Meeting Date: November 10, 2022
Location: The Mezzanine Room at the Northwoods Clubhouse and Zoom
Committee Members:

Joe Balan	Jim Beckmeyer (Chair)	Denise Gauny (Minutes)
Jackie Ginley	Laura Lindgren	Rob McCray
Jerry Meek (Vice Chair)	Dan Simmons	Ward Sproat
Michael Sullivan	Mike Vivas	Keith Williams

Jon Mitchell (Staff)
Liaisons: Julie Vietor, Julie Thornton, Don Koenes
Guests: Benjamin Levine (TDA BOD)

1. Call to order & acknowledge / welcome Member Guests (Jim)
   a. Chair called the meeting to order at 1:04pm. All committee members except Laura Lindgren, Rob McCray, Mike Vivas and Dan Simmons were present. Liaisons Julie Vietor (FC) and Julie Thornton (TOS) were not present at the start of the meeting; both came to the meeting later. Guest, Benjamin Levine (TDA BOD Member) was present for BOD Liaison, Don Koenes.

2. Action - Motion to approve October meeting minutes (Denise)
   a. Denise G. advised of a change to the last version of the notes. Added to section 4c was the following language: "Several committee members expressed the opinion that committee recommendations such as the Current State report should be sharable as part of our record of proceedings with other committees, etc. Concerns were expressed about the value of sharing to (1) gain more input to improve the document, (2) inform other volunteers and members and (3) affirm the role of the committee to make recommendations that are subject to broader consideration." There were no changes or objections to this language. Ward S. motioned to approve, and Joe B. seconded. All in favor. Motion passed 9 – 0 (four committee members not present).

3. Discussion – Walk through agenda (Jim)
   a. No changes to the agenda were noted.

4. Action / Discussion – Future State Step 2 Workshop (Joe, Jerry / All Members)
   a. Joe B. introduced the format for today's brainstorming session. The plan is to use the Affinity Diagram part of the Six Sigma process for structuring our brainstorming. Joe B. asked Michael S. (an Affinity Diagram expert) to give some background and a brief explanation of how Affinity diagraming works. Michael S. explained that the Affinity Diagram is one of the seven TQM tools that is used often by large corporations to solve problems with many possible solutions and a way to organize information. The process involves:
      i. Develop an agreed-upon statement of the "problem" to be solved.
      ii. Each brainstorming participant (in silence) writes down their ideas (that contain a subject and a verb/adverb) to address the stated "problem."

      iii.   Those ideas are randomly posted on a white board.

      iv.   The ideas are consolidated into common themes.

      v.   The groupings of ideas are assigned a category/theme heading.

      ~~v.~~vi.   The Affinity diagram is created based on the categories and their ideas and themes

b. Joe B. and the group decided on a "problem" statement of: "What do we want Tahoe Donner to look like in 20 to 25 years."

c. For the next ~20 minutes, committee members wrote their ideas (in silence) for what TD will look like in the future and then posted them on the whiteboards. Over 100 ideas were garnered.

d. Joe B. and the team arranged the ideas into "like" categories and 13 category headings were decided upon, with one "Not categorized" for ideas that did not fit into the 13 agreed-upon categories.

e. For ease and timely completion, categories and the related ideas were assigned to committee members to document and send to Joe B./Jerry M. for compilation into one document. Committee documentation (bullet format in a Word document) to be completed and sent by Friday, Nov. 18. Below are the categories and which team member volunteered to document the ideas submitted:

      i.   Community Culture (Keith W.)

      ii.   Bikes (Jim B.)

      iii.   Public/Commercial Use (Ward S.)

      iv.   Water (Jerry M.)

      v.   Fire Management (Jerry M.)

      vi.   External Agencies (Julie V.)

      vii.   Amenities (Joe B.)

      viii.   IT (Michael S.)

      ix.   Utility Infrastructure (Jerry M.)

      x.   Alternate Transportation (Keith W.)

      xi.   Employee Retention (Michael S.)

      xii.   Owner Centric Policies (Jackie G.)

      xiii.   Planning Processes (Keith W.)

      xiv.   Not Categorized (Joe B.)

f. In the coming weeks/meetings, the committee with talk through the ideas and determine which fit into current planned projects and which we want to recommend adding.

5. Discussion – Update on 2023 Task List/Work Plan (Jim)

a. Jim B. advised that the term "Work Plan" no longer applies and going forward this document will be called a Task List. Jim B. stated that the Task List is close to completion. He has received some input from Don K. on the Building Replacement Program that he is incorporating. The plan is to complete the document in the coming weeks and send to the committee for approval at our December meeting. TDA Board preliminary approval will take place in December,

with final approval in their January meeting. Jon M. advised that the report must be approved and submitted two weeks prior to the January TDA BOD meeting, currently scheduled for Friday, January 27, 2023.

6. Discussion – Update on Current State Document/Report (Jim, Jon, Jerry)
    a. Jim B. advised that the document/report still needs some work Staff, some LRPC members, and the TDA Board have given input that some sections need to be rephrased/ reworked with some additions. In particular, a detailed list of our amenities and their current state/deficiencies needs to be added. Jim B., Dan S., and Jon M. will meet to discuss the "go forward" plan with the Current State Subcommittee prior to our December LRPC meeting, where the entire Committee will be engaged on the topic. Ward S. asked if a specific list of the desired changes from Staff and the Board can be provided to the committee. Jon M. said that can be provided. Joe B. stated that he thought the document's intention was as a tool for the committee to use for formulating the Future State so not sure how it got son entangled in Board approvals. Jim B. stated that it is true that initially it was a committee tool, but it evolved into something bigger that should be published to the membership and therefore, needs Board approval. As far as publishing the report, Resolution 2021-5 must be followed.

7. Discussion – Old Action Items, New Action Items (Denise)
    a. Denise G. reviewed the Action and Activities List and updates are noted below.

8. Discussion - Member Guest Comments (Jim)
    a. Chair called for comments, but no Member Guests were present.

9. Adjournment of Meeting (Jim)
    a. Chair adjourned the meeting at 4:05pm

Actions and Activities List

No	Description	Responsibility	Status	Completion Date
1	Create a user guide that explains the relationships between the Replace/Refurbish Program List, the Reserve Replacement Project List, the 5 Year Plan, and the 20 Year Plan.	Jon M. and the Finance Committee	Time constraints are placing this item to pending. No Update	
2	Finalize Current State Report	Dan S./	Update: See notes in Section 6 (above)	

		Current State Subcommittee		
3	Refine 2022 & 2023 ~~workplan~~ Task List and add step for Staff review of Current State report	Jim B.	Update: see notes in Section 5 (above)	
4	Work through the process for publicizing committee documents for public consumption	Jim B.	Complete: See notes in Section 5 (above)	11/13/22
5	Create a lexicon for the Current State Report	Denise G.	Update: Denise has a first draft. Committee will review at Dec. meeting	
6	Add IT Infrastructure section to Current State Report	Dan S./ Jon M.	Jon and Dan will work with staff to get information needed. Update: email sent to Mike V. asking for specifics of what he is looking for	
7	Create and communicate MS Teams Site Tutorial	Denise G./ Jon M.	The site is only set-up for Current State subcommittee members; Jon will update and get invitations sent out to full committee. Update: Jon will work on this as soon as he has bandwidth	
8	Document and send Future State Affinity Diagram ideas from brainstorming session to Joe B./Jerry M.	All	See notes in Section 4e above	