

Board of Directors Meeting Agenda

Tuesday, July 24, 2018

6:30 pm, Clubhouse Banquet Room

- I. Call to Order**
- II. Roll Call of Directors**
- III. Open Forum**
- IV. Secretary**
 - a. Approval of Agenda
 - b. Approval of Minutes
- V. President**
- VI. Treasurer**
- VII. Committee Reports**
- VIII. Board Actions**
 - a. Old Business
 - b. New Business
- IX. Director's Comments**
- X. 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. Minutes are posted only after the Board approves them.

KCCA BOARD OF DIRECTORS MEETING MINUTES

Tuesday, July 24, 2018

6:30 p.m., Clubhouse Banquet Room

- I. Call to Order by President Paul Downing at 6:31 p.m.
- II. Roll Call
 - A. Directors Present: Paul Downing, Rob Cavasher, Steve Garner, Carolyn Griffith, Diana Platika, Valerie Schuyler; Absent: Marty Williams
 - B. Administrator: Ronnda Zezula
- III. Open Forum
 - Denny Gelfand – Advocated for replacement member for empty Board position
 - Rita Christian – Repeat of request regarding solution to damage from errant golf balls.
 - Mary Thibert – Request that King City Lions Club can use the Clubhouse for their annual Holiday Bazaar.
 - Connie Schwartz – Information regarding products that members with incontinence can purchase so they can use the pools.
 - Sandi Fuhrman – Concern about member being employed as a part time office assistant.
 - Chris Walbridge - Concern about member being employed as a part time office assistant.
 - Theresa Upshaw – Repair of golf course paths.
 - Claire Lauzon – Need for shade at the outdoor pool for members who cannot tolerate sun; need for lift(s) at Aquatic Center pool(s).
- IV. Secretary
 - A. **Motion:** Approve the meeting Agenda. Moved by Garner; Seconded by Cavasher. **Motion passed unanimously.**
 - B. **Motion:** Approve the Minutes of the Board of Directors Meeting on Tuesday, July 10, 2018. Moved by Platika; Seconded by Griffith. **Motion passed unanimously.**
 - C. **Motion:** Approve the Minutes of the Board of Directors Special Meeting on Wednesday, July 11, 2018. Moved by Platika; Seconded by Garner. **Motion passed unanimously.**

V. President – Downing

A. Progress on Aquatic Center

1. Close to final inspections being completed.
2. Once Spencer has pools inspected and they pass, license can be procured.
3. Exit sign ready to be mounted on patio fence.
4. Mason Supply recommended that coping around large pool not be stained; said that chlorine will turn the stain black and that over time, chlorine will bleach out the tannin stains from plywood placed to protect the pool.
5. Safety inspector passed the grab bars and ADA fold-down seats as having adequate backing.

- B. **Motion:** Contract with Mott to calk the seam between the wall and floor around the pools area in the Aquatic Center for \$600. Moved by Downing, Seconded by Schuyler. In favor - Downing, Cavasher, Garner, Griffith, Schuyler; Abstain – Platika. **Motion passed.**

VI. Treasurer’s Report – Garner

- A. Reserve Account Balances (included pool construction account - \$483,058.83
- B. Operating Account Balances (excludes Library, Monthly Musical & Office petty cash - \$572,117.83
- C. Remaining 2018 Projected Operating Expenses (based on budget, excludes tech/software expenses) - \$499,776.33
- D. Operating Funds Available over 2018 Budgeted Expenses (amount will be reduced by anticipated approved software upgrades) - \$72,341.50

VII. Committee Reports

- Secretary Schuyler requested that Committee members taking minutes include the date of the meeting and the names of members in attendance and that they email the minutes to Schuyler at vschuyler@mykcca.com. Schuyler will email a copy to the Office Assistant for posting and put a copy in the Board Book.
 - See KCCA Monthly calendar published in the Newsletter for committee meeting times/places.
- A. Finance – Garner reported that KCCA received a check in the amount of \$1,100 for our energy efficiency efforts in the Aquatic Center.
 - B. Greens – no report
 - C. Hello Neighbors – Griffith reminded members of National Night Out on August 7th and said emergency responders will be present at the Clubhouse that evening for informational purposes.

- D. LARC – Cavasher summarized what she sees as the goals of the committee; Kitchen suggested these be published in the Newsletter. Motion: Accept Helen Harper, Jo Kitchen and Casey Cavasher as members of the LARC. Moved by Downing, Seconded by Garner. Motion passed unanimously.
- E. House – Downing will Chair the committee going forward.
- F. Pool – Schuyler will distribute to Pool Committee Board members the materials provided by Connie Schultz related to incontinence and products to address this issue. Pool Board members are asked to make a recommendation to the KCCA Board of Directors about pool rules addressing this issue. Schuyler related that the Center for Disease Control (CDC) states that except for birth defects, drowning is the most common cause of death in children under the age of four years.
- G. Pool Construction – see President’s report
- H. Clubs & Amenities – Griffith summarized the plans made by committee members in their first meeting. They set the goal of defining criteria for club formation and determining what KCCA should provide in support of member Clubs for presentation to the Board.

VIII. Board Actions

- A. Old Business - none
- B. New Business
 - 1. **Motion:** Accept Marty Williams’ resignation from the Board of Directors. Moved by Schuyler; Seconded by Platika. **Motion passed unanimously.**
 - 2. Set meeting for 1:00 p.m. on Friday, July 27 to discuss the King City Lion’s Club request to use the Clubhouse for their Holiday Bazaar.

IX. Director’s Comments – none

X. Administrator’s Report – none

XI. **Motion:** Adjourn the meeting to go into Executive Session to discuss personnel matters at 7:56 p.m. Moved by Downing; Seconded by Platika. **Motion passed unanimously.**

XII. **Motion:** Convene the Executive Session at 8:00 p.m. Moved by Downing; Seconded by Cavasher. **Motion passed unanimously.**

XIII. **Motion:** Adjourn the Executive Session at 8:50 p.m. and re-open the regular Board meeting. Moved by Schuyler; Seconded by Cavasher. **Motion passed unanimously.**

XIV. **Motion:** Adjourn the Board of Directors meeting at 8:53 p.m. Moved by Downing;
Seconded by Garner. **Motion passed unanimously.**

Valerie Schuyler
Secretary, Board of Directors

Follow-up items for Board members to address in the future:

- Process for selection of new Board member
- Decide whether to replace the first evening Board meeting of the month with a Workshop at 10:00 a.m.
- If no Workshop, decide whether committee reports will be given at first or last meeting of each month.
- Chair for Clubs & Amenities Committee
- Netting for golf balls – Paul will talk to Jeff about cost
- Shade (awning) and picnic table at outdoor pool
- Lift(s) at pool(s) – Sandi addressed this after the meeting with the individual who asked during Open Session