

Elections Committee Minutes

January 9, 2018

1:00 PM - 3:00 PM Northwoods Clubhouse Mezzanine Room

Committee Member Responsibilities

- Agenda will be Bette's responsibility.
- Minutes will rotate between committee members starting with Karolyn for January 9 and then Courtney for February meeting.
- Elections Committee Mailbox monitoring will rotate weekly between committee members. Bette will send out schedule and access to email box instruction. Members will be responsible to check the mailbox daily.
- Other? Benjamin Levin attended the meeting and suggested use of Flash Point Survey to ask membership about the election experience, for example the best way to interact with candidates, best method of elections communications and ways to improve the member experience with elections. Election Committee will meet with Cristina.

Board Meeting Preparation

Committee Report will include:

- Election season begins with the following items presented for discussion on January 27 and action at the February Board meeting - 2018 Board of Directors Elections Committee Procedures, Appointment of Inspector Elections, Brent Collinson - (Megan to provide new firm's name) and McClintock as the Accounting firm.
- Proposed Elections Committee Charter Revisions - No changes to charter or Elections Committee response as it was tabled last meeting.
- Fair Campaign Rules discussion - Revisit interview data and determine how best to present per Director Connors request was discussed. Karolyn will create a document addressing the request concerning member, staff and candidate comments in a broad general format. Jennifer Jennings requested that Darius provide her legal counsel review of the proposed rules. Darius provided the document on late December. . There has been no further information on this topic therefore the Fair Campaign Rules have no changes. The Election Committee is frustrated and dismayed at the lack of Board guidance and progress.
- Alternate Member Vacancy - Candidate application - Mary Stevens - Bette will reach out to her for interview time and send updated Election Committee Activity/Responsibilities. There was discussion concerning whether we can accept new members out of cycle or wait until November 2018. Bette will also email Greg McDougal informing him that we only have an alternate position vacant. When he sent his letter of interest to Director Connors he indicated that he was not interested in an alternative position. We will, therefore, not interview him at this time.
- TD News Article for February - Met with Lindsay/Marketing to discuss use of Marketing in the 2018 Election Cycle. She looks forward to update the Elections Communications to the new look/feel of the Marketing materials. Marketing will be invited to the February 13 Elections Committee Meeting. The February 2016 article was reviewed and facts updated. Lindsay will create the February 2018 article for Elections Committee review.

Time Permitting Review of:

- Communication/Task Calendar - did not review draft communication/task calendar.
- Election Procedures were reviewed and updated for inclusion in January 2018 Board Book.
- Election Committee Responsibilities Document will be updated by Bette.

Next meeting: Tuesday, February 13, 1 p.m., Mezzanine Conference Room, NWCH



FINANCE COMMITTEE MEETING REPORT: December 14, 2017, NWCH

ATTENDANCE:

Members present: King, Disbrow, Stang, Johns, Ravano (by phone), Leibow
Members absent: Dundas, Eyton-Lloyd, Hunter, Anderson
Staff Present: Salmon, DFA; Etnyre, GM; Rodman, Admin; Pearson, Accounting;
Kuehne, Golf; Murtagh, Golf; Huisman, Staff; Rosenfield, Staff
TD Board member: Bonzon
GPC Liaison: Sullivan
TD Member: Koenes (by phone); Murrell; Williams

AGENDA ITEMS:

A. Call to order; 3:00pm, quorum present

B. 12/14/17 Agenda and 11/16/17 minutes approved 6-0 (Johns 1st, Leibow 2nd)

C. Review 2017 Golf Season Financial results – Kevin Kuehne and James Murtagh joined the meeting to provide their input regarding the 2017 golf season, as well as answer questions. Keith Williams, President of the Men's Golf Club was also in attendance. Kuehne commented that he felt behind all year with the maintenance of the course due to the amount of snow and the push to open as early as possible. This ended up having an impact on course conditions all season long.

Salmon provided comprehensive financial schedules of the financial results going back as far as 2008. Rounds played in 2017 at 17,200 is the lowest number in many years. It is expected that golf results will be a loss of \$248,100, which is \$103,000 higher than the budgeted loss of \$144,800. The budget for 2018 is an expected loss of \$98,000. This year's results are due primarily to the late start of the season. It's been shown that in years with high snow levels, the golf results will not be as good as in years with low snow.

The group had a good discussion about ways to improve the golf course condition, as a way of competing with other local courses at lower elevations. We will continue to discuss at our January FC meeting.

D. Review of preliminary November Financials – Net Operating Results (NOR) for November, which is the smallest month of the year, were \$3000 better than budget but \$99,000 lower than last year. Notable results are as follows:

- Forestry was \$25,000 behind budget due to timing issues. It will end up behind budget for the year.
- Golf and Cross Country Ski were both behind budget. Golf at (\$9400) and Cross Country Ski at (\$11,900)
- All other amenities were very close to budget.

YTD NOR for all Amenities are \$1,231,000 ahead of budget and \$123,000 ahead of last year.

Year to date results show an NOR that is \$1,154,000 ahead of budget, but \$325,000 behind last year's results. Members Equity is \$1,011,000 above the policy target balance of \$1,100,000.

As of now, TD is at an all time low for delinquent member assessment dues. Only 28 members have not paid their dues for 2017. That is less than ½ percent of all members. Congratulations to Salmon and his staff!

Salmon indicated that December is still a bit up in the air. We are behind in revenue which is offset by lower costs. Snow making is definitely helping. He stated that he believes the year will still end up \$1,000,000 ahead of budget.

E. Review financial portion of new TD Coffee Table book – We reviewed the proposed one-page financial information that may be included in the TD Coffee Table book which is being published. We provided our input to Etnyre.

F. Budget Report Feedback – In November, Salmon was asked by a member to include a list of all employees who made over a certain amount of compensation in the Annual Budget Report. After some discussion, the committee decided (Leibow 1st; Johns 2nd; 6-0) that this information would not provide any positive benefit, so we recommended that it not be included.

G. Update on FC member reappointments – King gave his update on the status of the requested re-appointments of six FC members that will be before the TD Board at the December Board meeting. (Note: At the Board meeting on 12/16/2017, all six members were confirmed by the TD Board for another two-year term ending January 2020.)

H. Capital Funds Projection Update – Salmon and Huisman led the discussion regarding the current status of activity in the Development Fund. Based on the schedule provided, it looks like total spending in 2017 will be under \$600,000. Due to the low spending, as well as the \$1,800,000 transferred in from the Operating Fund in 2017, the expected year end balance should be close to \$3,600,000. The next large planned project should be the Trout Creek expansion, expected to begin in 2018. The schedule had a place holder for the Downhill Ski Lodge for the next five years. But the amount shown will probably not be enough to cover the actual cost.

H. Update on Sub-Committee projects

- a. Pavilion Tent – King reported that the Board accepted the financial report provided by the FC sub-committee at the November TD Board meeting. However, they still weren't willing to allow bookings to begin again for 2018 and 2019 until they receive a business plan from staff. Our Committee believes they should begin bookings again immediately, while they deal with their concerns about noise and tent size issues. King will comment on this at the December TD Board meeting.
- b. Equestrian – Stang gave an update of the activity of this Committee. Not much to report yet.

I. Agenda Items for January 11th meeting

- a. Golf – Review Golf Clubs' plan to upgrade the golf course and discuss General Manager's goal (with FC participation) to review golf's financial performance in order to reduce losses (as Board directed).
- b. Update on FC Sub-Committees work
- c. Election of FC Chairperson for 2018
- d. Approval of 2018 meeting calendar.
- e. FC message to the TD Board regarding their activities

NEXT MEETING DATE: January 11th, 2018, 3:30 pm, NWCH

ADJOURNMENT: 5:00 pm; (Disbrow 1st; Stang 2nd) Approved 6-0
Prepared and Submitted by: Art King, FC Chair



FINANCE COMMITTEE MEETING REPORT: January 11, 2018, NWCH

ATTENDANCE:

Members present: King, Disbrow, Stang, Johns, Ravano (by phone), Dundas, Eyton-Lloyd (by phone), Hunter, Anderson

Members absent: Leibow

Staff Present: Salmon, DFA (by phone); Rodman, Exec Asst

TD Board member: Bonzon (by phone)

GPC Liaison: Koenes

TD Member: Connors

AGENDA ITEMS:

A. Call to order; 3:30pm, quorum present.

B. Member Comment: None.

C. 1/11/18 Agenda approved 9-0 and 12/14/17 minutes approved 8-0-1, Dundas abstained (Johns 1st, Leibow 2nd).

D. Review of preliminary December Financials – Preliminary financials were not ready due to end of year preparations for closing out 2017 and preparation for annual audit; however, we had a general discussion. Salmon reported that December will end up somewhere between breakeven with budget and a \$50,000 loss. Downhill skiing had a good month thanks to snowmaking capability. Forecasted year-end results should end up close to \$1 million better than budget.

Salmon will forward the financial results to the committee as soon as they are ready for our comments.

January results are currently behind budget and despite meager snowfalls downhill will be open for the Martin Luther King weekend.

E. Election of Finance Committee Chairperson for 2018 – Per the FC Charter, a Chair Person is to be elected each January by the Committee. The Committee expressed its support for King to continue another year. King indicated that this would be his last year on the Committee. He will look for opportunities for committee members for leadership roles during the year to help identify a potential future chairman.

F. Approval of 2018 Calendar – The Committee approved the proposed calendar for 2018. It will be posted on the TD website and suggestions provided to have all committee calendars added to the Committees link.

G. Golf – Review GM goals and financial performance in order to reduce losses – We had a good discussion regarding the golf financial performance. Salmon provided us with five years of financial results plus the 2018 budget. The current Board is having the GM review golf operations to determine if financial results can be improved. The primary focus of our discussion is that the condition of the course has deteriorated over the last few years which has caused a decrease in rounds played. The GM is currently working with the Men’s Golf Club and the GPC regarding potential improvements to the course. We understand that Kevin Kuehne, course superintendent, has indicated that some of the smaller projects could be covered under the annual maintenance operating budget. Kuehne should to be given permission to do these projects. However, most of the needed projects should be able to be funded from the Replacement Reserve Fund. The recommendation of the Finance Committee is that the GM and Golf Course Staff work with the TDMGC, TDWGC, Nine Hole Ladies Golf Club, and (as necessary) the GPC to develop a 5+ year management plan to restore our TD Golf Course playing conditions to enable us to compete with the playing conditions of other local championship courses and possibly increase the number of players which could improve revenue for the Course. Board member Connors said that the Board would be willing to look at a long-term plan like this.

H. Update on Equestrian Sub-Committee project – Stang said the Equestrian Committee is continuing to meet and is focused on increasing various levels of service through presentation and programs. He believes the group will continue to meet for a number of months.

I. Discussion regarding Board activities – King led the discussion that began last month regarding various activities of the current TD Board. Per the FC Charter, **“The purpose of the Committee shall be to provide financial advice, analysis and information to the Board so as to better enable the Board to make sound financial decisions.”** The concern of the FC is that two current Board members have refused to sign the Board of Directors Code of Conduct and Ethics pursuant to Corporate Resolution 2016-7 and that by not signing this document TD may be at risk financially by putting our D and O insurance coverage at risk. Our insurance broker has been notified of this lack of signing. Director Connors stated that his and Jennings reasons for not signing this document and explained that a new document will be discussed and potentially voted on at the January Board meeting. We thanked Connors for providing his point of view.

The recommendation of the FC is that the Board adopt a new version of the Code of Conduct no later than the January Board meeting. If the new version is adopted and signed by all Board members, then this issue will be behind us. If the new version is not adopted by the Board in January, then this issue needs to be revisited.

It was also reported that all TD committee members may be asked to sign a Code of Conduct. The FC is in agreement with this idea.

J. Agenda Items for February meeting

- a. Golf – Review of proposed golf rates for 2018
- b. Update on FC Sub-Committees work
- c. Update on 2017 final financial results
- d. 2017 Year End Capital Funds projection update

NEXT MEETING DATE: February 15th, 2018, 3:30 pm, NWCH

K. ADJOURNMENT: 5:03 pm; (Hunter 1st; Disbrow 2nd) Approved 9-0
Prepared and Submitted by: Art King, FC Chair

Tahoe Donner General Plan Committee – January 8, 2018 Meeting Minutes

Time and Location

3 PM in the NWCH Mezzanine

Call to order:

The meeting was called to order by the Committee Chair at 3:07 PM

Roll Call:

GPC Committee:		Liaisons:	Tahoe Donner Association
Nan Meek	Michael Sullivan	Jeffrey Conners, Board	Rebb Etnyre
Jim Beckmeyer	*Don Koenes	John Dundas, Fin. Com.	Forest Huisman
Michael Fajans	*Rob McCray		Mike Salmon
John McGregor	ALTERNATES:		Megan Rodman
George Rohrback	*Steve Miller		Miguel Sloane
John Stubbs	*Courtney Murrell		

Guests: Michael Bledsoe, Ali Liptrot, John Maciejewski, Jim Colbert, Jim Stark, Benjamin Levine

Approval of Minutes -

Member Input - none

New Business:

1. Introduction of new members* (Don Koenes, Rob McCray, Steve Miller, Courtney Murrell)
2. Election of GPC Chairman & Vice Chairman – Michael Sullivan was elected Chairman and Nan Meek was elected Vice-Chairman
3. Appointment of GPC Liaison to Finance Committee – Don Koenes was appointed Finance Committee Liaison
4. Announcement of new projects:
 - a. Requests from the General Manager (in accordance with the GPC Charter, the GM may request a project)
 - i. Golf Course capital investments
 - ii. Snowmaking at Cross-country and SnowplayThe Committee noted that these projects did not follow the Capital Projects Process (CPP) which requires a Project Information Paper (PIP) for project initiation. The General Manager has been requested to create a PIP for each project
Copies of the relevant charter and CPP documents are attached.
 - b. Financial analysis of Public vs Private use of the Downhill ski area – New volunteer Herb Hwang will work with Mike Salmon to analyze the financial impact on Operations and Capital Spending to the ski area of public use vs. no public use.
5. Update on the Snowbird chairlift replacement (Replacement Reserve Project) including the Decision Paper to be presented to the Board at their January meeting by staff – Forrest Mr. Conners noted that he wanted to see a comparison between simply replacing the chairlift vs. replacing and moving the chairlift.
6. Request from Finance Committee for GPC opinion – The GPC determined that making statements related to the Board is not part of the GPC charter.
7. The 2018 Goals (attached) were circulated to committee members.

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/>.

New projects since last meeting include:

- Staff reported that lighting at the entrance to the Northwest Clubhouse was improved last week. The PUD replaced the burned-out bulb.

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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 (leader names are underlined):

- **Equestrian Relocation** – Meek
Report is suspended until the Spring
- **Employee Housing** – Fajans, Nan Meek, Don Koenes, Courtney Murrell, Steve Miller
The Task Force is monitoring the possible collaboration of the Mountain Housing Council and Neighbor Works, a not-for-profit that may be able to finance employee housing. TD is currently housing 71- J1 Visa employees in 10 rented houses and has hired an assistant to manage this process. The rentals are cash positive, not counting staff cost, so long as the J1s are here.
- **Trout Creek Space Reallocation** – Stubbs, Michael Bledsoe, Courtney Murrell, Benjamin Levine, Mercedes Ferguson, Kyle Winther, Forrest Huisman
The TCRC Task Force is working on a detailed response to the questions and Inquiries submitted by the Board in regard to the proposal recommendations for implementing the phase 1 + phase 2 + 670 exterior addition space reallocation and expansion at Trout Creek. As noted previously, several Board inquiries require response from the DCP, DO, DFRM, DFA. The Task Force needs to receive these in order to complete the Response. Forrest and Annie Rosenfeld are coordinating staff input. The Task Force anticipates the answers to the questions to be available by the February Board meeting and the Architect/Engineering to be complete by the March meeting.
- **Cluster Mailbox Consolidation** – Rohrback, Fajans, McGregor
Forrest received an email from the Truckee postmaster indicating that she was forwarding our letter to her management so we are still waiting for a response from the USPS.
- **Association Master Plan/Capital Projects Process** – Sullivan, Meek,
Once the communications plan is completed, it will be folded into the Capital Projects Process.
- **Communications Task Force** – Meek, Don Koenes, Courtney Murrell, Benjamin Levine, Michael Sullivan
The Communications Task Force met on Monday, Jan. 8 at 12:30 pm, with Michael Sullivan, Don Koenes, Courtney Murrell, Benjamin Levine, Forrest Huisman, Christine Schwartz and John Stubbs present, and Nan Meek via phone. Benjamin Levine was welcomed as an official task force member.
GPC Communications process, challenges and perspectives were reviewed with a PowerPoint presentation from Michael Sullivan, followed by discussion of the FlashVote survey project, its pros and cons, and the input from the GPC task forces required by the following day. Further discussion of communications and member input at each stage of the Capital Projects Process was facilitated by PowerPoint slides from Nan Meek.
Throughout the meeting, task force members and guests discussed how to best use surveys such as FlashVote and others, and other means of acquiring member input, in ways that produce meaningful, relevant and representative information that is representative of our membership, regarded as valid by all members and useful for member committees, staff and the Board in their project evaluations and decision-making duties.

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- **Downhill Ski Resort Task Force**– Beckmeyer, Frank-Aldridge, Robert McClendon, John McGregor, Nan Meek, Steve Miller, Courtney Murrell, Kevin O'Neil, George Rohrback, Forrest Huisman, Michael Salmon, Miguel Sloan, Rob McCray, Robb Etnyre, Michael Sullivan
December was jammed with progress. .
 - > Due to the FlashVote survey tool being pushed out for use, we decided to move forward with other communications strategies. A January TD News article was written, plus Discussion Groups (Condo Ski Bowl Assoc., TD Senior Ski Club) are being formed along with a slide set that communicates what the Task Force has accomplished and our go-forward plans. We will see how this works out, then begin working on a member's Open House.
 - > A sub-group met to generate lodge option pro-cons, which led to a preferred option at the bottom of the hill. This will be reviewed at the January 8th meeting with the rest of the Task Force, then formally communicated to ECOsign. This is the final set of feedback to ECOsign, releasing them to publish their final report.
 - > Funding options were reviewed: ~\$11M currently dedicated to DH Ski, not including potential future member equity contributions
 - > Diamond Peak Ski Area was visited, opening the door for a benchmarking session to be held this winter. Their input on dissatisfaction with a multi building design helped us eliminate that option in the pro-con meeting.
 - > Operations Staff has agreed to identify / review space requirements for lodge functions. These numbers will be reconciled with ECOsign's market based numbers.
 - > Our CPP Stage 2 milestone schedule has been updated. Still looks like a Board recommendation by JulyThe next meeting of the Downhill Task Force is scheduled for January 22 at 3PM.
- **Demographics Task Force** – McCray, Koenes, Beckmeyer, John Maciejewski, Sullivan
See attached report. The next Demographics Task Force meeting is Monday, January 15.

Adjournment:

The meeting was adjourned at 4:41 PM

Next Meeting:

February 5, 2018 at 3PM at NWCH Mezzanine.

Tahoe Donner General Plan Committee – January 8, 2018 Meeting Minutes

Process for Project Initiation

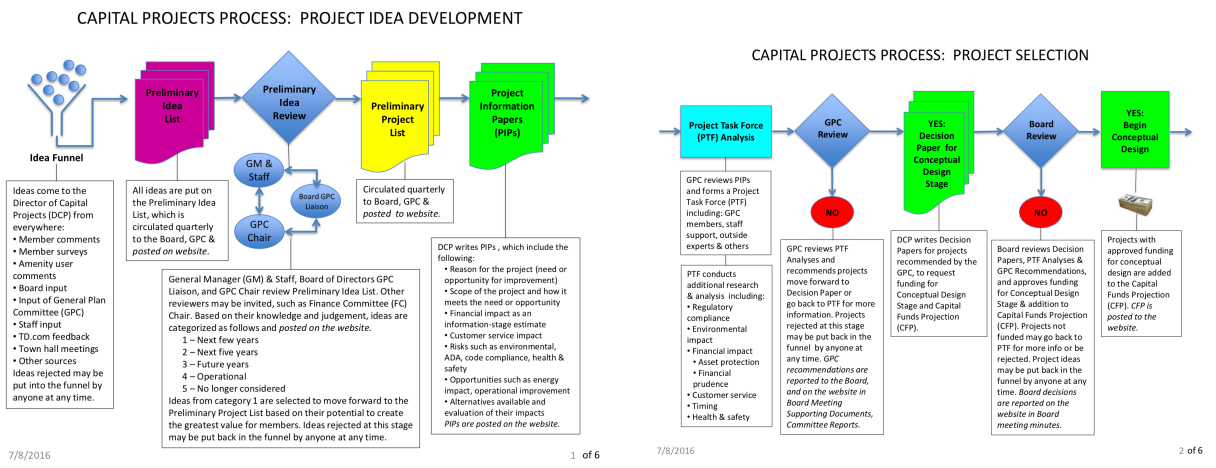
Attached are the relevant portions of the charter and CPP:

General Plan Committee Charter:

General categories of tasks are:

- Capital Project Requests, as forwarded by the General Manager, Board Liaison and GPC Chair to the GPC for consideration. A Project Task Force will be established to work with and assist the DCP in outlining all facets of the project that impact capital funding. Those may include: Project Objectives, Scope, Value to Members, Environmental Impact, ADA Compliance, Energy Impact, Customer Service Levels, etc. The Finance Committee shall be consulted, as needed, in regards to Financial Impact.
- Amenity Master Plans shall be documented and maintained to provide a long range view of capital improvement needs. Task Forces will be established to work with and assist the DCP in preparing such plans.
- Gathering Membership Feedback through appropriate mechanisms, as mentioned previously, for timely and effective information regarding amenity capital improvement needs.
- Special projects as assigned by the Board and/or General Manager.

Capital Projects Process Flow Charts for Stage 1 and Stage 2;



As noted in the charter, “special projects” may be initiated by the General Manager. The projects noted in new business are on the Preliminary Projects list and can become GPC projects after creation of a PIP.

Tahoe Donner General Plan Committee

Goals for 2018

Capital Investment Guidance

1. Use the Association Master Plan (AMP) as a guide to provide capital investment direction to the Board of Directors
2. Organize investment projects around Task Forces of dedicated members
3. Follow the approved Capital Projects Process
4. Use facts where available
5. Use informed member input for project guidance
6. Document all work

Communicate to Stakeholders

1. Outbound to inform and teach
2. Inbound to collect:
 - a. Facts
 - b. Opinions
 - i. Separate informed from uninformed
 - ii. Use uninformed opinions to direct outbound communication
3. Use multiple forms of communication
 - a. Broad – all members
 - b. Narrow – interest groups

Capital Funds Projection

1. Use the Capital Projects Process to forecast funding needs

Task Forces

2. Each Task Force to have its own Charter or Objectives
3. Use Project Planning Tools for scheduling

Project Priorities

1. Organize and Lead annual prioritization meeting with Board, Staff, Finance Committee and Members

DEMOGRAPHICS TASK FORCE

January 4, 2017

Members:

- Rob McCray and Don Koenes (lead responsibility)
- Jim Beckmeyer, John Maciejewski, Michael Sullivan (contributing)

The group has developed an initial Information List (aka “wish list”) of data and information sources that are relevant to the project goals.

With reference to the lengthier draft charter prepared by Michael (attached) we define our purpose as follows:

The purpose of this task force is to (1) gather sufficient information and (2) recommend processes to support the long-term planning decisions of Tahoe Donner Association (TDA), including capital projects and policy decisions affecting utilization of TDA properties.

The wish list is attached.

We plan to meet with Robb Etnyre and Jessie _____ on Monday Jan. 15th. In addition to the inventory of information and resources we will be assessing the capabilities of TDA staff to support this effort with the goal of developing a long term solution that serves the needs of TDA leadership.

Demographics Task Force

Information Needs (aka Wish List)

January 2, 2018

Purpose: The purpose of this task force is to (1) gather sufficient information and (2) recommend processes to support the long-term planning decisions of Tahoe Donner Association (TDA), including capital projects and policy decisions affecting utilization of TDA properties.

Period Covered: 2008 – Present

TDA Real Estate and Owner profile

- Total housing units (SFR and MFR) built
- Total possible units at 100% buildout
- Number of registered Owners, including ages, number of full-time residents and units, including ages, units available for (1) long and (2) short term rental
- Number of registered owner cards
 - Number of cards used (i.e., unique user count)
 - Number of units using cards
 - Average per-card frequency of use
- Number of registered guest cards
 - Number of cards used
 - Number of units using cards
 - Average per-card frequency of use
- Owner and guest card usage policy
- Maximum number of owner and guest card users per unit

TDA Amenity specific utilization

- By owner and guest categories *, and comps
 - * Member-accompanied-guest, Unaccompanied guest
- By season
- Peak Utilization

Regional (Town of Truckee, Martis Valley and north Tahoe resort) data

- Seasonal vacation (short term) visitors

- Short term lodging units and utilization
- Total dwelling units (owner occupied and rental)

Key Data Sources – include historical data and projections

- TDA staff
- Town of Truckee
- TD PUD
- Affordable Housing Task Force (correct name?)
- Chamber of commerce or other regional sources
 - **NORTH LAKE TAHOE VISITORS & CONVENTION BUREAU**
([HTTPS://WWW.GOTAHOENORTH.COM/](https://www.gotahoenorth.com/))

Demographics Task Force Charter

Draft December 4, 2017

Defining the Problem

The General Plan Committee has several projects whose goal is to improve service to members. Achieving this goal is often a matter of providing sufficient capacity for the number of users. This is complicated by the fact that amenities are open not only to members but also to their guests and in some cases also to the public.

In addition, because Tahoe Donner is a recreation community, user demand will always be variable and dependent on weather, time of day, time of year, holidays, etc. The number of users can vary by 10X or more from low to high demand. Planning facilities and personnel is a difficult challenge for every recreation-oriented business.

Several other factors complicate the problem of forecasting user demand:

- Because Tahoe Donner is not completely built out, member population will grow as new houses are built.
- The ratio of full-time owners to part-time owners may change as new technology enables telecommuting, thus allowing workers who are employed in near-by communities like Reno, Sacramento and the Bay Area to spend more time working in Tahoe Donner and less time near their employer.
- Some owners have always rented their houses but the new technology of social networking and the sharing economy has made this even easier, thus attracting more homeowners to rent their houses. Because renters get the same amenity privileges as guests, the proportion of users grows even if the number of members does not.
- Hard data on these trends is sometimes not available or hard to acquire.

The above delineates some of the more obvious influences on user demand. Others may be just as influential.

The Solution

The Tahoe Donner Staff currently has forecasts of user demand. Apparently, these are either not readily available to the Board or have a low level of confidence. One area where the Task Force can add value is to validate the staff forecasts by the following:

- Review all available data
- Determine the source of the data
- Determine if external data is available that corroborates the internal data
- Use statistical methods to project the data forward
- Use historical records to predict future demand such as the ratio of full-time to part-time members, the percent of members who rent, the average number and duration of renters, the average number of guests, etc.
- Document assumptions about changes from historical ratios
- Benchmark other recreation areas for validation

MEETING MINUTES- TDGF Committee Meeting –January 9, 2018

Members Present: Jeanette Fagerstog, Linda Slatterly, Pamela English, Suzanne Sullivan, Dick Gander, Lois Ermak, Tim Pelligrini, and Cathy Pellegrini

Location: CONFERENCE ROOM – NORTHWOODS CLUBHOUSE

1. The Meeting was called to order at 3:04PM.
2. Committee Membership: Tim and Cathy Pellegrini were officially approved and welcomed.
3. Minutes –No additions or corrections were made to the minutes.
4. Treasurer's report:
 - a. Dick reported that we have \$63,177.00. That includes the \$10,000 reserve and the \$20,000 anonymous donation for scholarships.
 - b. Suzanne and Dick will meet soon with the Community Foundation to discuss their accounting/documentation system.
5. Communications
 - a. TD News: Draft article schedule
 - i. January issue: Community Theater (Dick) and Church of the Mountains (Lois) is completed.
 - ii. February issue: Senior Services and Choices (Jeanette). We will also include a separate box that requests donations of event tickets, time shares and homes to be part of silent auction in July. Dick will draft wording.
 - iii. March issue: North Tahoe Arts (Jeanette) and Aim High (Lois).
 - iv. April issue: Thank you to our donors (Suzanne)
 - v. May issue: Sugar Pine and Truckee Trails (Linda)
 - vi. June issue: Annual Dinner (July 11th) and concert tickets
 - vii. July issue: Scholarships
 - viii. August issue: Open
 - ix. September issue: Annual Dinner results
 - x. October issue: Open
 - xi. November issue: 2018 grants and year-end appeal
 - xii. Year-end appeal
 - b. TD email blasts
 - i. Tim volunteered to manage the monthly or twice monthly email blasts. Pam will get him the spreadsheet that Katie prepared. All marketing goes through Lindsay Hogan. Dick will handle TD news communication and Suzanne will handle Dinner communication.
 - c. Website- Statistics
 - i. We have data for hits on the TDGF page for a few months. We may try to use that information over time.
6. Annual Dinner:
 - a. Suzanne reported that she is trying to get Tom Steinstra as our speaker. Mark Wellman is also a possibility.
 - b. Jeanette discussed the silent auction. She will try to have some smaller dollar items as well as the bigger ticket items.
 - c. Sponsors: Suzanne has requested \$5000 from Wells Fargo. If we get that, we will not request another sponsor for the dinner. Sponsorships are \$1,000. Sponsorships cover Food& Beverage items: pre-dinner hospitality, wine for the table and dessert.
 - d. Supporters are in the \$100-200 range and cover dinner operational expenses (printing, decorations, and so on). Cathy will work with Suzanne and take over securing Supporters.
7. Donor Reception
 - a. Date: Late June at Grotto at Lodge. To be discussed with Jeff Jack, Banquet Manager.
8. Elements Contribution
 - a. Dick will meet with Elements and get a written agreement regarding their status as Founding partner.
9. Other

- a. In April we will review scholarship applicants for the TTCF. Dick will get the specific dates. Both Pam and Suzanne are available.
- b. Thank you notes: Cathy offered to work with Pam to write the 40+ thank you notes that need to be sent soon.

10. Next Meeting

- a. Agenda items for the next meeting include:
 - i. Procedure to handle the \$20,000 designated for scholarships.
 - ii. Should we invite scholarship grantees to give us a 5 minutes presentation after they are in school for a term, perhaps over Christmas?
 - iii. How do we qualify students over multi-years?
 - iv. Dick will ask Phyllis to come to our next meeting to discuss the above items.

11. The meeting was adjourned at 4:55pm.

12. The next meeting will be February 5th, 3-5pm in the Meadowood Room at Northwoods.