Pittsley, Schuyler, Wyatt, Downing. Opposed: Wilson, Williams.
- VI. President
 - A. President Pittsley appointed Wyatt Chair of the Nominating Committee.
Motion: to approve appointment; Moved by Pittsley, seconded by Schuyler, Motion passed.

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- B. President Pittsley appointed Williams chair of the Elections Committee, with Schuyler the other board member on the committee. **Motion:** to approve appointments: Moved by Pittsley, seconded by Downing. In favor – Schuyler, Pittsley, Williams, Downing, Wyatt. Abstain – Wilson.
 - C. Set dates for future meetings
 - a. April 24, 2018, 6:30 p.m.: Member’s meeting (No Board Meeting): Candidates for the Board of Directors present their qualifications to the membership.
 - b. May 22, 2018, 8:00 a.m. – 4:00 p.m. (No Board Meeting): Members vote for candidates to fill vacancies on the Board of Directors.
 - c. June 12, 2018: Board of Directors elect officers
- VII. Committee Reports & Verification of Members for 2018
- A. Finance Committee: Chairman Pittsley announced the following as proposed members of the committee: Linda Burke, Sandi Fuhrman, Bobby Worell, Bev Downing, Judy Holmes. Consultants are staff as called/needed.
 - B. Greens Committee (on hiatus until March): Chair Wilson said the grounds crew completed the project on Matador. Members of the Greens committee are: Bob Olmstead, Jack Croll, Steve Shobe, Loy Larson, Diana Pliler. Consultants are Jeff Halfman and Joy Olmstead.
 - C. LARC Committee – No report.
 - D. House Committee: Chair Downing said the lights outside the Crown Center went off today. An electrician will come to investigate cause and fix. House committee members are: Helen McElvoy and Kathy [last name not given].
 - E. Hello Neighbors Social Committee: Chair Williams said the committee is convening all KCCA groups that put on social events to coordinate their efforts. Members of the HNSC are: Marietta Davis, Patricia Day, Carolyn Griffith, Nancy Hays, Judy Holmes, Elaine Simms, Peggy Trees and Cherree Weeks.
 - F. Pool Committee (on hiatus until pool completed) – No report
 - G. Pool Construction ad hoc Committee: Members are: Pittsley, Schuyler, Denny Gelfand, Chris Walbridge, Sandi Fuhrman, Don Ryan and Sue Miller.
 - H. Pool Fundraising ad hoc Committee: Chair Schuyler said there are no fundraisers currently in the works. Members of the committee are: Benson Meyer, Linda Utter, Bev White and Marilyn Mason.
- VIII. Administrator
- ZeZula clarified with Board members the organizational flow of command for Board and staff. She asked that when a Board member or member of the community has a task for a staff member, the request should be taken to that individual’s manager who will decide if the task should be assigned and in what priority. ZeZula will produce an organizational flow chart to present to the Board for approval. ZeZula will also develop job descriptions for all



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staff and work with the Board to locate or develop job descriptions for Board officers and committees.

IX. Board Actions:

A. Unfinished Business

1. From 12/12/17 & 1/9/18 Meetings: No action had been taken relating to 2018 fees and rules for clubs and member amenity use, as well as rental to outside groups. Decide on these for 2018 amenity reservations.
 - a. **Motion:** Continue charging fees for event rentals as set for 2017 (no room use fees were charged for KCCA clubs in 2017). Moved by Wyatt, seconded by Downing, Motion passed.
 - b. The House Committee was asked to study and propose rental and club fees, chaired by Downing. Members will include Diane Tyhurst, Peggy Trees, Marie Vanderwheele and Marty Williams. Zezula will consult.

B. New Business – None.

X. Director's Comments

- A. Williams spoke to members present, encouraging them to speak up if Board actions are not acceptable to them. They can send a letter to the Administrator stating their concerns. The Administrator will pass the letter to those addressed.

XI. **Motion:** Adjourn meeting at 7:59 p.m. Moved by Downing, seconded by Wyatt.

XII. Motion passed unanimously.

Valerie Schuyler
Vice President/Secretary