

TDA LRPC MAY MEETING NOTES

Meeting Date: May 11, 2023, 2:00 - 4:00 PM

Location: The Mezzanine Room at the Northwoods Clubhouse and Zoom

Committee Members:

Joe Balan	Denise Gauny (Minutes)	Jackie Ginley
Laura Lindgren	Rob McCray	Jerry Meek (Vice-Chair)
Dan Simmons (Chair)	Ward Sproat	Michael Sullivan
Mike Vivas	Keith Williams	Jon Mitchell (Staff Lead)
Beth Wang		

Liaisons: Julie Vietor (Finance), Julie Thornton (TOS), Don Koenes (Board)

1. **Call to order & acknowledge / welcome member guests** (Jerry)
 - a. The Vice Chair called the meeting to order at 2:03pm. All committee members except Ward S. were present. Liaison Don K. was present. FC Chair, Cathy Ravano was in attendance for Liaison Julie V. Liaison Julie T., not present. No member guests were recognized.

2. **Approve notes of the April 13 meeting** (Jerry)
 - a. The Vice Chair asked for any changes or discussion. There were none of either. Laura L. moved to approve, Rob M., second. All approved. Motion passed 11-0 (one committee member not present).

3. **Approve the Agenda** (Jerry)
 - a. The Vice Chair asked if there were any changes to the proposed Agenda. Don K. stated that going forward, the need to approve the Agenda is no longer required as the Agenda must be published in advance and no changes can be made. This item will be removed from the standing agenda, going forward.

4. **Discussion: Reports** (Dan, Jerry, Jon, Don)
 - a. **Chair Report:** Dan S. wanted to thank all who contributed to today's meeting materials. Our June meeting will focus on the review of the 5- & 20-Year Capitol Plans with recommendations in July.
 - b. **Vice Chair Report:** Jerry M. reported that our Action Items List will have more robust updates and discussions in future meetings, and he will take the lead.
 - c. **Staff Lead Report:** Jon M. reported that he has added everyone to our Teams site, and all should now have access. There was some discussion about challenges getting onto the site. If anyone has any trouble, let Jon know. Jon M. also reported that our Northwoods Campus Master Plan project webpage is up and running on the TD site. The page will be reviewed and updated on a bi-weekly basis.
 - d. **Board Liaison Report:** Don K. reported that the Board has begun a discussion around the Building Replacement Program. They have asked the Finance Committee to weigh-in on how best to ensure funds collected are visible and transparent to the membership.

5. **Discussion: Northwoods Campus Future State Case Study progress update** (Laura)

- a. Laura L. went through the Northwoods Campus Outline document. New information since last month includes an interview with the TD General Manager, David Mickaelian. David M. provided input on Administrative offices and employees, meeting rooms, Pizza on the Hill, day camps and other activities that could be moved to ACAC, and community outreach efforts. Overall, David M. thinks our committee is on the right track with our visioning and open thought process. He encourages us to think broadly about what “could be” and that it might be worth some field trips to view other, similar structures (like the barn at Martis Camp).
- b. There was some discussion around if staff should actually remain as part of the NW Campus or if some/most should be moved elsewhere. Jon M. stated that members like being able to interact with staff at the Clubhouse and that should be considered. Within this discussion, Jackie G. brought-up a commercial property opportunity that TD may want to consider. There was also some discussion around TD considering a lease/buy-back if the opportunity presented itself. This idea will be added to our Action Items List to track.
- c. Laura L. reviewed next steps for the Case Study Document. She is updating the document with the information received to date. She also reviewed our Ideas List. On the list, she highlighted the “big picture” statements and items that appear to have committee consensus. Mailboxes/Amazon Hub and Dog Park ideas should have a larger discussion. Finally, she reported that Ward S. has produced a memo that highlights the potential overlaps with the 5 & 20-year projects. Laura L. will post all her updates to our Teams site and email to everyone.

6. **Discussion: Member Outreach** (Jerry, Keith, Denise)

- a. Jerry M. introduced our workgroup’s proposal for member outreach this summer.
- b. Keith W. reviewed the 2019 Open Comments from the Member Survey. Specifically, he targeted questions C6b (Suggestions for enhancing/adding amenities) and question C6c (suggestions for new amenities to build). Of the ~1,600 responses, 360 were directly or indirectly related to the NW Campus. Keith broke them out by key words; pools, pickleball, ski and trails came-up often. Overall, there were no “new” ideas from what this committee has already surfaced.
- c. Keith W. also reviewed our suggested Member Outreach Plan, Banner, and Survey Form. We have summer events starting at the end of this month and we should start looking at those opportunities to gain member input. Laura L. suggested that we split the “NW Campus” verbiage into four categories: Tennis, Pools & Recreation, Pizza on the Hill, and the Northwoods Clubhouse. She thinks that this is how people think about the campus and “NW Campus” is too broad. She also thinks that the categories of people being surveyed should be pared down with a focus on Homeowners since they are the ones funding the project;

many people agreed with this, but we still want to get feedback from “visitors,” and we need to define the categories. There was also some discussion about whether to make the name and address fields optional. There was agreement that we should keep those fields as optional.

- d. Denise G. reviewed the list of Summer Events on the schedule at TD. The list will be put on our Teams site and people can sign-up for events. We will have a table and the survey on iPads and committee members should sign-up for at least two events. There were questions about logistics, and we are in the process of figuring that out. There will be a logistics coordinator helping us with getting us organized at each event. There was a suggestion for using some sort of voice technology to translate into text. There will be some marketing and advertising of our Outreach efforts. As we obtain survey results, we can fine-tune questions if needed.
- e. There was some discussion about if something comes-up on Nextdoor regarding this Outreach or the Project. We agreed that we would monitor Nextdoor but that committee members should not respond or make comments on Nextdoor regarding this effort.

7. Discussion: 2023 Revision Current State Report (Jerry, Dan)

- a. Jerry M. stated that Staff has provided 125 comments and those have been circulated to this committee. Dan S., Rob M. and Keith W. will go through all the comments and summarize changes made to the report based on that feedback.

8. Action Items Review (Jerry)

- a. Jerry M. reviewed the list of existing action items from (April 13), updated with further detail and additional items. He is seeking feedback from the committee on the new format. Some minor feedback was received but overall, the committee agrees that this is a good tool.
- b. There were a few comments about getting back to “long term planning” and visioning. We were reminded that our Task List for 2023 is to be focused on the Northwoods Campus project and that is what we are doing now.

9. Discussion: Next Steps (Jerry, Jon)

- a. Agenda items for June: Review of the 5 & 20-years plans. Revisit the Current State Report to approve and archive that document.

10. Guest Comments (Cathy Ravano, Nan Meek)

- a. Great meeting.

11. Meeting Adjournment

- a. The Vice Chair called for a motion to adjourn the meeting. Denise G. so moved, Keith W., second. All in favor. Meeting adjourned at 3:59pm.