

# Charlotte Community Association

## Board of Directors Meeting Minutes October 5, 2015, 6:00 pm Robach Community Center

### **OUR MISSION**

*To build a stronger community and to enhance the lives of our residents by providing a forum for sharing information, connecting neighbors and stakeholders, and fostering civic engagement while preserving and promoting the heritage of the Village of Charlotte.*

### **Call to Order / Attendance / Housekeeping**

Meeting called to order by President Clare Stortini at 6:02 pm. **In Attendance:** Clare Stortini, president; Susan Miller, treasurer; Sue Roethel, secretary; Donna Bour-Purdy, director; Linda MacCammon, director; Patti O'Brien, director.

With six board members present, there was a quorum to conduct business.

### **President's Report**

- Welcome new board members Donna Bour-Purdy and Linda MacCammon! Donna was appointed recently to the board to complete the Director term vacated earlier this year by Jalen Juda. Linda has agreed to be appointed, effective immediately, to complete the Director term recently vacated by Pat O'Neill. Both terms expire December 31, 2015. Donna and Linda will remain on the ballot as a candidate for a 2-year term as Director in the 2016 board elections that will take place on 11/2. Unfortunately, the Vice President and 1 Director seat are still vacant.
- Tonight the board will present Brian Labigan with \$75 in gift cards for Mr. Dominic's on the Lake, along with a certificate thanking him for his extensive and dedicated service to the CCA.
- The board has established nine different committees this year, each of which has been given an approved charge and plan of work for 2015. Committees are expected to be led by a Chairperson from the community and supported by an appointed Board Liaison. Each committee is expected to provide a written progress report to the board each month that will be shared with the members. Guidelines for operation and a report template are available.
- The Planning & Zoning Committee has operated with no Chairperson all year long, and now with Pat O'Neill's resignation, it has no Board Liaison either. Deb Cormier has offered to be the Chair, and Linda MacCammon has offered to serve as the Board Liaison. Clare is stepping down from this committee but is available as a resource.

Linda also offered to serve as Board Liaison to the Beautification Committee, which also has none.

The Safety & Security Committee has been functioning without a Chairperson. Mike Penkin has agreed to step up as Chair with Sue M.'s help. Sue is currently the Board Liaison until she completes her term on the board in December 2015, at which time she will serve as Co-Chair with Mike starting in January.

- Ron Penders cancelled an October 21<sup>st</sup> event for the NW Quadrant. Donna will post this on Facebook.
- Norm Jones, Business Planning & Development, City of Rochester, will attend our CCA General Meeting on November 2<sup>nd</sup> to talk to the community about winter preparation and snow removal.
- The board needs to meet again in October; best option is on Thursday, October 15<sup>th</sup> at 7pm.

**Motion:** Clare moved to appoint Linda MacCammon as Board Liaison to the Planning & Zoning Committee and the Beautification Committee; Sue R. seconded. Linda abstained. Motion was approved 5-0.

**Motion:** Clare moved to appoint Deb Cormier as Chair of the Planning & Zoning Committee; Sue M. seconded. Motion was approved 6-0.

**Motion:** Sue M. moved to appoint Mike Penkin as Chair of the Safety & Security Committee; Sue R. seconded. Motion was approved 6-0.

**Action Items:**

- Sue R. will send Donna and Linda the Committee Chair Guidelines, monthly report template, and Plans of Work for each of the nine committees.

## Approval of Minutes

Minutes from the BOD Meeting on 9/14 were reviewed for approval. No changes were recommended.

**Motions:**

- Sue M. moved to approve BOD minutes of 9/14; Donna seconded. Motion approved 6-0.

**Action Items:**

- Sue R. will finalize minutes and send to Fred to post on web.

## Treasurer's Report

Sue M. shared the budget report that she will give at the General Meeting immediately following this board meeting. We have received a check for \$150 from Tom and Rose Schwartz to be earmarked for the Beautification Committee. There were 4 new memberships and 1 renewal received.

**Action Items:**

- Sue M. will email the board a budget update with year-to-date expenditures. She will also note in the 2015 budget that the \$150 donation from the Schwartzes will be given to the Beautification Committee to offset the cost of replacing the vandalized pots this year.
- Clare will send a thank-you note to the Schwartzes.

## OLD BUSINESS

1. **Elections** – Brian will give the members an update at the General Meeting immediately following this meeting.
2. **Bylaws Revisions** – The proxy form was discussed. The attorney provided us with a draft, but it is confusing and needs to be revised for clarity. Corn Hill’s proxy has clearer language, so we should consider using it instead. We need to finalize it soon for mailing out to members well in advance of the vote.
3. **Meet the Candidates Night** – October 13, 7pm, Robach Community Center. Planning committee is Donna Bour-Purdy, Fred Amato, Jean Carrozzi and Clare Stortini. Candidates running for local offices have been invited; October 8<sup>th</sup> is the deadline for them to RSVP. Donna will be following up with the candidates she hasn’t heard from yet.
4. **CCA Website** – The redesigned site is up and running. Linda’s bio and photo need to be added. Some additional content needs to be added as well.
5. **Insurance Indemnification** – Our policy needs to be updated to reflect the current number of members (the premium we pay is based on this number) and the address of the Robach Community Center (the location where we meet).

### Action Items:

- Sue M. will inform the insurance company about the changes to the policy.

## Upcoming Events and Meetings

10/13 Meet the Candidates Night  
 11/2 General Meeting – **Board Elections**

## Adjournment

**Motion:** Clare moved to adjourn the meeting at 6:51 pm; Donna seconded. Motion passed 6-0.

Minutes submitted by Sue Roethel, CCA secretary.

