

## **Tahoe Donner Election Committee**

### **Minutes - July 5 and July 6, 2017**

**Committee Members Present** - Bette Rohrback, Karolyn Gander

#### **Invited Guests**

Candidates: Jennifer Jennings, Jeff Connors, Mark Peshoff, Courtney Murrell  
(Note: - Ken Knutsen invited - did not respond)

Staff: Sheryl Walker - Architectural Standards  
Mike Peters - Lodge  
Gretchen Sproehnle - Marketing  
Kyle Winther - Trout Creek  
Michelle Sonder - Member Services

#### **Agenda:**

Request feed-back from individuals involved in and/or affected by the 2017 TDA Board of Directors election process. The goals of this interview process are:

- Identify what worked well with the current election process
- Identify issues raised during the campaign that were problematic for candidates, staff and/or the Committee
- Elicit suggestions to address issues identified and explore possible recommendations for change going forward

#### **Process:**

Interviews were conducted over a 2 day period. Each interview lasted approximately one hour. Guests were advised of the goals of the meeting and encouraged to provide candid feed-back.

Discussions were summarised by the committee members and organised into broad categories that will be used to formulate recommendations to the Board before the next election cycle.

#### **Next Steps:**

Election Committee will summarise high-level findings to the Board at the July 29 meeting and outline a proposed action plan to address concerns, including a timeline that would accomplish making the changes recommended before the election cycle begins again in January, 2018.

After receiving input from the Board, participants in the discussions will be advised of the action plan going forward. This commitment was made to guests who provided feedback during the interview session.

## **Tahoe Donner Elections Committee**

### **Meeting Minutes - July 22, 2017**

**Present - Bette Rohrback, Karolyn Gander**

- Reviewed and approved minutes from July 5 - 6 meetings to be included in the Board packet
- Discussed and finalized Board presentation for July 29 meeting



**FINANCE COMMITTEE MEETING REPORT**  
**July 13, 2017**  
**NWCH, Mezzanine Room**

**ATTENDANCE:**

Members present: Dundas, Hunter, Disbrow, Ravano, Johns, Stang, Anderson  
Members absent: King, Eyton-Lloyd, Leibow,  
Staff Present: Salmon, DFA; Etyre, GM; Rodman, Exec Asst  
TD Board member: None  
GPC Liaison: None  
TD Member: Murrell

**AGENDA ITEMS:**

**A. Call to Order:** 3:03pm, quorum present.

**B. Member Comment:** Acting Chair recognized the return of Jeff Bonzon to the Finance Committee as the Treasurer, Tahoe Donner Association Board of Directors (TDABOD). Also, farewell to Michael Bledsoe, General Plan Committee (GPC) Liaison who was required to resign from the GPC due to the election of Jennifer Jennings to the TDABOD. Michael Sullivan, Chair, GPC will be interim GPC Liaison. Thanks to Michael and welcome to Jeff.

**C. Agenda and Report Approval:** 7/13/17 Agenda (Ravano 1<sup>st</sup>, Johns 2<sup>nd</sup>) and 6/15/17 Report (Johns 1<sup>st</sup>, Anderson 2<sup>nd</sup>) approved 7-0.

**D. June Preliminary Financials:** – Net Operating Results (NOR) for June are expected to be \$83,755 below budget and \$114,087 below of last year. Unusually heavy snow loads this past winter and adverse weather conditions in early June (to include snow) delayed the beginning of the summer season activities and negatively impacted our financial results. Notable observations are as follows:

1. Even though revenue is below budget, it is the second highest month in the last 11 years; 15% above the five-year average. Conversely, operating expenses are the highest in the last 11 years; 19% over the five-year average.
2. Communications and Forestry show positive NOR. Forestry's positive NOR due to timing of expenses due to late snow pack and timeliness of beginning summer forestry activities. Extensive chipping program now underway. Communications has had an uptick in advertisements in both Summer Fun Guide and the Tahoe Donner News.
3. Summer Concert was well attended. Totals not final but appears that Concert will be on budget.

4. Administration was over budget due to timing of unbudgeted personnel expense and adjustment of prepaid expenses in conjunction with Information Technology contract items.

Despite drop off in June 2017 financial performance the Year to Date results show a Net Operating Result that is \$1,052,836 ahead of budget and \$11,969 ahead of last year.

As of June 30, 2017, Member's Equity (ME) is estimated to be \$2,157,731, which is approximately \$1,057,731 ahead of the minimum operating fund reserve requirement of \$1,100,000. Previous ME balance of \$5,457,731 was reduced through transfer of \$3,300,000 (Replacement Reserve Fund, \$1,500,000, Development Fund, \$1,800,000).

**E. Draft Administrative Resolution 2017-X and Decision Paper Review:** This action completes the review of all financial resolutions over the last five years. Thanks to the efforts of those who have been members of the Resolution Review Subcommittee (RRSC - Krewedl, McShannic, Leibow, Eyton-Lloyd, Stang, Salmon, and Dundas) and Hank Lewis prior to formation of the RRSC. Committee was provided DRAFT copy of Decision Paper and revised Administrative Resolution pertaining to delinquent accounts and actions required by Davis-Stirling Act and Governing Documents. Committee recommended that the documents be forwarded to the TDABOD for approval at the July 29, 2017 Board Meeting. Approved 7-0 (Motion: Stang, 2<sup>nd</sup> Hunter).

**F. 2018 Budget – Strategic Assumptions:** Director, Finance & Accounting (DFA) provided attendees copy of 2017 Budget Board of Directors Planning Guidance for review as we enter the 2018 Annual Budget Process. He requests that Finance Committee (FC) members provide questions, comments and edits about what needs to be considered to determine the component mixture of the Annual Assessment (Operating Fund, Replacement Reserve Fund, Development Fund and New Machinery and Equipment Fund). The 2017 document will then be updated by DFA for use with the TDABOD in developing the 2018 Annual Budget. Encourage each FC Member to review and provide input to DFA as soon as possible.

**H. Capital Projects Funding Process Information Paper:** Current version of Information Paper entitled "Capital Projects Funding Process" was presented to the FC Committee. The purpose of the document is education for Board members, Board Candidates, Finance Committee members, GPC members, Staff and other members who might be interested. Generally, well received by attendees. Prompted some good discussion regarding scenarios contained in the paper. Must be noted that some of the data is perishable and will be updated by DFA and Dundas prior to final copy. It was also discussed that we must be careful not to revert back into underfunding capital accounts while trying to maintain the overall annual assessment flat. The Operating Minimum Fund minimum level was discussed and there was consensus that the 10% targeted operating fund reserve requirement be established as the norm in the future to ensure that we have enough reserve to manage during future periods of unforeseen actions that adversely impact on OF NOR and continue efforts to normalize the annual assessment to keep from having highs and lows.

**NEXT MEETING DATE:** August 10, 2017, 3:00 pm, NWCH, Mezzanine Room

**ADJOURNMENT:** 4:03 pm (John 1<sup>st</sup>; Stang 2<sup>nd</sup>) Approved 7-0  
Prepared by John Dundas, FC, Member and Submitted by: Art King, FC Chair

# Tahoe Donner General Plan Committee Monday, July 10, 2017 meeting Minutes

## Location and Time

NWCH Mezzanine at 3 PM

## Call to order:

The meeting was called to order by Michael Sullivan at 3:01 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 Rohrback –	X	
	John Stubbs –	X	
	Tom Johns, Alt -	X	
	Board Liaison:	Jeff Conners, Director -	
Finance Committee Liaison	John Dundas –	X	
Tahoe Donner Association	Robb Etnyre, General Manager -	X	
	Forest Huisman, Dir. of Capital Projects -	X	
	Lee Ann Gray, Assistant to Forrest-	X	
	Mike Salmon, Dir. Finance		X
Guests:	Steve Miller	X	
	Courtney Murrell	X	
	Jennifer Jennings	X	
	Miguel Sloane	X	
	Susan Terrell	X	
	Janet Robinson	X	
	Jim Colbert	X	
	Don Koenes	X	

## Approval of Minutes

Michael 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 Tom Johns

## Member Input.

There was no member input

## New Business:

Steve Miller’s term on the Board has ended. The new board liaison to the GPC is Jeff Conners. Michael Bledsoe has resigned because Board Resolution 2008-2 prescribes that the spouse of a board member may not serve as a committee member. He will continue as a homeowner volunteer on the Employee Housing task force.

The charter of the GPC prescribes that there shall be nine members and two alternates thus there are two open member slots and one alternate opening. Tom Johns is currently an alternate and has requested that he become a full member.

Steve Miller and Courtney Murrell have each requested membership on the GPC.

Jennifer Jenkins noted that several Board members have been approached by members seeking to be on the GPC. Sullivan noted that only Miller and Murrell have submitted applications,

## **Tahoe Donner General Plan Committee Monday, July 10, 2017 meeting Minutes**

however, at the request of a Board member, the decision to recommend new members and alternates will be deferred until the next GPC meeting so that additional applications can be considered.

### **Updated list of Potential Capital Projects:**

See attached list presented on the website along with the list of Current and Future Capital Projects to be discussed under Association Master Plan

### **Project Task Force updates:**

The following projects are active:

- **Employee Housing – Fajans**  
The Task Force will re-focus their effort on clarifying the need for seasonal employee housing by clarifying the need for seasonal employees, describing their availability in the local and national employee market and explaining the use of foreign J-1 employees. They will describe the availability of housing and the actions of other local resort employers. In the interim, we will continue to lease property to house our J-1's using operating funds.
- **Alder Creek Adventure Center Storage – Huisman**  
The project is 100% complete. Staff is meeting tomorrow for a tour and orientation. It is designed to be secure storage. It was signed off by the Building Department on 7/7/17.
- **Trout Creek Space Reallocation – Stubbs**  
The current Tahoe Donner News has an article on the project and frequently asked questions. There is also a placard located in the Trout Creek lobby showing the floorplans and space and the phasing that are proposed to take place. The comments by members is 95% approval per the Trout Creek staff. A report from the task force is appended to this report.
- **Cluster Mailbox Consolidation – Rohrback**  
A report from the task force is appended to this report
- **Downhill Ski Area Study – Beckmeyer**  
A report from the task force is appended to this report
- **Association Master Plan – Sullivan**  
The final GPC report was submitted to the Board at the last board meeting. The board decided to postpone discussion of approval until the new board is in place.

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- Communications Task Force – Meek  
Ideas to help solve the gap between the efforts put in to communicate and be transparent and the gap or perceived gap that exists where members do not know what is going on or how to find out:
  - Replace the “Capital Projects at a Glance” chart that appears in every issue of TD News with a new format starting with August 2017 issue:
    - ✓ A photo of each Amenity that has a task force project
    - ✓ A brief update of 2-3 sentences about the progress of each task force
    - ✓ Identify the stage each project is currently in
    - ✓ Provide URL and pathway to reach Capital Projects on the website
  - Create a Capital Projects Update eblast “push communication”:
    - ✓ Send out an email blast to all members asking if they want to receive a monthly update on the Capital Projects that are underway.
    - ✓ Members must opt-in to receive the information. Members can opt-in or opt-out at will.
    - ✓ The update will consist of the 2-3 sentences written by task force chairs for TD News, with links to the complete task force minutes for those who want more details.
  
- Equestrian Center Relocation Project completion – Meek  
The overall project was approved by the Board but was broken up into phases. We are now at Phase 3. The estimates are now 12 months out of date. In addition, the permit which was extended, is running out. We have been operating and have learned what items in the scope of work can be reduced; this was discussed at this morning’s task force meeting. ADA items to close out the permit include 2 ADA parking stalls, accessible walkways, and an ADA restroom. The reduced overall project scope should cost less than previous estimates. It was recommended to find out if we could extend the permit for one more year to allow the new Board to review the Amenity Master Plan and prioritize the project. Forrest will contact the county and have an answer for the next GPC meeting. Forrest will also reach out to contractors to get updated numbers.

### Post Project Review Process

Discussion, approval and scheduling of a draft process has been completed. – Meek

*The following projects are complete and are awaiting a post project review at the August GPC meeting:*

- *Summer Trail Grooming – scheduled for August -Huisman*
- *Trout Creek Poolside Locker Room remodel – Scheduled for August -Huisman*

### Finance Committee Liaison assignment

- Michael Sullivan, Interim until new members are appointed.

### Adjournment:

The meeting was adjourned at 4:24PM

### Next Meeting:

August 7, 2017 at 3PM at NWCH Mezzanine.

# Tahoe Donner General Plan Committee

## Monday, July 10, 2017 meeting Minutes

### **TROUT CREEK TASK FORCE PROJECT UPDATE**

#### **Architectural Drawings, Trout Creek Recreation Center**

##### **Task Force Objective;**

Produce Architectural and consultant drawings for construction cost estimating and agency permit. Improvements are designed to optimize operations around Trout Creek Recreation Center, as well as improve accessibility and owner satisfaction.

##### **Existing Funding;**

- \$20K in Development Funds were Board approved for 2016 Feasibility Studies
- \$50K in Development Funds were Board approved for 2017 Architectural Drawings.
- An additional \$35K in Development Funds were approved by the Board on June 23<sup>rd</sup>, to meet contract requirements, for a total of \$85K in Development Funds for use in 2017.
- Approximately 85% of anticipated budget to be funded by Replacement Reserve Fund for proposed project scope.

##### **Current Action;**

- Providing CAD Files
- Providing initial reports from Architect and Engineer
- Obtaining Certificate of Liability Insurance for the benefit of Tahoe Donner.
- Obtaining W9
- Signed Contract

##### **Next Steps;**

1. Siteline began work on July 5th, and will proceed with multiple site visits through middle of July for a kick-off meeting during the week of July 17th.
2. Production of architectural and engineering drawings for GC bidding purposes, and eventual use during forthcoming Agency permitting and construction efforts.
3. A phased construction approach shall be delineated in the construction documents, which provides the contractor with a strategy to minimize member impact, which may include updating west wing first, and in parallel with pools.
4. Exact permit fees and construction costs are to be further defined as the project develops.
5. Member Communications will include signage, a town hall meeting, articles and e-blasts.



# Tahoe Donner General Plan Committee

## Monday, July 10, 2017 meeting Minutes

### CLUSTER MAILBOXS GPC RECOMMENDATIONS – DRAFT

#### 1. Current Status

Four clusters: Zurich, Alder Creek, Hansel & TD Maintenance Yard, 2630 mailboxes  
Approximately 1600 in use, 1000 empty

USPS requests that TD install a mailbox for each property in roofed structures. Has approved consolidation in one location but rejected apartment numbering concept

#### 2. Issues

Mailboxes old, beat up, unsightly, hard to maintain – result of bad drivers, snowplows and rust

Mailboxes leak when it rains and freeze shut in winter

Safety hazard for members and carriers due to snow and ice in winter

Some members (20?) cannot obtain a cluster mailbox in TD because of sequencing problems and are forced to receive mail at a PO box at the Jibboom St. post office

#### 3. Estimated Costs

Pedestals contain 16 mailboxes plus two package boxes and cost \$1600+/- depending on design, volume discount, etc. plus tax, shipping & installation. For analysis use \$200/mailbox installed or \$3200 per 16 box pedestals

Cost of a roof structure is estimated at \$150 per sf. Pedestals are 30.5” wide by 18” deep and require access from front only. Estimated space required is 12 sf per pedestal. Cost of roof is \$1800 per pedestal

Total estimated cost of 16 box pedestal under roof is \$5000 or about \$313/mailbox

#### 4. How Many Mailboxes should TD Install

Option A – Mailbox for each property, 6473 total mailboxes = 405 pedestals @ \$5000 = \$2.025M

Option B – 1600 Mailboxes + 35% Spares = 2160 mailboxes = 135 pedestals @ \$5000 = \$675K

Option B – saves \$ 1.35M and is recommended by the GPC

Strategic placement of spares will minimize future resequencing problems. When necessary, minor resequencing could be performed by USPS as at Northstar.

However, resequencing issues will eventually reoccur. Use of apartment style numbering could eliminate resequencing issues if approved by USPS.

#### 5. Options for Mailbox Location

Option A - Consolidate all boxes at Zurich in single roof structure – most cost effective, frees up Alder Creek and Hansel locations for Downhill and XC skier parking,

Option B -Locate covered mailbox clusters in three locations, Zurich, Alder Creek & Hansel - somewhat more expensive to construct and maintain, minor impact on use of Alder Creek and Hansel sites for potential skier parking.

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Option C - Locate covered clusters at Hansel and Zurich locations freeing Alder Creek for parking.

The GPC recommends Option B as being the most convenient for users.

### 6. Potential Funding

Treat mailboxes like other amenities, funding should be shared by TD and users

Users need to have "skin in the game" otherwise TD buys 6473 mailboxes

GPC suggests members wanting a TD cluster box pay one-time fee of \$150, balance would be funded from Replacement Reserve Fund

Member Fees	\$240K
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Replacement Reserve	\$435K
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### 7. Next Steps

- Brief BOD liaison
- Town Hall meeting
- Tahoe Donner News article
- Coordinate with USPS

# Tahoe Donner General Plan Committee

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### **Downhill Ski Area Master Plan, Task Force Meeting**

Jim Beckmeyer, Task Force Chair  
Northwoods Clubhouse Mezzanine  
Tahoe Donner Association  
July 7, 2017 from 3:30-5pm

### **Task Force Objective;**

Produce an approvable master plan that will improve service levels and operations at the Downhill Ski Area, providing optimized owner satisfaction.

### **Existing Funding;**

- \$50K in Development Funds are Board approved for 2017 Feasibility Studies
- \$5.1MM in Replacement Reserve Funds are scheduled for all DSA components
- Development Funds remain unassigned until the Association Master Plan is complete

### **Current Action;**

- Providing CAD Files of Site Survey
- Providing Matrix of existing SF matrix
- Providing initial reports from Architect and Engineer
- Obtaining Certificate of Liability Insurance for the benefit of Tahoe Donner.
- Obtaining W8 and Corporation Tax #

### **Next Steps;**

ECOSign to prepare initial study of where the square footage and unit mix of existing Ski Lodge fits within industry standards. Upon execution of contract, we will work with ECOSign on additional site and market research through July, for a draft report compiled and available ahead of a forthcoming presentation in early September, possibly during the September 11th GPC Meeting. This draft could reflect nearly 80% of the content to be found in their final report. Once member outreach is underway and TDA provides ECOSign with feedback, the final version would be completed within approximately six weeks. This Master Plan document will provide future Architects and Engineers with necessary details and planning for forthcoming feasibility studies and construction cost estimates, including clarification of agency requirements and available construction phasing and options. Exact project scope, construction costs, and permit fees are to be further defined as the project develops, then approved by the GPC and Board of Directors. Member Communications will include signage, town hall meetings, formal outreach to neighboring condo associations and neighbors, news articles, and member e-blasts.

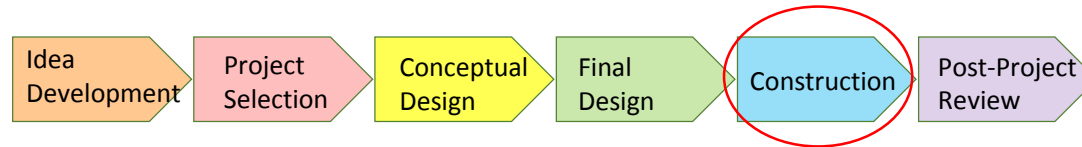
Checkpoints established are;

- 8/11 – 1<sup>st</sup> deliverable Task Force Meeting
- 9/11 – 2<sup>nd</sup> deliverable 80% solution
- 10/11 – 3<sup>rd</sup> deliverable 100% solution
- 11/17 – Town hall meeting

# General Plan Committee - Activities

- Current Task Forces
  - Association Master Plan – submitted for Board approval
  - Downhill Ski Area Master Plan
  - Trout Creek Space Re-allocation
  - Seasonal Employee Housing
  - Cluster Mailbox Consolidation
  - Equestrian Center Relocation
  - Communication – *supports all others*
- Projects Completed
  - Trout Creek Poolside Locker Room remodel
  - Alder Creek Adventure Center Storage

# Association Master Plan



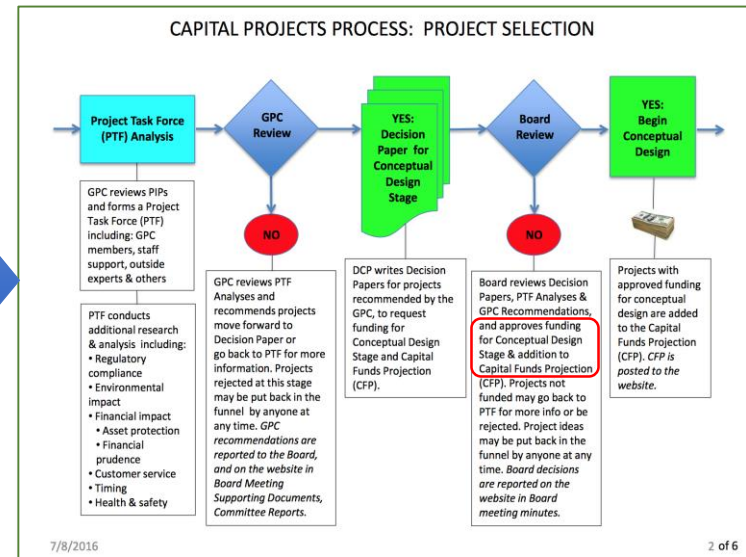
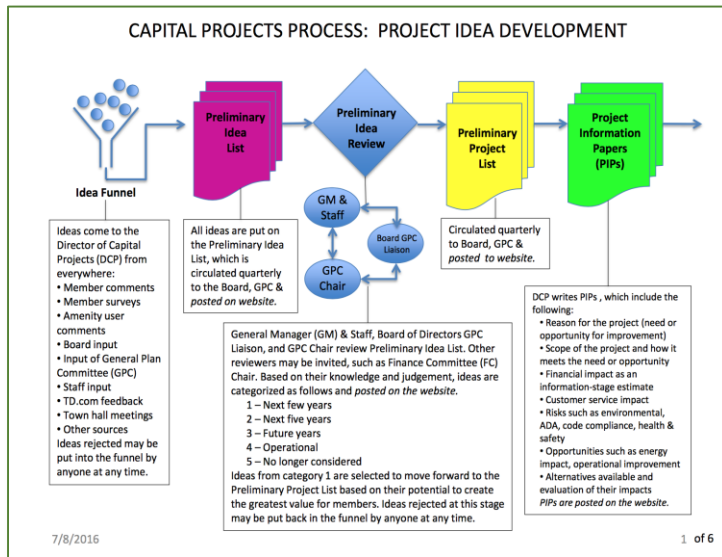
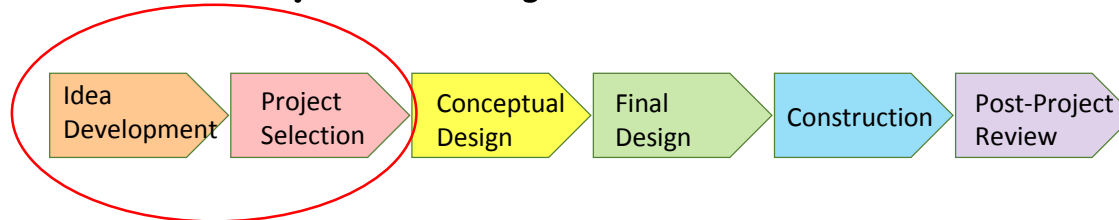
- Submitted for Final Board Approval
- Contains 4 parts
  - Tahoe Donner Vision Statement
  - Current State
  - Future State
  - Process
- It is NOT a prioritized project list

# Association Master Plan

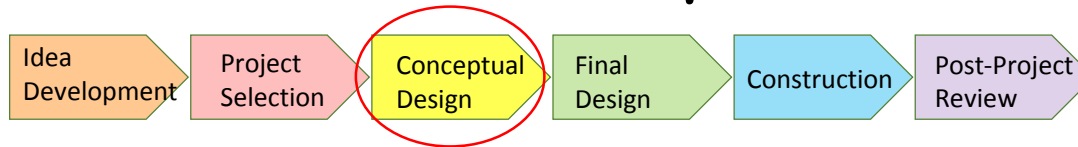
## Tahoe Donner Vision Statement

Tahoe Donner is a vibrant and desirable mountain community, providing **attractive and well-maintained facilities,** events, programs and **leading customer service** to its members, guests and public, all while maintaining accessible and healthy **natural surroundings**

# Association Master Plan Capital Projects Process



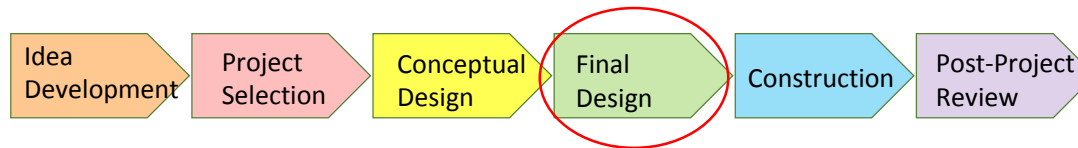
# Downhill Ski Area Improvement



- ECOsign consultant
  - August 11 – 1<sup>st</sup> deliverable to Task Force
  - September 11 – deliver 80%
  - October 11 – deliver 100%
  - November 11 – 1<sup>st</sup> Town Hall meeting
- Snowbird Chairlift - @ "end of life" and supports the "Learn-to-Ski" area
  - Replacement Reserve Fund
- Ski Lodge
  - Current thinking is phased improvement

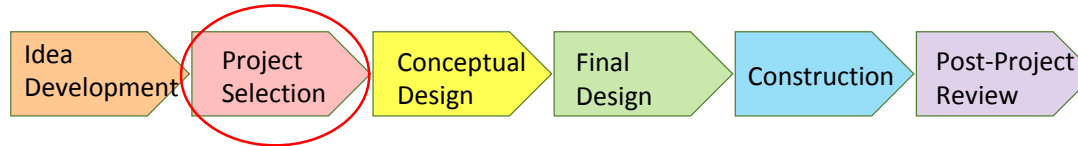


# Trout Creek Recreation Center Space Re-allocation



- Prior improvement proposals
- Engineering study - complete
- Design alternatives – evaluated & preferred design chosen
- Construction Drawings - underway
- Member Communication / Outreach

# Seasonal Employee Housing



- Task Force Formed
  - The need for housing must be made clear to all
- Later
  - Evaluate alternatives

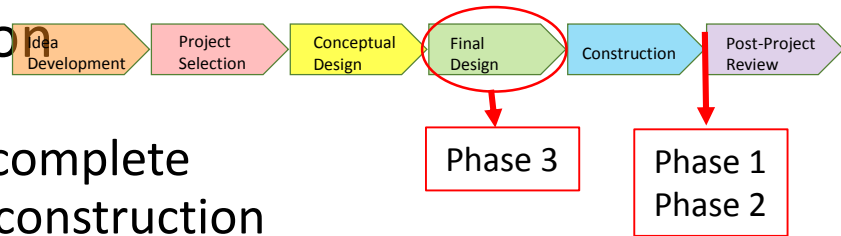
# Other

- Cluster Mailbox Consolidation



- Post Office has turned down our request
- Alternate design being considered
- Member communication

- Equestrian Center Re-location



- Permit expires in 2018
- Engineering & Drawings are complete
- Awaiting Board approval for construction
- \$170K - \$195K to complete Phase 3 *(including 25% contingency & \$20 inflation)*

## MEETING MINUTES- TDGF Committee – July 6, 2017 2:15-4:15 PM.

**Members Present:** Jeanette Fagerstog, Linda Slatterly, Pamela English, Suzanne Sullivan, Dick Gander, Lois Ermak, Katie Veni

**Location:** MEADOW ROOM – NORTHWOODS CLUBHOUSE

1. Committee Membership: Jennifer Jennings resigned because she was elected to the TD Board. Our liaison person to the board will be Darius Brooks.
2. Minutes –No additions or corrections were made to the minutes.
3. Treasurer's report: Dick reported that we have \$29,324.00. We have committed \$7,000 for scholarships and hold \$10,000 in a retain account. Our available to grant is \$12,324.00. We received \$782.30 from the concert tickets.
4. Report on Annual Meeting: Dick made a presentation at the meeting. After the meeting some people came to the TDGF table and wanted to give money by credit card. We were not set up to handle credit cards. When we have events like this again, we will either borrow an IPAD and scanner from TTCF or we will borrow an IPAD and get the employee WIFI account and take money via the TDGF website. Dick will get an electronic copy of his presentation and give to Suzanne for electronic transcribing and Dick will put it on our web page.
5. TD News Articles
  - a. August issue: Biking for a Better World. Katie said that is ready to go for next month.
  - b. September issue: we will include the poster for the Annual Dinner
  - c. October issue: we will plug the year-end campaign and have a small add for the Dinner. Suzanne, Lois and Jeanette will prepare this.
  - d. November issue: Recap of the Dinner results, mostly pictures. Suzanne, Lois and Jeanette will write article. Katie will take pictures at the event.
  - e. December Issue: Summary of grants made. We will decide who writes the article based on who is part of the grant process.
6. Truckee Thursday Bus Stop – Report on result- We are increasing awareness of the TDGF.

Date	Primary Person (Have banner & material)	Second Person
June 8th	Pam	Lois
June 15th	Lois	Suzanne
June 22nd	Linda	Jennifer
July 6th	Jeanette	Katie
July 20 <sup>th</sup>	Dick	Linda
August 3 <sup>rd</sup>	Katie	Lois

7. Bingo – Schedule & staffing: We are increasing awareness of the TDGF. We will be there from 6-8pm. If other committee members are available, they are welcome come and hand out TD Cares stickers with the assigned volunteers.

Date	Primary Person (Have material)	Second Person
July 10th	Pam	Katie & Linda
July 17th	Lois	Linda
July 24 <sup>th</sup>	Suzanne	Jeanette
July 31st	Linda	Suzanne, Pam

8. Annual Dinner: planning report – [Lois & Jeanette (auction), Pam (publicity)]
  - a. Auction- Going well. We have a good variety of items for the auction.
  - b. Promotional Material - Draft poster is being worked on by Suzanne and Mike English.
  - c. Katie is handling the table decorations for the dinner tables and will get her expected expenses to Suzanne.

- d. We need a dessert sponsor for \$700. We have sponsors for wine, champagne and appetizers.
9. Discussion: 2018 allocation between grants and scholarships
- e. We will target 25% of our money for scholarships in the 2017-18 year and 75% for grants.
  - f. We will plan to give up to 2-year grants to complete programs, such as fire fighter training. The second year will be granted if the student is still full time in the program and gets acceptable grades. We will not fund the second year in advance. We will tell the student that the renewal will be based on our fund raising ability and their grades.
  - g. We want to develop a policy for our grants and scholarships to be discussed at our next meeting. Pam will review the current procedures used by TTGF and report to Suzanne and Dick, who will draft a policy for committee review.
  - h. We will target larger grants, up to \$5000, when we can to make a bigger impact.
  - i. We will consider scholarships for older students needing re-entry to the workforce training.
10. Discussion: messaging/Calls for Action
- j. Katie will prepare and send a letter to the 37 people (who are still property owners) and have contributed in the prior to December 2016 but not since. The letter will highlight what we have accomplished in the past three years.
11. The meeting was adjourned at 4:20pm

Next Meeting: August 1, 3-5 PM, Meadow Room Northwoods Clubhouse. Dick will chair.