

# KCCA Board Advisory committee

November 21, 2022

## Minutes

KCCA Board member present: Jim Minor

Advisory Board members present: Debbie Hartvickson, Sandi Fuhrman, Elaine Simms, Julie Strand.

Sandi advised initial committee report titled Strategy for Determining Property Management (PM) was emailed to Jim Minor and Melanie Sagebear on November 17<sup>th</sup> asking for board review at the board meeting of 11/22. Report included administrative tasks defined according to current tasks by employees and PM tasks based on the feedback from AMS to assist in defining staffing.

Finance Committee representative Gloria A. was asked by the committee to have budget/finance committee develop template of financial reporting needed by future PMC (property management Co.) Committee currently meets monthly but may need to increase to fulfill this request.

BAC Committee discussed future board proposal to include:

Need to hire an Administrator a priority

1. Create job description
2. need to be a KCCA employee
3. Expand job description to manage Golf Course

Need to hire PT Bookkeeper

1. Member services
2. Back-office operations
  - a. Use original Bookkeeper job description
3. Contact NW staffing for temporary bookkeeper
4. Discussed hiring our own employees or management company providing employees

Board chair to request at next board meeting

1. Add Beth Freeman to committee

Recommendation:

1. Temporary Accounting person to cross train w/Terry in anticipation of bookkeeper retirement in February 2023
2. 6 hours a day cross-training

Need board direction:

1. Who will send out RFPs to management company when ready – does the board want committee assistance?
2. Report advised AMS still interested in receiving updated RFQ

3. Committee recommends adding Bluestone Association (Bluestone & Hockley) for vetting. Board direction needed.
4. Does board want/need to committee to develop a transition plan

Follow up for next meeting:

Call Woodburn Estates and Salem Town

1. Add Bluestone Hockley to Management co list
2. Blue Mtn is in Texas – prior board did not find them to be a good fit for KCCA because of the Corporate out of state management layer.
3. Develop Job Descriptions
4. Debbie- research Summerfield management

APPROVED