



## **FINANCE COMMITTEE MEETING REPORT: November 16, 2015, NWCH**

### **ATTENDANCE:**

Members present: King, Dundas, Disbrow, Eyton-Lloyd, Hunter, Leibow, McShannic (arrived at 3:30),  
Members absent: Krewedl, McLaughlin, Ravano  
Staff Present: Salmon, Director of Finance; Etnyre, GM  
TD Board member: Bonzon, Miller  
GPC Liaison: Johns  
TD Member: None

### **AGENDA ITEMS:**

A. Call to order; 3:02pm, quorum present

B. 11/16 Agenda and 10/15 minutes approved 6-0 (Disbrow 1<sup>st</sup>, Eyton-Lloyd 2<sup>nd</sup>).

**C. Snow Making Update** – Etnyre reported that the seven Polecat snow making guns are expected to arrive on November 25<sup>th</sup>. This will give the downhill ski area two weeks to make snow before the planned opening date of December 11<sup>th</sup>. Per Etnyre, the project is expected to be completed on budget.

**D. Proposed Policy of Investment Policy:** Dundas led the discussion regarding this proposed revised policy. Prior to the meeting, by email, he distributed the decision paper and policy for the committee to review. He answered questions that he had received. After a short discussion, the Committee voted affirmatively 6-0 (Disbrow 1<sup>st</sup>, Leibow 2<sup>nd</sup>) to forward the Investment Policy to the Tahoe Donner Board for their consideration. The Committee acknowledged and thanked the Committee for their excellent work. We reviewed the policies that are next expected to be reviewed for updates in 2016.

Since Krewedl will be leaving his role on the Policy Committee, Leibow agreed to become a Committee member.

**E. October 2015 Preliminary Financials:** Salmon reported that October was another of many months this year that had record revenues. Total revenues were \$436,000 compared to budget of \$374,000 and last year actual amount of \$416,000.

As a result, October Net Operating Results were \$72,000 higher than budget, but \$102,000 lower than last year's results. Many amenities had positive results including Golf, Downhill and Cross Country Ski (cost savings). The Lodge results were off due to the fewer number of banquets and special events.

Salmon also reviewed the Summer (May through October) financial results. Net Operating Results were \$641,000 ahead of budget with Golf leading the way at \$138,000. Administrative expenses were below budget due, in part, to higher than expected Transfer fees.

YTD Net Operating Results are now \$234,000 ahead of Budget.

Of note, are the following:

- Golf NOR is \$145,000 ahead of budget. This is due primarily to reduced costs.
- With the exception of the three snow related amenities, the remaining 14 amenities are \$406,000 ahead of budget. A good year so far.
- In addition, cost savings in many areas helped improve the Net Operating Results.

Members Equity balance at October 31st is approximately \$1,357,000.

**F. Report on Current Activity of the GPC:** Johns provided an update to the Committee regarding the current activities of the GPC. The Committee continues to meet on a regular basis. Of the original 19 projects identified by the Committee in 2010, all but three have been completed. Still on the original list for future consideration are:

- Downhill Ski Lodge - No short term expectation that this will be completed.
- Trout Creek Expansion/Remodel – This is still being considered, but due to reduced usage and perceived inefficient space, a remodel may be the best solution. No current timetable.

- Marina Expansion and Updating – Various projects being considered but nothing is currently being planned.

Other current projects discussed included Equestrian (all permits are in house and work to be completed in 2016); Cell Tower (work to be done in 1-2 months); Snow Making (already discussed); and Trails (22 projects being planned).

**G. Golf 2015 Financials/Revenue Summary** - Before our meeting, Salmon emailed a detailed report of the financial results of the 2015 golf season and the 2016 summary budget. Golf is expected to end the year with a Net Operating Result of (\$94,000), compared to our budget of (\$240,000) and last year's actual of (\$77,000). He also provided his list of his Top 10 Notable comments regarding the results. Weather was a big factor in our good results, as it was in 2014. The Committee will discuss any proposed rate changes for 2016 at its January meeting. Rob Weiser will be invited to attend.

**H. 3<sup>rd</sup> Quarter Capital Funds Projection Update:** We had a short discussion about the current status of the 2015 Capital Funds activity. Since Snowmaking and the ACAC are the major activities this year and both are almost complete, we postponed any further discussion until our next quarterly review.

**I. Review of 2016 Draft Budget Report** – Salmon led the discussion about the Budget Report. The Committee had a few suggestions for the report, which Salmon will take under consideration

**J. Agenda Items for Next Meeting scheduled for December 10th**

- As there may not be a December meeting of the Tahoe Donner Board, we held off discussing potential agenda items. If the Board does not meet, our next meeting will be in January.

**NEXT MEETING DATE:** December 10, 2015 or January 14, 2016, 3:00pm, NWCH

**ADJOURNMENT:** 4:40 pm; (Disbrow 1<sup>st</sup>; Hunter 2<sup>nd</sup>) Approved 7-0

Prepared and Submitted by: Art King, FC Chair



## **FINANCE COMMITTEE MEETING REPORT: January 14, 2016, NWCH**

### **ATTENDANCE:**

Members present: King, Dundas, Disbrow, Eyton-Lloyd, Hunter, Leibow, McShannic,  
Members absent: Ravano  
Staff Present: Salmon, Director of Finance; Etnyre, GM; Weizer, Golf  
TD Board member: Miller  
GPC Liaison: None  
TD Member: None

### **AGENDA ITEMS:**

A. Call to order; 3:03pm, quorum present

B. Since we did not have a December meeting, we wanted to first thank Hal McLaughlin and Dieter Krewedl for their service on the Finance Committee. Their terms ended in December.

C. 1/14/16 Agenda and 11/16/15 minutes approved 7-0 (Hunter 1<sup>st</sup>, Leibow 2<sup>nd</sup>).

**D. Golf Season Discussion** – Rob Weizer, TD Golf Professional, joined the meeting. He and Salmon led the discussion. Main comments were

- 2015 was consistent with 2014,
- more passes and packs were sold,
- largest areas for cost savings were payroll and water,
- there were more sales to outside groups, but they were smaller in size. Group sales will continue to be a focus,
- Cart fees went from \$17 to \$20 in 2015, with no noticeable negative impact. Fees will continue at \$20 in 2016. Disbrow asked if a cart pack product (10 or 20 uses) could be developed. Salmon will look into this.
- Salmon will be developing a fee proposal for Board approval at their February meeting. The Proposal will be discussed at the February FC meeting. At this time, he is not expecting increases in the daily rates for guests or public. He is suggesting an increase in the mid-week and 7 day passes in the 3% to 5% range. A \$50 increase for each is the plan was discussed. These products still at the low end of round

at 3:30.

**J. Agenda Items for Next Meeting scheduled for February 11th**  
- Final proposed golf rates.

**NEXT MEETING DATE:** February 11, 2016 , 3:30pm, NWCH

**ADJOURNMENT:** 4:35 pm; (Disbrow 1<sup>st</sup>; Dundas 2<sup>nd</sup>) Approved 7-0

Prepared and Submitted by: Art King, FC Chair

**Tahoe Donner Association  
General Plan Committee/Board Meeting  
December 7, 2015  
Northwoods Clubhouse Upstairs Conference Room  
3:00 to 4:38 pm**

**ATTENDANCE:**

**GPC Members Present:** John Stubbs, Michael Fajans, Dwight Walker, Michael Sullivan, Bruce Barton, George Rohrback, Michael Bledsoe, Nichelle Lyons, Tom Johns (Alternate)

**GPC Members on Phone:** Nan Meek (Alternate)

**GPC Members Absent:** John McGregor, Mary Werschky, Doug Sherman (Alternate)

**Management:** Miguel Sloane, Forrest Huisman

**Board of Directors:** Steve Miller

**TD member guests:** None

**Action Items from Dec 7 GPC Meeting recommended to the Board of Directors:**

- 1. The Board has requested that the GPC submit a 2016 Agenda (Task List) for GPC tasks in 2016. The attached 2016 Agenda (2016 General Plan Committee Agenda (Task List)).doc was reviewed and approved by the GPC to be recommended to the Board .**
- 2. In order to get Tahoe Donner member input and to help in defining the scope of a proposed expansion of the interior space at the Trout Creek Recreation Center, the GPC recommends obtaining Board approval for conducting an on-site Staff survey of Recreation Center user concerns/desires broken down by use area regarding current amenity deficiencies and proposed improvements.**
- 3. The GPC recommends acceptance of Mary Werschky's request for resignation from full GPC membership and moving Tom Johns from Alternate Membership to Full Membership.**
- 4. Michael Fajans and John Stubbs submit their resignation as Co-Chairs of the GPC, effective Dec 7, 2015. The GPC has nominated and approved by consensus the selection of Dwight Walker as Chair and Michael Sullivan as Vice Chair of the GPC effective immediately. The GPC recommends that the Board approve this selection.**

**CALL TO ORDER: 3:00 PM WITH QUORUM.**

- 1. Member Comments. None.**
- 2. Capital Projects Status Report. Forrest Huisman**

-Status of snowmaking; the seven silent Polecat snow guns should arrive on Dec 8. All connections are in place for hook up and operation, and have been tested with a borrowed snow gun. The downhill ski area is scheduled to open on Dec 11.

-ACAC: The Adventure Center is open and has hosted several functions. Comments have been very favorable. There was a substantial construction savings from liquidated damages, sufficient to offset the need for borrowing of RRF funds to supplement the Development Fund expenditure on snowmaking.

-Cell Tower: The cell tower is in place and T-Mobile hopes to be up and running before the end of the year.

### **3. Sub-group Reports.**

**Trout Creek Recreation Center/Northwest Clubhouse:** Dwight Walker reported on the TCRC/NWCH meeting of Nov 18:

\* TCRC expansion--there was agreement to move forward with this project with the caveat that there are many discussions required regarding the scope and resulting \$ of this project. Final costs cannot be estimated until the scope is nailed down through Town Hall meetings with homeowners and users, preliminary Town review, etc. It will be important that all costs are addressed including additional parking.

**ACTION ITEMS--1. Request permission from Board for survey of customers regarding amenity deficiencies and proposed improvements. 2. Collect data to breakdown visits by area--fitness classes, swimming pools and cardio/weight room usage.**

\* It was decided that it would be best to address the widening of the entrance to TCRC in conjunction with the expansion project and any corresponding parking lot revisions.

\* TCRC Pumphouse discussions resulted in consideration of upgrading equipment in the current footprint thereby eliminating the need for Development Funds. This project was moved to RRF \$ only.

\* NWCH parking addition of 60 spaces was determined to be a RRF project.

\* NWCH additional storage and trash enclosure costs of \$80k have been identified separately from ADA upgrades. As a reminder, the additional storage and trash enclosure project is for efficiency of NWCH operations.

\* NWCH ADA upgrades for pool access, parking lot, etc will be addressed on an on-going process as areas are refurbished with RRF \$.

\* Leveling and expanding the NWCH rear patio is a project worth considering in the future (2021 and beyond) in conjunction with more non-weather-dependent activities (eg: ice skating). A complete cost/NOR analysis will be required taking into consideration the impact on POTH, additional rental \$, etc.

\* Snowplay at TCRC has a current need of a permanent pad off the parking lot for the food trailer and restroom trailer. This project is recommended for 2016.

\* Other Snowplay projects including snowmaking and a permanent restroom building are worth considering in the future (2021 and beyond) and will depend heavily on NOR performance in the interim.

**In summary, the subgroup recommends 3 projects to be included in the 2016-2020 capital projects:**

1. TCRC interior fitness expansion
2. NWCH storage/trash enclosure
3. Snowplay pad for food and restroom trailers

**4. Recommendation for approval of 2016 GPC Task List:**

The Board has requested that the GPC submit an Agenda (Task List) for their review at the January 2016 Board meeting. A draft of a Task List was discussed at the Nov 2 GPC meeting and revised accordingly.

**ACTION ITEM: The attached document, 2016 GPC Agenda (Task List.doc) was presented and approved by GPC consensus as the 2016 GPC recommended task list to be reviewed by the Board.**

**5. GPC Charter Review.** The current GPC Charter was approved in 2008 with a revised GPC Program Update of the GPC role and scope of work which was approved by the Board of Directors in the Consent Calendar at the October 28, 2013 meeting. The Board has initiated review of all Committee Charters in 2016. An ad hoc GPC Charter Review group was established with the charge of presenting a revised GPC Charter to the GPC for discussion in early 2016. The group members are Dwight Walker (Convenor), Michael Sullivan, Tom Johns, John Stubbs, Steve Miller, and Robb Etnyre.

**6. General Plan Project Prioritization Process.** The various GPC Subgroups have submitted recommendations for Capital Projects to be prioritized for funding in the 2106-2020 segment of the 2016 - 2035 General Plan and for potential future additional Projects. These recommendations were reviewed and approved by the GPC as GPC recommendation to be presented to the Board. The list of Projects is:

**GPC Subgroup recommendations for Capital Projects to be prioritized for funding 2016-2020:**

**Open Space-** Establish a reserve fund of \$250 k in 2016-2018 and an additional \$250 k in 2018-2021 to facilitate land acquisition for trails and opens space.

**Trails -** Complete the recently permitted 22 trail projects, including 13 miles of new trails, as detailed in the Trails Master Plan in the 2016-2020 time frame (Estimated cost of \$260,000 over 5 years). Initiate permitting required by 2020 and designate funds for next 5 year set of trail projects. Project additional trail projects for 2025-2029.



**Cross Country/ Nordic-** Construct two 10 x 12 foot warming huts in Euer Valley.

**Cross Country/ Nordic and Trails and Open Space-** Construct a year round vault toilet in Euer Valley.

**Marina-** Installation of low-level lighting as recommended by Staff, improved ADA access, and new entrance gate.

**Trout Creek Recreation Center-** Move forward with planning for expansion of interior space targeted for 2018 or 2019. Current recommendation is for a 4000 sq ft interior space expansion/ relocation. **Action item: Recommend obtaining Board approval in 2016 for on-site survey of Rec Center user concerns/ desires broken down by user area regarding current amenity deficiencies and proposed improvements as shown on the sub group proposed space expansion diagram.**

From this, Town Hall meetings, and Staff recommendations, evaluate scope of expansion to be constructed and funding for preparation of realistic cost estimates, including permitting and required parking expansion.

**Northwest Club House-** Construct Staff recommended additional storage and trash enclosure.

**Snowplay-** Construct permanent pad off Trout Creek parking lot for food trailer and restroom trailer.

**Maintenance-** Installation of solar PV panels in 2016 at Forestry and Maintenance buildings.

**Subgroup recommendations for potential projects needing continuing discussion, data collection, and need analyses:**

**Cross Country/ Nordic -** Recommend that Board approve a survey of cross country skiers for member opinion on construction of an off-grid facility (rustic structure or yurt) for winter use to replace the current cook house. Based on this and Staff recommendations decide whether to initiate planning for function, necessary permitting, and construction.

**Marina-** Consider expansion/ improvement of the lower deck/ patio area following gathering of Marina user desire for expansion and collection of user volume metrics and determination of days of over capacity need.

**Marina-** Consider expansion of kitchen to enable a wider array of food items to be served, following gathering of Marina user desire for expansion and obtaining financial projections of increased revenue vs expense as compared to current NOR.

**Trout Creek Recreation Center -** Collect user opinion on swimming area

adequacy. Based on results, determine expense estimates for modification.

**Northwest Clubhouse-**Leveling and expanding NWCH rear patio .

**Northwest Clubhouse-** Research cost, business plan, and NOR analysis of installation of winter use ice skating (synthetic) on expanded rear patio.

**Northwest Clubhouse-** Improve access to Bocce Ball courts.

**Snowplay-** Analysis of current NOR performance at Snowplay and results of snowmaking at Downhill for consideration of snowmaking and construction of a permanent restroom at Snowplay.

**Equestrian Center- Equestrian Center-** Refer the following items back to the Equestrian Steering Committee for further discussion: Install 3 sided shelter for some boarder pens, trailer parking within the equestrian complex, larger pens for some long term boarders, and panel protectors for pens where needed.

Determine user opinion and NOR analysis of providing a turnout pen for boarders and construction of a dressage court.

**Downhill Ski Area-** Evaluate user desire and NOR analysis of initiating snowmaking in Eagle Rock ski area.

**Downhill Ski Area-**Evaluate feasibility and NOR analysis of installing a backside chair lift.

**Downhill Ski Area-** Develop a Facilities Plan (including possible additional satellite building construction) for normalized utilization of up to 1200 skiers per day and an operating plan with revenue potential for Peak Day utilization of approximately 10 days of an estimated 1500-1600 skiers per day.

**7. Election of GPC Chair and Vice Chair:** Michael Fajans and John Stubbs are stepping down as Co-chairs of the GPC, but would like to remain as GPC members.

Dwight Walker was nominated for GPC Chair and Michael Sullivan was nominated for GPC Vice Chair. These nominations were approved by GPC consensus.

**8. New business:** Mary Werschky has submitted her resignation as Full Member of the GPC. The GPC thanks Mary for her service. The GPC also recommends that Tom Johns be moved from Alternate Member to Full Member. This would leave openings for two Alternate Members.

**9. Next GPC Meeting;** The next GPC meeting will be on Monday, January 11, 3-5 at the NWCH. (Note change of date from the 1<sup>st</sup> Monday in January)

Dec 7 GPC Meeting Report prepared by John Stubbs

# GPC MEETING

## TAHOE DONNER ASSOCIATION

### January 11, 2016

**Location:** NWCH Mezzanine  
**Date:** Monday 1/11/2016  
**Time:** 3:00pm – 5:00pm

#### Attendees:

Tahoe Donner Association: Robb Etnyre – General Manager  
Forrest Huisman – Director of Capital Projects  
Miguel Sloane – Director of Operations  
Lee Gray – Executive Assistant

Board: Steve Miller - President  
Courtney Murrell - Secretary

GPC Committee: Dwight Walker, GPC Chair  
Tom Johns  
John Stubbs  
Bruce Barton  
John McGregor  
John Dundas  
Michael Bledsoe  
Michael Sullivan  
Doug Sherman, Conference Call  
Michael Fajans, Conference Call  
Nichelle Lyons, Conference Call  
Nan Meeks, Conference Call

#### Meeting Notes:

#### Capital Projects Updates / Forrest Huisman

- ❖ Snowmaking / Groundbreaking 8/2015 and Ribbon Cutting 12/2015 – 7 Silent Polecats, Pump House Cooling Tower, Electrical upgrades – Within Budget
- ❖ Alder Creek Adventure Center / Interior and Exterior photos in time for the Thanksgiving and the Christmas holiday. / Ribbon cutting and Grand Opening in November 2015.
  - 5 year process:
    - 2011 – GPC & Board approved
    - 2012 – Master Planning; Architects, schematic planning, location, parking, options
    - 2013 – Sr. Management input, Town halls, permitting, department input
    - 2014 – May - Demolition started, Panels go vertical, October parking lot completed, Storm water Ponds, dried in within 4 months. Subcontractors not available.

- 2015 – Completion 15 months, 25% larger, materials and quality excellent. 10,000 individual building components. \$300k under board approved budget. 2% of contingency of 5% used.

These projects along with small and medium projects between 2011 to 2015 dollars spent have been about \$24 million in Capital Projects and Reserve replacement.

**GPC Charter Subcommittee Report – Dwight Walker, Chair**

**Subcommittee members: Steve Miller, John Stubbs, Tom Johns, Michael Sullivan, Robb Etnyre**

Talking points considered by the GPC Charter review subcommittee were as follows:

- ❖ What has changed in the last 7 years since the current charter was updated
- ❖ How could the GPC operate more effectively in the current board and management environment?
- ❖ Are there ways to streamline processes to gain efficiencies in management and GPC committee efforts?
- ❖ Are communication loops effective among the Board, Management and the GPC Committee?
- ❖ What deliverables are needed from the GPC by the Board and membership?

Robb Etnyre outlined the Internal Changes from 2009-2016

- ❖ Capital Projects Staffing / Other new Directors and Departments
  - Director of Capital Projects (Forrest Huisman, Brian Yohn, new assistant)
    - \$25 Million Reinvestment, Development and Replacement Reserve and machinery.
    - The contribution assessment has increased in 20 years from -0- to \$250 from each homeowner.
  - Director of Marketing & Communications (Brinn Talbot)
    - Communications Department
    - Group Sales
  - Director of Facilities & Risk Management (Annie Rosenfeld)
    - ASO
    - Loss Prevention
    - Trails
  - Director of Food & Beverage (Mike Peters)
    - Adventure Center – Alder Creek Café
- New Departments
  - IT (Director of Finance & Accounting) / Snow play (Director of Operations)
- ❖ Strategic Plan 2009, updated 2015.

Dwight Walker guided the committee through a Power Point presentation on oversight for Capital Funds; the Development Fund and Replacement Reserve.

1. Proposed Name change to Capital Projects Committee.
2. Communication loop
3. Criteria for new detailed process from project request to execution
4. Reporting - Monthly, Quarterly & Annual Meetings
5. CPC Member desired qualifications – diverse capital spending experience
6. Establish Ad Hoc Committee to design and document capital spending processes with representatives from Management, Board & CPC;

7. Task force by project instead of by amenity
8. Capital Funds Projection Report, as maintained by Dir of Capital Projects to function as communication to board and members on plans for 5 year rolling capital spending,

After discussion, with a lack of a clear consensus, the following action items were determined.

1. Provide update to Board at January meeting on review of the GPC charter.
2. To establish an Ad Hoc Committee on Capital Spending Processes; Robb Etnyre, Forrest Huisman, Steve Miller, Tom Johns, John Stubbs, Michael Sullivan (Chair).
3. Upon Board guidance, move forward to write new charter to submit to Board for approval at February meeting

### **Land Management Plan Committee Update – Robb Etnyre**

Referencing the article in November Tahoe Donner News. The strategies and Objectives are as follows;

- ❖ Natural Resources, Cultural Resources, Recreational Sources (Use), Restoration, Mitigation, Conservation, Development

A consulting company has been hired to look at the plan and the status of the timeline is this last Friday a stakeholders meeting was held. The Board will be briefed in January, February and March including another stakeholders meeting during that time. A draft plan should be ready for the Board in March 2016. No additional Development Funds, beyond the current budget of \$50k, are needed at this time for Land Management Plan. LMP needs will be incorporated into future project budgets.

### **Marina Service Level Evaluation update – Miguel Sloane**

In November the Board was updated as regards to the consequences of not having the boat ramp open this past summer. The feedback received from members and staff was overwhelmingly in favor of keeping the ramp closed. Staff plans to consider that feedback along with other safety issues and use patterns and make a recommendation to the Board on how we should proceed.

At this time there is no request for development funds. It is being looked at as a service level issue, safety and risk management.

### **New Business – Nichelle Lvons**

Nichelle brought up The North Tahoe Adventure Company and Ropes Course for a potential project for consideration. The information will be passed along.

Projected next meeting – Monday February 1, 2016

Adjourned at 5:00 p.m.

Recorded & submitted by Lee Ann Gray

1. Minutes- TDGF Committee Meeting –January 4, 2016, 3-5 PM.
2. **LOCATION: MEADOW ROOM – NORTHWOODS CLUBHOUSE**
3. Present: Dick Gander(phone), Lois Ermak, Jennifer Jordan, Merle Fajans, Brinn Talbot, Suzanne Sullivan, Barbara Czerwinski, Pam English, Jim Stang.
  
4. We regret to report that Barbara Czerwinski submitted her resignation from the committee, effective February 1. We are very sad to see Barbara leave us and thank her for all she has contributed.
5. Treasurers report –
  - a. Balance forward \$14684.51
  - b. Contributions \$3570
  - c. Pass through \$100
  - d. Grants \$500 –to ~~truckee~~**Truckee** ~~C~~**community** ~~X~~**mas** project – this does not seem correct as we did not make a grant. **Suzanne** will pursue this.
  - e. Disbursements \$0
  - f. Net after TTCF reserves \$7754.51
  - g. Estimate of response to assessment enclosure—Judged as contributions since the letter \$4520. 28 contributors. Mostly from out of town addresses.
  - h. Most of the statistics we would like are not available. We can calculate a few basic ones by hand.
6. Website – **Jennifer**
  - a. Website is up to date. The FAQs are current, the grants are listed, and abbreviated financials are there.
  - b. Brinn mentioned that a contract has been let for a new website for TD. **Jennifer** is in charge of emailing our thoughts to Brinn.
    - i. The main issue is visibility – the ability to easily identify TDGF, know that we exist, get to our info and contribution. We are currently buried under the membership tab.
    - ii. Jennifer defined this as a flatter system.
    - iii. **Please send your comments to Jennifer before the end of the week. -All**
7. Plan for TD News between now and July 2016
  - a. If we include the logos in our articles, they will try to put them onto the page. The TDGF logo and the TTCF logo are prime. If space available we can show Waltman.
  - b. February - Organization 2 due Jan 10 -submitted
  - c. March Recognition of Contributions-2015 due Feb 10 -**Suzanne**
  - d. April Organization 3 due March 10
  - e. May Organization 4 due April 10
  - f. June Organization 5 due May 10
  - g. July Scholarships due June 10
  - h. Each month will feature an organization to which we gave a grant. December lists all the grants in the article. Dick has submitted the February article on Arts in the schools.
  - i. SOS will be at TD downhill for an event on January 4. Dick asked if Ashley could be there to take some pictures for our article supporting the grant. -- **Brinn**
8. Nothing additional on elevator speech. A reminder to keep it personal and not aggressively soliciting.
9. Thank you notes -
  - a. All notes are up to date
  - b. Pam English will be taking over this function from Barbara
  - c. We need to decide on a new type of thank you note that is easier to use and good looking. Pam will look into that. An example from TTCF which has a picture front, pre-printed simple general message, and space for a very short note was agreed upon.
  - d. Barbara suggested we might want to consider producing notes for sale in member services using local pictures. Profits to TDGF.
10. New Member Meet and Greet- January 2

a. Jennifer and Lois represented us. The get-together was small but both agreed that it was an excellent venue for making people aware of TDGF. They also agreed that the personal approach on the elevator speech and no solicitation here was the way to go.

11. There was a lively discussion with Jim Stang on how we can make the TDGF part of the culture of TD.
12. Minor changes were made to Goals 6-9 of the 2016 Activity Plan. See updated document.
  - a. At our next meeting we will try to focus on what our fundraising events for 2016 will be.
13. Jennifer has attempted to contact Jamie Waltman to talk about 2016.

**Next Meeting February 1, 3-5 PM, Meadow Room Northwoods Clubhouse.**

Minutes- TDGF Committee Meeting –December 7, 2015 3-5 PM.

**LOCATION: MEADOW ROOM – NORTHWOODS CLUBHOUSE**

**Present: Dick Gander, Lois Ermak, Norm Nicholls, Jennifer Jordan, Merle Fajans.**  
**Guests: Marilyn Disbrow, Janet Zipser Zipkin, Stacy Caldwell- Executive director of TTCF**

1. Treasurers report – Suzanne was not present but provided the following information as of 11/30
  - a. Balance forward \$26,356.51
  - b. Contributions \$450
  - c. Grants \$11090.00
  - d. Disbursements (for assessment letter) \$ 1032.00
  - e. Net after TTCF reserves \$4684.51
  - f. Contributions are coming in in response to the solicitation enclosed with the assessment. We will have totals when they are recorded at TTCF.
2. Plan for TD News between now and July 2016

January -	Organization 1	due Dec 10 - submitted
February -	Organization 2	due Jan 10
March -	Recognition of Contributions -2015	due Feb 10
April -	Organization 3	due March 10
May -	Organization 4	due April 10
June -	Organization 5	due May 10
July -	Scholarships	due June 10

Each month will feature an organization to which we gave a grant. December lists all the grants in the article. Dick has submitted the January article on the Food Hub.
3. Grant Process- Final Report –**Dick, Jen**
  - a. All grants were made as we agreed in November. TTCF made additional grants to the organizations that we granted.
  - b. Dick and Jen found it a very rewarding experience.
  - c. Our grants increased the TTCF fall grants by 10%.
4. Develop 3 minute “elevator speech” on TDGF - Stacy Caldwell led the discussion
  - a. A copy of the talking points she noted and comments Merle took down will come as an attachment.
5. Begin 2016 Goal and Activities plan - **Merle**
  - a. We reviewed and revised the plan through #7, Goal 5.
  - b. The program as revised so far will come as an attachment.
  - c. **By December 30, everyone please send corrections, additions or suggestions to Merle for the remainder of the document. If you did not attend the meeting, please send your comments on the part of the plan we reviewed ASAP.**

**Next Meeting January 4, 3-5 PM, Meadow Room Northwoods Clubhouse**