

**TDA Elections Committee Minutes**  
**October 5, 2017**  
**12:30 PM - 2:30 PM**

**Present:** Bette Rohrback, Karolyn Gander, Courtney Murrell (taskforce), Megan Rodman

**Guest:** Rob Etnyre

**Attachment:** Memorandum from Legal Counsel

The Committee reviewed the response received from Legal Counsel re: our proposed documents for inclusion in the Candidate Packet - Candidate's Code of Conduct & Elections Fair Campaign Practices. Rob discussed findings with us and answered questions. Essentially, Counsel advised that both documents could be legally and practically enforced with a few recommended changes. We amended the documents to incorporate the recommendations. We will request that discussion of those documents be included on the Board Meeting Agenda for the October meeting, with action requested in November.

Also discussed were the recommendations for committee membership forwarded to the committee by Jeff Bonzon and Jeff Connors. Bette reported that she had reached out to those individuals to schedule interviews and was waiting for their responses. We discussed at length Mr. Connors willingness to put forward a recommendation to the Board that voting membership be raised to 5, with 3 required for a quorum. We agreed that based on the work of the Committee on Committees, we did not think Board action re: one specific committee was needed. We also agreed that, given the usually seasonal nature of our workload, we would be able to function effectively and efficiently with 3 voting members and 1 alternate. We would, of course, welcome input and participation from any interested member and will be more diligent about posting our meeting schedule on the website. After our interviews, we will plan to put forward our recommendation for membership at the November Board Meeting, as is set forth in Resolution 2008-2. We also reviewed our Committee Charter approved on March 24, 2012.

**Next Meeting: Wednesday, October 25, 11 AM - 1 PM, Mezzanine Conference Room**

**Election Committee Meeting Minutes**  
**October 25, 2017 11:00 AM - 1:00 PM**

**Attendees:** Bette Rohrback, Karolyn Gander  
Courtney Murrell  
Staff – Megan Rodman

Minutes of October 5, 2017 meeting reviewed and approved.

Bette provided an update on the two other individuals interested in membership on the committee. She has spoken with both Susan Terrell and Ken Knutsen. An interview with Susan is scheduled for Nov. 10 at 10 AM at NWCH; Ken does not have plans to travel from the bay in the near future. We will plan to interview him by phone prior to putting forward our recommendations for committee membership and term renewals at the November Board meeting. We will also do a formal interview with Courtney.

The committee reviewed the lengthy e-mail we received from Jeff Connors on October 12 and drafted a response.

We again reviewed the two documents on the Board agenda for review at the upcoming meeting - The Candidate's Code of Conduct and Fair Campaign Practices. Bette will present the documents, providing a 'refresher' on the history of these documents, and request questions/discussion from the Board.



## **FINANCE COMMITTEE MEETING REPORT: October 19, 2017, NWCH**

### **ATTENDANCE:**

Members present: King, Disbrow, Dundas, Stang, Eyton-Lloyd  
Members absent: Johns, Ravano, Hunter, Leibow, Anderson  
Staff Present: Salmon, DFA; Etnyre, GM; Rodman, Admin  
TD Board member: Bonzon, Connors, Jennings  
GPC Liaison: Sullivan  
TD Member: Reedy

### **AGENDA ITEMS:**

**A.** Call to order; 3:20pm, quorum present

**B.** 10/19/17 Agenda and 9/14/17 minutes approved 5-0 (Disbrow 1<sup>st</sup>, Eyton-Lloyd 2<sup>nd</sup>)

**C. Review of September Financial Results** – Net Operating Results (NOR) for September are \$59,200 better than budget but \$12,400 behind last year. After a slow start to summer, activity is continuing to pick up. TD had record revenues for the month of September. Notable results are as follows:

- NOR for the private amenities were a total of \$50,200 ahead of budget, due in part to a strong Labor Day weekend.
- YTD NOR for all Amenities are \$1,109,300 ahead of budget and \$88,700 ahead of last year.
- Golf continues to have a slow season. NOR for September was \$11,500 below budget. YTD results are \$100,800 short of budget.
- The Lodge had a great month with NOR \$42,500 ahead of budget. This is due to a very busy banquet business including many events in the Tent. YTD the Lodge is ahead of budget by \$77,500.
- Forestry expenses were \$44,500 more than budgeted due primarily to chip sale activity and timing of projects. Year to date, Forestry is \$167,700 below budget due mostly to heavy winter cleanup costs.

Year to date results show an NOR that is \$1,088,100 ahead of budget, but \$184,300 behind last year's results. Members Equity is \$1,091,800 above the policy target balance of \$1,100,000.

Salmon indicated that October is off to a good start.

**D. Review of Operating Budget and Proposed Annual Assessment** – The FC continued its discussion started last month of the proposed 2018 Operating budget and resulting Annual Assessment. Our meeting followed a special TD Board meeting which also discussed the budget. In that meeting, the Board approved an increase in unaccompanied Guest Card fees from \$8 to \$12. Per Salmon, this will increase revenue by an estimated \$44,000.

The FC then shared their thoughts regarding the proposed budget:

- In 2016, actual results were approximately \$2 million better than budget
- In 2017, it looks like actual will be \$1 million better than budget. As a result of FC input last year, the Operating portion of the budget was reduced by \$99. This amount was then split between Development Fund and Replacement Reserve Fund. Otherwise the difference between actual and Budget would have been higher.
- While the FC believes it is important to have a budget that is somewhat conservative due to the unpredictable effect that weather has on our business, we believe that having a budget that results in a third year where actual results are considerably higher than budgeted, would not be a good idea. Schedule G08, page 3 currently shows that 2018 budgeted results for all amenities and HOA costs would be \$955,000 lower than forecasted 2017 results. We understand that TD still has to have a successful December for the year to end up as is forecasted, but we believe there is room in this schedule to reduce the Operating Budget for 2018. Salmon indicated that he will review this over the weekend and get a revised budget to the FC by Monday October 23. At that time, the FC will vote by email as to whether we recommend this budget to the TD Board to approve.

**FOLLOW UP ACTION on October 23, 2017-** Per our request, Mike Salmon reviewed the proposed budget for additional areas of savings and came up with \$227,000 of additional net savings, which results in a decrease of \$35 per member from the Operating Budget. This will be the second straight year of a reduction. Last year it dropped by \$99 per member from \$1074 to \$975. This year it would drop to \$940. As a reminder, the Goal of the Board for 2018 is to keep the assessment the same at \$1900. Mike is also recommending that the freed up operating budget be allocated as follows:

- \$162,000 to the Replacement Reserve Fund. This represents the 4% increase that is planned for future years, but was 0% in the original proposed budget this year. So the increase of \$162,000 which is 4.2%, makes this year consistent with future years and apparently is in line with what the Board discussed at its meeting on October 19th. The new assessment portion for Replacement Reserve would increase from \$595 to \$620.
- \$65,000, or \$10 per member is an increase of 3.3% to the Development Fund. The new annual amount would be \$310.

The entire Finance Committee voted in favor of this revised budget (10-0) by email and recommend that the Tahoe Donner Board approve it.

**E. Review and Approval of revised Development Fund Policy:** Dundas led the

discussion of the revised Development Fund Policy. Many months of work by the resolution subcommittee has resulted in this Policy being ready for the FC to finalize and send to the TD Board. Dundas reviewed the changes to the policy which focused on the incorporated references to the Association Master Plan and the Capital Projects Process. These changes give TD the opportunity to further integrate the capital and financial processes and improve their ability to quantify future financial requirements with the hope of normalizing the annual Development Fund assessment process.

The policy was approved, 5-0 (Disbrow 1<sup>st</sup>, Eyton-Lloyd 2<sup>nd</sup>) to move forward to the TD Board for their approval at the November Board meeting.

The FC recognized the subcommittee members (Dundas, Stang, Leibow, Eyton-Lloyd and Salmon) for their work on updating this Policy.

Dundas plans to have the New Machinery Fund Policy ready for review in November.

**F. Discussion of Capital Projects Policy (CPP)** – Michael Sullivan led a detailed discussion of the Capital Projects Process. Implementation of this process, which is just starting to be utilized, should

- provide a better planning process;
- result in lower costs and minimize financial surprises;
- is managed by Forest Huisman, with considerable involvement by the GPC and FC, when necessary.

Articles regarding this process and current TD projects have been included in the last two TD News.

**G. Discussion of Auditor renewal** – The current three-year contract with our outside auditors, Gilbert and Assoc. ended after the 2016 audit. Both staff and the FC are very happy with the work done by Gilbert and as a result, we asked Salmon to contact them to ask for a proposal for another three-year extension. Their response was they would like to continue and have offered to not increase fees for the next three years, ending with the 2019 audit.

The FC voted to recommend (Dundas 1<sup>st</sup>; Stang 2<sup>nd</sup>; 5-0 vote) that the TD Board accept the proposal from Gilbert and Associates to remain as our outside auditors for another three years, with the caveat that TD will go out to bid at the end of this contract. We will inform Gilbert of our plan and they will be allowed to propose at that time, if they desire.

**H. Finance Committee Subcommittee assignments** – King reported that the TD Board has asked the FC to form subcommittees to review the financial results of the Equestrian Amenity and financial operations of the Event tent. King, Hunter and Stang will participate with the Equestrian group, which has its first meeting on November 3<sup>rd</sup>. Leibow, Ravano, Disbrow, Eyton-Lloyd and Johns have expressed interest in being involved with the Event tent group. Their first meeting is scheduled for October 24<sup>th</sup>.

**I. Review of FC member terms** – The FC currently has its full complement of 10

members. Six members (Dundas, Hunter, Leibow, Johns, Stang, Ravano) have terms that end in January 2018. All six members are active participants on the Committee and all have expressed their desire to continue for another two-year term ending in January 2020. The FC is supportive of these members continuing. King will forward the necessary information to the TD Board for their approval of these six members continuing, at their November Board meeting.

**I. Agenda Items for November 9th meeting**

- a. 2017 Golf Season Financials/ Revenue Summary Analytic. Murtagh and Kuehne will be invited to attend.
- b. Update on Subcommittees work
- c. Review of 2018 draft Budget Report
- d. 2018 FC Goals and Tasks
- e. Review of revised New Equipment Fund policy

**NEXT MEETING DATE:** November 9th, 2017, 3:00 pm, NWCH

**ADJOURNMENT:** 4:55 pm; (Stang 1<sup>st</sup>; Eyton-Lloyd 2<sup>nd</sup>) Approved 5-0  
Prepared and Submitted by: Art King, FC Chair

## Report of Finance Committee Subcommittee regarding the Event Tent

The Subcommittee of the FC held its first meeting on Tuesday October 24th to begin our financial review of the Event Tent. Prior to our meeting, we all watched the September Board meeting, where this issue was discussed and the Board indicated that they wanted the Finance Committee to look into this. In addition, we all reviewed the presentation that was given at that meeting by Mike Peters.

After some general discussion regarding the tent and what information is available to us, we started to clarify our Mission of this project. It became clear that we needed more specific direction from the Tahoe Donner Board. The discussion at the Board meeting covered a wide variety of topics, but no clear direction or questions other than they wanted the Finance Committee to look into the results.

So, we have the following questions for the Board.

1. It appears that the concern seemed to be coming from one or two Board members regarding the accuracy of the reported financial results. Does a majority of the Board believe that the financial results of the Event Tent need to be reviewed by the Finance Committee?
2. If so, would the Board like us to focus on Revenue, Costs or both? Revenue is accounted for separately and will be fairly easy to quantify. Costs are not accounted for in a separate profit center, but we could build a cost model. In addition, ancillary revenue associated with attendees participating in other TD activities is undoubtedly significant but unknowable so can not be included other than as a guesstimate. Would you like us to review that also?
3. Is the Board expecting analysis of any non-financial aspects of the Event Tent, such as: size, color, tent cost, hours of operation, etc. If so, we will involve the GPC.

If the Board decides that they still want the Finance Committee to review the results of the Event Tent, we would like clear direction as soon as possible. Basically, we need to know what the Board wants from us that they don't already have to help them make a decision regarding:

- Will the tent be replaced or not;
- What historic financial results do you need verified to allow for event booking for 2019 to begin.

We will work at a pace that should allow us to report our findings by the December Board meeting.

# Tahoe Donner General Plan Committee Monday, Oct. 2, 2017 meeting Minutes

## Location and Time

NWCH Mezzanine at 3 PM

## Call to order:

The meeting was called to order by Michael Sullivan at 3:08 PM

## **Attendees:**

ORGANIZATION	NAME	HERE	NOT
GPC Committee:	Michael Sullivan, Chair -	X	
	Nan Meek, Co-Chair -	X	
	Jim Beckmeyer -	X	
	Michael Fajans -	X	
	John McGregor -		X
	George Rohrbach -		X
	John Stubbs -	X	
	Tom Johns, Alt -		X
Board Liaison:	Jeffrey Conners, Director -		X
Finance Committee Liaison	John Dundas -	X	
Tahoe Donner Association	Robb Etnyre, General Manager -	X	
	Forest Huisman, Dir. of Capital Projects -	X	
	Megan Rodman, Executive Assistant -		X
	Mike Salmon, Dir. Finance		X
Guests:	Rob McCray	X	
	Courtney Murrell	X	
	Benjamin Levine	X	
	Don Koenes	X	

## Approval of Minutes

Mr. Sullivan called for approval of the minutes of the last meeting. A motion was made by John Stubbs to approve the minutes as written. The motion was seconded by Nan Meek.

## Member Input

Rob McCray was introduced as a member who is interested in being on the GPC.

## New Business:

None

## Updated list of Potential Capital Projects:

A list of potential future projects can be found at <http://www.tahoedonner.com/member-area/capital-projects/future-potential-projects/>. There are no new project ideas.

## Project Task Force updates:

The following projects are active. Task Forces typically meet prior to the GPC meeting and report on progress at that time. The following is a list of active GPC projects and their task force leaders.:

- Equestrian Center Relocation, Phase 3 –Meek  
The Equestrian Center closed on Oct. 18 and the horses will leave this weekend for winter boarding.



## Tahoe Donner General Plan Committee Monday, Oct. 2, 2017 meeting Minutes

Construction of Phase 3 will start immediately and continue as long as weather permits. The remainder of the project will be completed in the Spring and include improving the roadbed and walkway and completing the wash rack and ADA access.

- **Employee Housing – Fajans**  
TD will hire 400 seasonal workers for the 2017/18 winter season. Seventy positions have been offered to J1 visa holders. We expect to continue renting TD houses while we study alternatives.  
The Regional Housing study recently showed examples of how the PUD and Vail Corp. are tackling this problem by building housing for their seasonal workers.
- **Trout Creek Space Reallocation – Stubbs**  
Siteline Architects are preparing construction drawings that will allow us to obtain permits and construction quotations on the East and West wings of the Trout Creek Recreation Center. These drawings are expected to be completed by late October. Further studies of capacity, safety and service indicate that the additional 670 ft<sup>2</sup> recommended by the consultant will be needed sooner rather than later. In order to obtain a cost for this additional space, additional drawings and engineering is necessary at an estimated cost of \$25,000. The case for this will be presented at the October 28 Board meeting.
- **Cluster Mailbox Consolidation – Rohrback.**  
Management and the GPC will send a formal letter to the USPS explaining our situation and asking for their cooperation to install 2,160 new, covered mailboxes to replace what we currently have.
- **Association Master Plan – Sullivan**  
Post-Project Review to be scheduled.
- **Communications Task Force – Meek**  
The Task Force met with staff to create a template for project task forces to use as they work through the Capital Project Process. Website changes that are anticipated to enhance this include project related URL, email address and phone number.
- **Downhill Ski Area Study – Beckmeyer**  
EcoSign presented their initial analysis (the 70% report) at the last GPC meeting. The Task Force will begin a member communication effort to inform and to ask for input to direct EcoSign to complete their work.

### Adjournment:

The meeting was adjourned at 4:32 PM

### Next Meeting:

November 6, 2017 at 3PM at NWCH Mezzanine.

## MEETING MINUTES

**TDGF Committee Meeting –October 17, 2017- 3:00-5:00 PM.**

**Members Present:** Jeanette Fagerskog, Pamela English, Suzanne Sullivan, and Dick Gander

**Location: MEADOW ROOM – NORTHWOODS CLUBHOUSE**

### Discussion and Results

1. Committee Membership: Mary Podesta volunteered to participate in the TDGF. She is available during the summer and is willing to sponsor a get together with our top donors. We need to think about the donor level for participation.
2. Minutes –No additions or corrections were made to the minutes.
3. Treasurer’s report: A report was not given on the overall finances.
  - a. An anonymous donor has given \$10,000 to be used for multi-year scholarships.
  - b. The dinner netted approximately \$15,000.
4. TD News Articles
  - a. November issue: Summary of grants made.
  - b. December Issue: Recap of the Dinner results, mostly pictures
5. Annual Dinner: Report
  - a. Ticket sales:
    - i. We sold over 80 tickets. There were many competing events, including a Fall Festival at Northwoods on the same date.
  - b. Auction:
    - i. Auction items sold well.
    - ii. Only problem was that the internet connection was slow so it took too much time to process credit cards. Next year we should encourage people to bring checks.
  - c. Publicity
    - i. We publicized through Facebook, TD email blasts, Next Door, posters, postcards, and emails.
  - d. Menu
    - i. Food was excellent. People particularly loved the appetizers, salad, chicken and trout.
  - e. Decorations
    - i. The center pieces that Katie made were appreciated by everyone. The table decorations were delightful.
  - f. Program was excellent. Only glitch was the heating went off, but the fan stayed on and the room was cold.
  - g. Thoughts for next year’s dinner
    - a. Suzanne suggested having the dinner in July, during the week. More people and families will be here. We could have at TD

tent, which accommodates more people and we could offer babysitting. She will follow up with TD.

- b. Suzanne suggested that we consider using Bid Pal. They provide an online service to manage event tickets and handle online auction bidding. The cost is \$2000. Dick will follow up and present thoughts at next meeting.
  - c. Suzanne suggested two possible speakers for next year: Mark Wellman, a paraplegic inspirational speaker and lives in Tahoe Donner or Tom Stienstra, an outdoor writer for the Chronicle.
6. Discussion: Year End Campaign
    - a. The insert is ready to print. Suzanne will pick it up and deliver to TD Marketing office.
    - b. Dick will draft a letter to past contributors who have not renewed this year. Jeanette will handle the mail/merge of the letters to the past contributors. Dick will check that we have the envelopes we need (both #9 and #10). We will stuff the envelopes on Monday, November 7<sup>th</sup> at Suzanne's from 11-12:30.
  7. Grant Committee Debrief: The TDGF grants were determined and will be publicized in the November TD news.
  8. Next Meeting Speaker: Dick will ask Ashley Cooper from the TTCF to talk with us at our next meeting about how to "tell the stories" of the students and groups we fund.
  9. The meeting was adjourned at 4:40pm

Next Meeting: November 7th, 3-5 PM, Meadow Room Northwoods Clubhouse.