

MEC minutes Aug 23, 2018

The meeting called to order at 3 pm.

Attendees: Bob Julian, Greg McDougall, Mary Stevens, Richard Mackler, Robb Etnyre, Christina Schwartz, Michael Sullivan, Courtney Murrell

Approval of Minutes from July 26

There was discussion regarding the minutes on the following point:

- We discussed a “push vs pull” approach to projects- Mary asked “Do we wait for requests to work on committee communication to members or be more proactive?”. Rich indicated that in his 1:1 discussion with 4 of 5 board members we would continue to take a proactive approach to involvement with TD Staff, Committees and Task Forces to drive better member communication.
 - Action - More discussion needed.

We agreed to drop the sentence “*Rich indicated that in his 1:1 discussion with 4 of 5 board members we would continue to take a proactive approach to involvement with TD Staff, Committees and Task Forces to drive better member communication.*”

The Minutes were approved 4-0 after the above correction was made.

Action Item: this version should be posted online and resubmitted to Board as final copy.

We agreed that Minutes must be approved by the Committee by vote in our meetings. Depending on the date of our meetings, there may be a lag before the Board receives minutes, but any critical information can be presented to the Board at any time. This process was approved by a 4-0 vote.

Marketing Presentation by Christina Schwarz

Christina gave an excellent overview of the Marketing Department and its processes. Her presentation can be made available upon request.

As an example of the work of the Marketing Department, Robb mentioned the progress on the Fire Prevention Plan. Robb informed us that our past request from the Board to work on this project was no longer needed, and that this was actually outside of our charter.

We still do not have a clear understanding or consensus on this issue of what is and is not within our Charter. We agreed to discuss this further when we went over the progress to date on the existing project list (see below).

Christina informed us that the MEC is a not filter for Marketing materials. She asked that we not contact anyone in the various media outlets as she has working relationships that are critical to maintain.

Approval and Turnaround time for projects.

We agreed that most if not all large decisions need to be made with actual conversations by the team (vs email). We had previously agreed that email is not the best vehicle for information sharing for our team for major decisions.

The final consensus was that “a reasonable timeframe” must be allowed which will give team members a chance to properly consider and edit any documents or decisions. This timeframe will vary with the complexity of the task as well as needs for turnaround that may exist. Projects should have a majority approval from the committee members before moving forward.

Governance Vote

Robb clarified that we need a 50% plus one number of total votes with a majority needed to approve the changes.

Bob gave an update on the last Governance committee meeting. He mentioned that he liked the idea of showing the markup of the changes with Legal Requirements in green and other changes in red. This will allow members to more easily follow the suggested changes.

Timeline needed for getting the required 50% plus 1 vote.

Christina presented two scenarios, with the needed lags of items such as 45-day review. We discussed if this was actually 45 days or 30 days, and that question will be put to the attorney. We reaffirmed that legal processes are critical. Christina gave the example that the Election Committee has a 6-month process before the vote. We discussed the idea of mailing the vote with the yearly assessments sent to all homeowners but the fact that this will occur in November makes this unlikely, along with the fact that it may generate confusion with the members.

Rich crafted a sentence to put before the Board: "Having reviewed with Staff a backdated timeline necessary to achieve maximal member engagement on the Governing Documents, we recommend a Summer 2019 close date for the vote." The committee voted 4-0 to ask the Board to approve this new timeline.

Action Item: Rich will bring it to the Board along with supporting documentation of why we feel this is the correct goal.

We agreed that our next meeting will focus on a template for getting voter turnout.

We discussed the process for outbound member facing communication.

We agreed on these basic steps:

1. MEC project lead generates draft with appropriate input from outside groups (Committee, Task Force, Staff) as needed
2. Lead circulates to entire MEC for edits, as well as to other above relevant parties for comments
3. After final edits incorporating any needed revision or additions, the MEC gives final approval with a majority vote. Chair then passes a courtesy copy to the GM, per our charter, then to the Board for final approval.

We began a discussion of the projects we are working on. These consist of:

1. Governance – Bob
2. Risk and Fire Safety and Evacuation – Rich
3. STR – ?
4. TD News – Mary
5. Help Board articulate the question of HOA vs Resort - Greg
6. GPS - Rich
7. ASO/ASC – Greg

We agreed that each lead write a short few sentences update of their project for the Board to review. Robb mentioned that this must be an agenda item to ask for Board approval. Each lead will submit a summary to Rich to present to the Board.

Action item: Project "owner" to write a short 2-3-line summary of progress to date; Rich will ask to present these to the Board for their review. These status may be incorporated into the minutes to align with the Boards desire to minimized live reporting and permit more time for thoughtful review.

Election Committee interface

Mary suggested she take the lead on working with the Elections Committee. This is clearly within our Charter as voter turnout is critical. If the Election Committee agrees that they would like to work with a representative from the MEC, Mary can assume this role.

Action item: Mary to contact Elections Committee to discuss how or if they would like to proceed.

The meeting was adjourned at 6 pm. Our next meeting will be Sept 27 at 2 pm.

Respectfully Submitted

Mary E Stevens