



## **FINANCE COMMITTEE MEETING REPORT: October 15, 2015, NWCH**

### **ATTENDANCE:**

Members present: King, Dundas, McLaughlin, Eyton-Lloyd, McShannic, Ravano, Hunter  
Members absent: Krewedl, Disbrow  
Staff Present: Salmon, Director of Finance; Etnyre, GM  
TD Board member: Bonzon, Miller (by phone), Stang (non-participating)  
GPC Liaison: Johns  
TD Member: None

### **AGENDA ITEMS:**

**A.** Call to order; 2:00pm, quorum present

**B. Member Forum:** Tom Johns commented on preliminary results of the recent member survey. Overall, the results were very positive. There were approximately 1400 responses. Responses were consistent between full time and part time members. The top two issues were (1) Open Space and (2) Trails. 97% of members responding had positive comments.

**C.** 10/15 Agenda and 9/10 minutes approved 7-0 (Dundas 1<sup>st</sup>, Eyton-Lloyd 2<sup>nd</sup>).

**D. September 2015 Preliminary Financials:** Salmon reported that September had record revenues. Total revenues were \$761,000 compared to budget of \$667,000 and last year amount of \$579,000. As a result, September Net Operating Results were \$169,000 higher than budget. Many amenities were performing well including Golf, Equestrian, Trails and the Lodge.

YTD Net Operating Results are now \$163,000 ahead of Budget.

Of note, are the following:

- Golf NOR is a positive \$19,000, which is \$132,000 ahead of budget. This is due primarily to reduced costs.
- Trails NOR are \$70,000 ahead of budget due to reduced costs.
- The Lodge NOR is \$9000 ahead of budget, but \$75,000 lower than last year. This reduction in NOR is primarily a combination of

- lower revenue of \$40,000 (Banquets off \$59,000, but Pub/Dining up \$19,000);
- COGS down \$10,000 as a result of lower revenue;
- Direct Labor is up \$11,000, due in part to higher California minimum wage;
- Payroll Burden is up 38,000, most of which is due to Workers Comp rate increase.

Members Equity balance at September 30th is approximately \$1,287,000.  
Salmon reported that October is ahead of budget.

**E. Final Discussion of Preliminary 2016 Operating Budget:** Since the Committee had a detailed discussion regarding the proposed 2016 Operating Budget last month, Salmon provided a schedule which highlighted changes to the proposed budget since our last discussion. The changes were minimal and we had very little discussion. Salmon reported that there is a "Degree of Conservatism" in the Budget, which is appropriate. The end result is that the Annual Assessment is proposed to increase from \$1800 to \$1900. This will be voted on by the Tahoe Donner Board at their October meeting.

Next month, Salmon will provide a final draft of the Annual Budget Report to the Committee for our input.

**F. ACAC Update:** The Center received its final Certificate of Occupancy this week. Activity now is focused on stocking the facility with merchandise, equipment and training the staff. It's expected that the Grand Opening will be in late November.

**G. Finance Committee:** King reported that he met with Corey Leibow, who was recommended to join the Committee by Jim Stang. The meeting went well and we will be asking the Tahoe Donner Board to approve Corey as an Alternate Member of the Finance Committee at its October meeting.

We also discussed the remaining terms of the Committee members. Of the members whose terms are up in January 2016, Dave Hunter, John Dundas and Cathy Ravano, have all indicated that they'd like to stay on for another two year term. Hal McLaughlin and Dieter Krewedl will not be able to stay on the Committee. So we will begin looking for their replacements.

**H. Agenda Items for Next Meeting scheduled for November 12th**

- Review of Proposed Updated Investment Policy;
- Review Annual Budget Report;
- Quarterly Capital Funds Projection Review

**NEXT MEETING DATE:** November 12, 2015, 3:00pm, NWCH

**ADJOURNMENT:** 2:40 pm; (McLaughlin 1<sup>st</sup>; Hunter 2<sup>nd</sup>) Approved 7-0

Prepared and Submitted by: Art King, FC Chair

**Tahoe Donner Association  
General Plan Committee Meeting  
October 5, 2015  
Northwoods Clubhouse Upstairs Conference Room  
3:00 to 5:00 pm  
Conference phone 1- 866 212-0875 Member code 9607483**

**GENERAL PLAN COMMITTEE REPORT**

**ATTENDANCE:**

**GPC Members Present:** Michael Fajans, Michael Sullivan, Dwight Walker (on conference phone), George Rohrback, John Stubbs, Tom Johns (Alternate), Nan Meek (Alternate)

**GPC Members Absent:** Michael Bledsoe, Bruce Barton, Nichelle Lyons, Mary Werschky, John McGregor, Doug Sherman (Alternate)

**TD Board members:** Jeff Bonzon, Steve Miller (on conference phone)

**Management:** Robb Etnyre, Forrest Huisman, Miguel Sloane, Brinn Talbot

**Guest:** Stephen Bohnet (Member Survey Consultant)

**Report on TD Member Survey: Tahoe Donner 20 Year Plan Owner Research Investment Priorities**


Stephen Bohnet presented a comprehensive data set summarizing the September survey. There was a statistically significant return : 1447( 297 on-hill, 1150 off-hill). An overwhelming majority of respondents were in agreement with the Tahoe Donner Strategic Plan Vision Statement, emphasizing the phrases "desirable mountain community, well maintained facilities, healthy natural surroundings" as most important. Following a full review of the data by Staff, GPC, and the Board of Directors, the overall results of the Survey will be published for the TD membership. This Survey data will be very valuable to the GPC providing Member Input as one of the criteria for the GPC recommendation of Capital Project priorities in the 2016-2021 phase of the new General Plan.

**Capital Project Report** (Forrest Huisman, Director of Capital Projects)

Trails Master Plan has been reviewed by Board and submitted to Nevada County.

Cell Tower is nearing completion with T-Mobile as the anchor tenant.

Replacement of the roof on the old section of the Trout Creek Recreation Center should be completed in October, including installation of solar PV panels.



Three more solar panel installations are scheduled for 2016: Forestry, Maintenance, and Northwoods Clubhouse (2 arrays). With the panels at ACAC, this will make a total of 5 solar PV installations 2015-2016.


Land Management Plan should wrap up in 6-9 weeks and be available for review.

Snowmaking at Snowbird: All components have been permitted and should be ready for use this year.

Equestrian center relocation has been reviewed and permitted by Nevada County and other necessary permits for excavation and grading are in place.

ACAC is nearing completion and has received a temporary certificate of occupancy for this Fall.

**Draft listing from subgroup leaders of projects to be prioritized in 2016-2021 section of new General Plan.**



The draft of Capital Projects from subgroups (see attached document - **Capital Projects (2) to be prioritized**) was discussed. The GPC, working with senior Staff, is trying to prepare recommendations to the Board of Directors for the 2016-2021 portion of the new General Plan ( 2016-2036) by early 2016. The GPC subgroups are tasked now with review of the draft of projects and to submit their top priorities that can be supported with the projected available DF + RRF supplements through 2021 for discussion at the November 2 GPC meeting. Projects suggested in the draft that probably would exceed the available funding, but may be viable 2021-2036 should also be listed but will not be given priority recommendations by the GPC at this time.

## **DRAFT: Capital Projects to be prioritized in 2016-2021 section of new General Plan.**

**Date: 10/05/2015**

**Suggested additions to Draft were received from Mary Werschky( Equestrian), Michael Sullivan (Downhill) , and Dwight Walker (TCRC/NWCH). These are highlighted in red below.**

Note: listed Development Fund costs stated here are minus RRF supplements and are only best guess estimates. Projected costs will be included as one of the six criteria the GPC will use to establish a priority.

Open Space: If the opportunity for additional open space were to become available, it would take a top priority ranking.

### ACAC/ Nordic Center/ Cross Country:

- New warming hut and restroom in Euer Valley- 2016, \$100,000
- Cook house (if recommended by Nordic subgroup)- 2017, \$300,000

### Association wide:

- Trail Connector, phase 2 of Town of Truckee Trout Creek Trail -2016, \$200,000  
(Note, it is still possible that an alternate source of funds may cover this)

Equestrian Center: Completion of Equestrian Center relocation-2016, \$100,000

### **M. Werschky suggestions:**

- 3 sided shelter for a few of the pens.**
- Larger pens for long term boarders.**
- New fencing (panels)for the pens**

### **Equestrian Priorities 2016-2017**

- 1. New, relocated arena; same size as existing arena**
- 2. Dressage Court**
- 3. Additional turnout/arena for boarder use**
- 4. Trailer parking within the equestrian complex**

### Downhill Ski:

- Snowmaking on Snowbird, completion of installation- 2016, \$750,000  
(Note, this includes required payback of \$400,000 borrowed from RRF in 2015)
- **Snowmaking on Eagle Rock –possible future project – depends on success of Snowbird (M. Sullivan)**
- **Ski Lodge expansion/modernization –possible future project – depends on success of snowmaking (M. Sullivan)**

### Maintenance:

- Installation of solar PV panels on roof replacement of old wing of TCRC  
This should be completed in 2015 for \$12,000, net of rebate)
- Installation of solar PV panels at Forestry and at Maintenance-2016, \$50,000
- Forestry- Construction of storage facility (if required) 2018, \$90,000

**DRAFT: Capital Projects to be prioritized in 2016-2021 section of new General Plan.**

**Date: 10/05/2015**

Trout Creek Recreation Center:

- 4000 sq ft addition to current building-2017, design and planning-\$60,000
  - 2018, design and soft costs- \$125,000
  - 2019, construction- \$2,500,000 (includes required increase in parking spaces)
- widen vehicle entrance-2017, \$50,000 **(pending Subgroup consideration)**
- **Future consideration- Pumphouse relocation/ expansion-2020+. (D. Walker) (Note: alternative suggestion has been made to do internal repairs on pumphouse without relocation for an estimated \$150,000, 2018-2020)**

North West Clubhouse:

- Construct trash enclosure, storage room- 2016- \$160,000 **(pending Subgroup consideration)**
- Expand parking lot capacity by 60-65 stalls- 2017, \$11,000 **(pending Subgroup consideration)**
- Rear patio expansion (to 100 x 105 sq ft) and leveling- 2017, \$50,000 **(pending Subgroup consideration)**
- **Future consideration- Ice skating rink-2020+**

Snowplay:

- Expanded paver area for food and beverage trailer-2016, \$60,000 **(pending Subgroup consideration)**
- Flushing restroom-2017,\$150,000 **(pending Subgroup consideration)**
- **Future consideration- Snowmaking-2020+**

Trails and Open Space. Trails Master Plan projects:

- 2016, \$22,000
- 2017, \$110,000

Marina:

- Expand / improve lower deck, patio- 2016, planning & design,  
2017, construction
- Low level lightning for night work- 2017, \$25,000
- Ramp or other ADA access to upper lawn-2017, \$50,000
- New Entrance Gate and Gatehouse-2017, \$50,000

Tennis: No DF projects reported.

Golf/ Lodge: No DF projects reported



# Cross Country Ski Center - Tahoe Donner Association

## Construction Steering Committee (CSC), Meeting #16

Location: Alder Creek Adventure Center  
Date: Wednesday 9.23.2015  
Time: 3:30pm – 5:00 pm

### Attendees:

Tahoe Donner Association: Forrest Huisman – Director of Capital Projects  
Mike Salmon – Director of Finance  
Miguel Sloane – Director of Operations  
Brian Yohn – Reserves Project Manager  
Sally Jones – Manager of Cross Country  
Lee Gray – Accounting & Assistant to Capital Projects

Board: N/A  
General Plan Committee: N/A  
Blue Rock Development: Robert Scarborough  
Guests: N/A

### Meeting Notes:




### Agenda

- Schedule Update and Site Tour with Robert Scarborough of BRD / Operations discussions.

Robert Scarborough started the meeting giving an update as to status of Sign off of each agency;

- Fire Dept. – Final 9/23/15
- Health Dept. – Kitchen Flooring repairs need to be made before signoff
- Planning Dept. – Town Staff has been slow to respond, multiple messages have been left. The Fencing, signage, landscaping need to be completed prior to sign off.
- Building Dept. – The inspector has advised that he will be the last to sign off after all agencies.
- TDPUD – A Backflow test needs to be performed
- TSD needs to count chairs to get their final check. Other agencies may have final fees.
- Trees are currently being planted. The irrigation was tested and there were a few leaks that BRD is addressing.
- Non-Slip Flooring Spec. – Forrest asked BRD to confirm that they installed the epoxy flooring as was spec'd by the Architect, as the composition and slip resistance is important to TDA's operations and code requirements.

### Operations:

1. The Fire pits are being fabricated at Mountain Forge now, which were started in late August. The proposed design is a vertical bushel of steel branches for one, and a virtual stone surrounded by branches for the second, for a combined sculpture of work titled "sticks and stones". Forrest has viewed the initial fabrication progress and is satisfied with the artists design and plans for follow-through. Installation is expected in early October.
  2. The Interior Fireplace requires a series of heat protective bars in front to protect patrons, which Mt. Forge is currently preparing a proposal for.
  3. Trash/Recycling Receptacles: Sally is fine-tuning where, and how many trash receptacles will be required for her upcoming operations.
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4. **Lightning Lock & Key:** Sally and Forrest are working to procure and install additional door security measures that exceed code requirements and meet TDA's standards. Push bars and additional slide bars are being considered. Estimate the quote to be \$6,000. Considerations are also being made to increase the security on the main doors with slide locks. All doors and windows are alarmed and have video surveillance. The cameras have been fine tuned to look at weak spots. When the location of the safe is determined, a camera may be added. Considerations are being made for additional motion detectors as recommended by Security.
5. **Lighting & Fans:** Sally has concerns that the timing on lights going on and off should be adjusted. There is also a fan in the rental room that could be removed from the motion sensor and be on manual switch.
6. **Exterior Ski Racks:** Sally would like to have 5 to 6 exterior ski racks placed around the building for members to place their skis. She is looking at designing a ski rack holder, with a possibility of attaching to the building. Mountain Forge is coming up to look at the design and provide a price.
7. **Fencing:** Krystal-Rae and Miguel ask that the A-Frame fencing be cut down by 3' to be more uniform with the adjacent ACAC fencing. The remaining A-frame fencing around the EQ perimeter is acceptable.
8. **Storage:** Sally advised that she is looking into a lift to access the area above retail, as well as adding shelving around ducting located above the employee break room.
9. **Cleaning:** There was discussion that the Downhill Ski Area requires 6 to 8 hours of cleaning each night. The consensus was that it would be about the same for ACAC.
10. **Sofa preservation:** Sally suggests sofa covers to protect the furniture during the summer.
11. **Heating in floors:** Over the weekend, BRD and sub-contractor left the thermostat turned up to 92+, which caused the kitchen floor to expand and crack in places. BRD is repairing and further working to balance the heating system.
12. **Fencing Storage:** The consensus was to wrap the fencing around the trees out of the way of groomers. Sally would like to put some fences in strategic locations with screening to use as a snow fence. It is agreed that TDA has forks that the groomers can use to transport the fencing sections as necessary.
13. **Carpeting / non-slip floors:** Sally has concerns that the non-slip floors may indeed be slippery and unsafe. She plans to test the floors in the rental room. A decision is pending whether to put in runners, anti-fatigue mats or carpet the rooms, where and as necessary.
14. The lengths on the wine bar lights were approved by the Architect, but extra length has been left if TDA feels they should be lengthened.

## Comments:

Blue Rock has not provided a quote for the Screen Valance, as it has been a low priority item to-date. Blue Rock has not started the gutters or heat tape change order. The irrigation and planting of trees began 9/23/15.

## Future Events:

- A pre-opening party for Season Pass Holders, including prior pass holders, is being considered to draw them back, anticipated in late October. Party would be subject to occupancy and ABC Permit.
- Official Ribbon Cutting date – in late November, or when snow starts to fly
- Grand Opening Party, suggested for around the Christmas Holiday
- Ski Club; they are inquiring about ACAC hosting their party – date TBD and dependent on CofO, etc.

## Action Items:

Forrest: Lighting & Fan fine tuning, Cages over Thermostats, flooring Specifications confirmed

Sally: Trash/Recycling Receptacles, Lock & Key strategies, Lift Quote / Shelves for Storage

Brian: Trash/Recycling Receptacles Relocation

Brian: Forks for Groomers?

## Future:

Considerations are being made for the **CSC meeting #17 on (October 21st) at (3:30p.m.) at Alder Creek Adventure Center**. Please notify Forrest Huisman if you have specific schedule conflicts.





# Equestrian Campus - Tahoe Donner Association

## Equestrian Steering Committee (ESC)

### Meeting #11

Location: NWCH Mezzanine  
Date: Wednesday 8/19/2015  
Time: 3:30pm – 5:00pm


#### Attendees:


Tahoe Donner Association: Forrest Huisman  
Bruce Welton  
Krystal Rae Meacham  
Lee Gray  
TDA Board: N/A  
General Plan Committee: John Stubbs  
Equestrian Sub Group: Susan Terrell  
Mary Werschkey  
Tom Johns  
R&D Professionals: Dave Smith, Partner  
Guests: N/A

#### Meeting Notes:



**Objective:** Dave Smith, with R&D Professionals (Contractor of Record for tack sheds and perimeter fencing), joined the Steering Committee to review his strategies to implement Phase 2 Relocation.

1. Schedule; The Permits are not fully completed by the County yet, but in the interim, Forrest Huisman asked R&D and Mt. Lincoln to prepare preliminary costs for the remaining project scope and relocation efforts. Dave has only received one bid per scope, and although they are much higher than he thinks is reasonable, he is waiting on additional numbers from his sub-contractor base. The Architect recently provided Forrest with a new permit set with County ADA requirements, which he has reviewed and provided to the Contractors for review and pricing updates. The ADA requirements include Base and DG pathways to various locations from new Handicapped parking. The County originally did not want to let us put in the pedestals for water and electricity throughout the campus, but Forrest was able to prove that we had historic non-conforming use, and per the code, "Existing water and power supply, service with existing underground trenching" was added to the plans.
  2. Tack sheds are complete and the fencing is underway being placed around the perimeter of the campus.
  3. Dave Smith expressed concern with the 6 week schedule, and that it would be very difficult to complete on time, even if he could start as early as September 14. Subcontractors and their schedule; finding an excavator who can do this size of a project and is available. The order of work should be Trees, Grading, Utilities, Roads, Foundation slabs, Wash rack, RV, restrooms, Guide Shack, Framing. The main scope of work is the Excavator.
  4. An Electrical engineer will need to be brought on board to boost the power because of the distance to the furthest pedestals and getting sufficient power to those locations. Discussion to eliminate some of the outlier pedestals, but Dave advised that was premature because we do not know if said elimination would be a small or large savings.
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5. A 3 acre conversion permit will be required to remove trees and now that we have the grading permits coming in, Forrest is working with Bill Houdyschell to facilitate permit. AMX and TDA both have a licensed timber operator on staff, which is required. Micki Kelly has advised that we do not have to do the nesting study if trees are removed after September 1 and before April 1.
  6. The details of the 10x10 wash rack with a water heater were discussed and concerns over excess costs and if it could be removed. An option that was discussed that the wash rack may be part of a 3<sup>rd</sup> phase if costs are too high.

## Questions and Comments:


If we can't finish before the end of the year, what can be completed this year? Trees, Grading, and utilities. Finish in the spring.


What kind of barrier is going around the deck in the back to separate the children and people attending the parties? Staff is reviewing options at this time.

Could the containers or a Tack shed be used as a Guide shack next year? Yes

Have we gotten the Variance for the Caretakers Trailer? We are planning on getting that after completion of the project, as the trailer is allowable during construction activities.

## Additional Comments received on August 26 from Susan Terrell;

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1. Susan Terrell and Mary Werschky are not in agreement that an expensive building be constructed to hold the hot water heater for the washing of horses. Forrest alluded to the cost being greater than that of a tack shed. We feel that this is not within our budget at this time. A suggestion was made to continue using the hot water on demand system already in place this summer. It is small, discreet, and does not require a building or further expense.
  2. Susan Terrell requested that the variance for the caretaker trailer be put on the August Board of Directors agenda. The steering committee members and members of the GPC (at their August meeting) agreed that this should be presented and approved by the Board as soon as possible.
  3. Mary Werschky would like further clarification on the timing for variance on caretaker trailer, as last week the variance was needed.
  4. Please note that Mary and Susan feel strongly that a physical separation, such as a small fence or large planter boxes, should separate the equestrian arena path from the ACAC deck and fire pit area.
  5. We equestrians consider these to be high-priority items when considering the remaining budget monies:
    - a. Replace the existing 16 covered paddocks, as the panels and covers are worn out and unsafe for the horses. Purchase an additional 16 galvanized covered paddocks for the 2016 season to replace the lost barn stalls.
    - b. 60' round pen. Mary would like to verify that the trailer turnaround access, to be built around the perimeter of the round pen, be approved by a professional to ensure that it meets the necessary tracking requirements for large rigs (50+ feet) with a gooseneck-type hitch mechanism.
    - c. Guide shack for T.D. saddles, tools and gear
  6. **No-cost item;** Horse trailer parking returned to original south end of parking lot. Current configuration of the north end will make it extremely difficult to maneuver horse trailers through the series of islands, fences, concrete bumpers and cut-up parking space.
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7. Electricity provided only as far as caretaker trailer pad for now. Extending power further into the boarder area is desirable only after achieving previous items.
  8. Low-priority items if money remains after the above expenditures:
    - a. Small, inexpensive shed to house hot water heater next to the wash rack
    - b. DG gravel or road base paths around the boarder area (after steering committee sees samples and more information to assure appropriate material for horses).

## **Future:**

Future topics; Relocation of the South Arena.

Considerations are being made for the **ESC Meeting #12 on September 16th at 3:30pm at ACAC.** Please notify Forrest Huisman if you have specific schedule conflict.



**Minutes- TDGF Committee Meeting –October 5, 2015 3-5 PM**

**Present: Suzanne Sullivan, Dick Gander, Barbara Czerwinski, Marilyn Disbrow, Merle Fajans, Jennifer Jordan**

1. Announcement – Much to our regret, Marilyn Disbrow has resigned from the committee Effective October 5. We will miss Marilyn but she promises to be available for consultation when we need her wisdom and experience.
2. Treasurers report September– **Suzanne**
  - a. Funds available (excluding \$10,000 on account at TTCF and petty cash) \$13621.60
  - b. Contributions received in September -\$1650 + \$3814 Waltman Sealing Promotion= \$5464
3. October 2 Dinner Results – **Suzanne**
  - a. 43 Attendees
  - b. Auction Proceeds \$2030
  - c. Dinner and beverage proceeds not available
  - d. Very favorable comments from those in attendance
  - e. Comments
    - i. Plants donated by safeway and sav-mart – contact manager—they have a quarterly allowance for donations
    - ii. Suzanne's notes and planning materials will be place in Google Docs TDGF
    - iii. Had we known that we would be paying for the brown bag ticket fee, we would have charged \$50 rather than \$45.
    - iv. We want to keep a future event in a reasonable price range.
    - v. We would like to make this an annual event, same weekend, Friday night
    - vi. If we can use the Adventure Center, we can probably sell more tickets.
    - vii. Comments about other events will appear in the 2016 marketing plan
4. Waltman Update – **Jennifer and Marilyn**
  - a. Jaime seems very happy to be our founding sponsor. She clearly wants to be the only firm with this designation.
  - b. We should meet with her in March when we have a somewhat complete marketing plan for 2016. We can review our thoughts and encourage her to continue the relationship. We can identify how she wants to be involved.
5. Letter with Assessment- **Dick, etc.**
  - a. Inclusion in assessment mailing has been approved by board
  - b. IN **Brinn's** hands for preparing camera ready document
  - c. Suzanne recommended checking with TIP for offset and compare the costs. Given the large number required, this might work out better.
6. Web site Modifications – **Jennifer**
  - a. Ongoing event on website- Committee meeting and schedule- public invited.
  - b. Events on web site—when an event is imminent, run a banner at the top of the home page of the website featuring the event with a link to the event page.
  - c. Additional FAQs
    - i. The need for these FAQs comes from community discussion and review of the letter to be enclosed with the HOA assessment.
    - ii. Clarify difference between TDGF and Giving Back Tahoe which is under the TTCF
    - iii. Clarify issue on staff support to the committee and no cash outlay for committee expenses ( such as brochure, letter) .
7. Plan for TD News between now and March 2016 –**Merle will send to Brinn**
  - a. Dinner results and pictures - **November** - due October 10 –**Suzanne**
    - i. Include request for contributions in the box with results
  - b. Include grants (don't forget scholarship) and Appeal for contributions- **December**- Due November 10 – need writer- perhaps in box form rather than article— something to catch the eye
  - c. Article that tells more about grants than just the list for November-**January**-due December 10-need writer
  - d. Recognition for contributions 2015 – **March** – Due February 10 –Need writer. Column with contributors names.

8. Grant Process- **Dick and Group Discussion** –Summary
  - a. Grant process
    - i. Dick reviewed the entire process with assistance from Barbara and Marilyn for clarifications
    - ii. Grant requests were solicited from September 1-30. Average grants are \$5000 but they may be more.
    - iii. Phyllis McConn at TTCF then vets the requests.
    - iv. The committee reviews October 20-23 and 28-29 if necessary. Detailed schedule will be out shortly. It will define what is being reviewed when and when visits will take place. Full committee discussion and decisions will be October 30. Prior to October 30, the planned recommendations, made by our reps, will be circulated to the entire TDGF committee for review. Since our reps will have attended all the sessions and have the benefit of the full committee discussions, this circulation is for the purpose of determining if there is a major reason why a particular grant would not be appropriate for TDGF. Before 11/12, the TD board will have a special meeting to approve the grants. Then the TTCF board will approve grants. Procedure agreed to by those present.
    - v. Grant categories are broad. Based on discussion, there is a propensity to favor basic human needs and education grants. However, our representatives are not restricted. People spending the time to hear everything will be best situated to make the best recommendations for TDGF.
    - vi. The scholarship cycle begins in the spring, perhaps April. This year we would like to fully participate in selection of the candidate. We also want to consider a larger scholarship and/or multiple scholarships. We will require reps for the selection process.
  - b. Elements for decisions – Decided by motions and unanimous votes
    - i. Representatives on committee to recommend grants- **Dick Gander and Jennifer Jordan**.
    - ii. How much money we have to grant - \$10,000
    - iii. The amount is based on reserving some funds for spring scholarship(s), expenses such as printing the letter to go with assessment mailing and not knowing what we will receive in year-end contributions.
9. Review 2015 accomplishments and plans. Begin 2016 plan.
  - a. We did a brainstorming-**Merle** will begin to put together a plan for review at next meeting. Draft document will be distributed in advance.
10. Pass through Money
  - a. Personal thank you notes will not contain the exact amounts of a contribution or the designation if some is pass through. Too much chance for error.
  - b. The TTCF letters need to show total donated and how much goes to TDGF as the final destination and how much is pass through. **Marilyn is checking on this.**
  - c. We do want pass through contributions for two reasons:
    - i. It helps get a grasp on where TD members are donating.
    - ii. It provides new names for us to approach.
11. Future Meeting Dates
  - a. November 2
  - b. Determine if we need both a December and January meeting. Several people are not available for December 7. We also need to set the January date at next meeting.
  - c. Stacy cannot make it to November meeting to work on elevator speech. We can check our next date with her.

**Next Meeting November 2, 3-5 PM, Meadow Room Northwoods Clubhouse**