

**Smoketree Community Association – Meeting Minutes
Team Meeting and Problem-Solving Action Planning Form**

Today's Meeting: 09/01/2020 Time: 7:05-8:04 Location: Clubhouse Facilitator: Erin McKinley Minute Taker: Paige Sapp Time Keeper: The group

Next Meeting: 9/15/20 Time: 7:00 Location: Clubhouse Facilitator: Erin McKinley Minute Taker: Sandra Nock/the SCA Board Time Keeper: the group

Team Members present: Erin McKinley (VP Community Relations), Dustin Kellam (VP Grounds and Facilities), Alexis Innis (VP Membership and Fundraising), Lindsey Allen (VP of Pool Operations), Paige Sapp (Secretary), Bill Fitch, Approximately 29 SCA Members
Incoming SCA Treasurer: Herb Modrak
Incoming SCA Secretary: Sandra Nock
Presidential Candidate: Patrick Meredith *Absent from meeting: Presidential Candidate Mark Hannon*

Today's Agenda Items

1. Celebrations -
2. Announcements -
3. Updates on action items from previous meeting

4. Finance
5. Membership
6. Grounds/Maintenance
7. Pool
8. Community Relations
9. Secretary

Items for Next Meeting:

- Set the yearly calendar
- organize interview process for President

Potential Problems Raised

- formalizing bylaw changes
- community concern about election/appointment process

- community concern about member wanting to be reelected to board following resignation of term early

Information for Team, or Issue for Team to Address	Discussion/Decision/Task (if applicable)	Who? / When?	Communication to whom? By whom? By when?
Meeting Agenda Items:			

Celebrations	The pool opened this year to serve members, AQC and pool staff able to implement safety protocols and provide a safe and fun summer experience, food trucks brought community members together who do not belong to pool		
Announcements & Action Items	Paige provided a recap of resignations this calendar year; 5/7 Board members resigned and three of these positions (VP-community relations, VP-pool, VP-membership and fundraising) were appointed to fulfill the term. Sandra Nock was welcomed as Secretary for the term beginning today and ending in 2022. She ran unopposed for this position. Herb Modrak was welcomed at Treasurer for the term beginning today and ending in 2022; he ran unopposed for this position. Paige Sapp stepping down as Secretary.		
Updates on action items from previous meeting - 5 min	Following input from community and review of bylaws, SCA Board plans to interview Presidential candidates and appoint a new President to fulfill term ending in 2021. An email stating this was sent earlier in day on 9/1/20. Candidates were notified by phone call from Alexis on 8/31/20.		
Finance	Bill Fitch provided financial update since the position of Treasurer has been open since Mark Hannon's early resignation in June. There are 140 paid pool memberships. The revenue as of end of July 2020 was \$40K; last year end of July was \$120K. SCA and pool are operating on 1/3 budget this year. There have been no clubhouse rentals since March, impacting revenue; this causes less utility expenses. We have borrowed \$18K so far in 2020 and will need to borrow an additional \$5k to cover September expenses. For the months of October-December estimate borrowing an additional \$3k to cover expenses after Cell Tower income, depending on clubhouse rentals and early bird pool memberships. SwimMetro bill for the year is still being determined and will also affect a need to borrow more to cover that bill.		
Membership	Alexis provided goals moving into a new year for SCA: she wants to increase membership in SCA. COVID-19 has revealed deficits community hasn't addressed. Having a specific project to fundraise towards may bring more community involvement/donors, but priority should be on closing financial deficit we are currently in. She wants a committee to help with fundraising.		
Grounds/Maintenance	Dustin reviewed improvements and efforts made this past year, to include repair rotten siding on clubhouse, repair gutters, repair rotten doors on clubhouse, fix emergency lighting in clubhouse to bring to fire code, remove trees to replace pipe back up behind playground. He organized a speed study for neighborhood with county and VDOT to take place in September. He has looked into restriping pedestrian crossing by pool. He has been in contact with cell phone tower company due to community complaints about poor verizon coverage and tower may need to be updated by company. Thanks to Smoketree's landscaper, Larry, for donating mulch this year.		

Pool	Lindsey provided update on pool operations. Fun pool events that occurred in past could not be done this year. AQC organized Blair’s West (local Smoketree band) to play on holidays and Friday Cheers. Thanks to 2020 AQC for following safety guidelines for Covid and making pool season a success, including four weeks of swim clinics, swim lessons, 10:00 open times		
Community Relations	Erin provided update on community relations. She organized food trucks since this spring, multiple times a week throughout summer. Businesses began to lose money due to less interest so the frequency of food trucks coming was decreased. They will continue with less frequency into the fall. She would like to organize events for community (outside of pool events) but will consider covid-19 guidelines. Social media presence has increased. Local businesses of community have reached out about being involved. She is excited to see community rebound, get more reasons people want to move here, and bring spirits up. SCA is exploring other ways to reach members in order to be inclusive; currently facebook pages, Assist2Sell newsletter, messages on message board, and most recently, email.		
Secretary	<p>SCA Members present at the meeting provided the following input, comments, questions, and suggestions:</p> <p>How did finances change so quickly? In addition to financial update noted above, decreased revenue in other areas, including swim team fees, guest fees, snack shack income amongst others added up and contributed to deficit</p> <p>Question regarding savings to prevent years that are negative financially: We are a non-profit and excess money goes to improvements in community. In the upcoming year(s) we hope to pay down debt but this may mean deferring capital improvements.</p> <p>Smoketree Drive is supposed to have a bike lane. This should be addressed when county paves next.</p> <p>Questions and comments regarding election of President- after sending survey, SCA Board encountered multiple ways that compromised validity of using survey monkey, including multiple votes from same household and survey emailed to others. Due to this, the results are invalid. Community input- there is no regulation with survey put out and this needs to improve moving forward. SCA Board members explained error in electing versus appointing. Since election not valid, please send your input regarding candidates for President</p> <p>Can SCA apply for Covid loan? Bill reported we do not qualify</p> <p>Concern regarding transition of SCA Board members resigning in regards to online access and keys to community.</p>		

	<p>Parking lot needs repaving. We have tools, but not funds for this. This could be a fundraising effort, but first priority needs to be to get out of debt.</p> <p>Former Board member Matt Bristol suggested an advisory council for new SCA Board members from people who have previously been on the Board. This was greatly appreciated by current SCA Board as there has not been a formal transition process in the past year and a half for incoming Board members.</p> <p>Suggestion to break up neighborhood into sectors to help with communication. This was successful in the past</p> <p>On the website, post Board members and term lengths. Recently, there has been more appointing of Board members and less voting, which reduces input from SCA Members who are not on the board.</p> <p>Request for mailed dues bill each year in order to get more members. Not all community is online.</p> <p>Questions concerning validity of bylaws since 2017. SCA plans to contact former Board members who expressed interest in advisory council (Matt Bristol and Mike Schnurman) to get guidance on this matter. Once SCA Board gets guidance on matter, we can work to include surrounding neighborhoods. Suggestion to open SCA membership up to all neighborhoods that feed into Gordon Elementary.</p> <p>Question regarding bylaws to address resigning of a SCA Board member in the middle of term and then wanting to come back to the Board. SCA did not put forth a vote on bylaw changes at this annual meeting. Bylaws to be discussed at upcoming meetings. Special meeting can be called if changes to bylaws need to be made.</p> <p>Meeting called to order by Erin McKinley at 7:05 and motioned to end at 8:04.</p>		
--	--	--	--

Evaluation of Team Meeting (Mark your ratings with an "X")	Our Rating		
	Yes	So-So	No
1. How well did we use our norms of collaboration in the meeting today?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. In general, did we do a good job of tracking whether we're completing the tasks we agreed on at previous meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. In general, have we done a good job of actually completing the tasks we agreed on at previous meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. In general, are the completed tasks having the desired effects on student behavior?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If some of our ratings are "So-So" or "No," what can we do to improve things? [Click here to enter text.](#)