

# Charlotte Community Association

## Board of Directors Meeting Minutes September 30, 2015, 6:30 pm Sue Roethel's house

### **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 6:30 pm. **In Attendance:** Clare Stortini, president; Susan Miller, treasurer; Sue Roethel, secretary; Patti O'Brien, director; Donna Bour-Purdy, director.

With only five board members at this time (all present), there was no quorum to conduct business by a vote. This meeting is a continuation of the 9/24 agenda that was not completed on that date.

### **Treasurer's Report**

YTD Budget review is deferred. She reported that the annual insurance policy the CCA has with Selective Insurance needs to be renewed for 2016. The annual rate is based on membership for general liability insurance. We're currently paying \$1,171 for 2015, based on coverage for 377 members. Using our current membership of 240 members to estimate the rate for next year, the rate goes up to \$1,345 (\$610 difference) for 2016. We need to notify Selective Insurance of the change in membership, plus the change of address for the coverage (currently listed as 3421 Lake Ave.; change to Robach Community Center, 188 Beach Ave.). We also need to add the National Night Out Picnic to the list of events hosted by the CCA and clarify which ones are hosted by the City of Rochester, not the CCA.

#### **Action Items:**

- Sue M. will have the YTD Budget Report at the 10/5 BOD and General meeting.
- Sue M. will notify Selective Insurance of the changes needed for our policy renewal: revised membership number; address for coverage (remove 3421 Lake Ave.; add Robach Community Center, 188 Beach Ave.); add the National Night Out Picnic to the list of events hosted by the CCA and clarify that Winter Fest, Kite Flight and River Romance are hosted by the City of Rochester, not the CCA.

### **President's Report**

- **Resignations/Reorganization** – Board members received separate emails from Pam Postgate and Patrick O'Neill stating that they are resigning from the board. They both cited time commitments as their reason. Pam stated that she can serve better on committees at this time, and Pat stated that his business obligations are interfering with his ability to serve on the board. Pam's term as a Director expires in 2016, while Pat's term as a Director expires in 2015. These resignations leave the Membership Committee and Planning & Zoning Committees without a Board Liaison.

Sue M. agreed to serve as interim Board Liaison to the Membership Committee, since she already receives and logs all membership applications. She has recently received 5 new membership applications which will be logged as expiring in 2016.

- **Elections Slate Changes** – Pat’s resignation from the board also included his withdrawal from candidacy for the upcoming elections. Pat’s current term expires December 31, 2015, and the board can appoint someone now to complete the term. Doing so will not interfere with the elections and will provide the board with 6 members who constitute a quorum to conduct business. The elections slate now has 2 candidates running unopposed for 2 Director seats expiring in 2017: Donna Bour-Purdy and Linda MacCammon. There are no candidates for Vice President or Treasurer. The board should appoint Linda immediately to complete Pat’s term.
- **Charlotte Cemetery** – The board has learned that Marie Poinan is planning to conduct tours at the cemetery for River Romance under the auspices of the CCA, which she has done in the past. This is a great opportunity to highlight the cemetery; however, Marie has not included the CCA in any discussions with John McMahon from the City of Rochester regarding these plans. Going forward, the CCA’s role regarding the cemetery needs to be clarified, and the CCA should not be represented without the board’s approval.

**Action Items:**

- Sue M. will serve as interim Board Liaison to the Membership Committee until she steps down from the board at the end of 2015. Until then, she will log all new membership applications as expiring in 2016.
- Sue R. will contact Linda MacCammon to ask if she is willing to be appointed now as a Director to complete the term ending December 31, 2015. She will still be on the election slate as a candidate for Director for a 2-year term ending December 31, 2017.

## NEW BUSINESS

**Bylaws Revisions** – The board continued its review of the proposed bylaws revisions and proxy form and made a few changes. Sue R. gave Donna her notes outlining the major revisions and their implications. Donna offered to create a comparison sheet to help communicate the changes to the membership. She will also set up an email account for feedback. The goal is to get the proposal printed and ready for a special mailing to the members as soon as possible.

Our current bylaws dictate that any amendment to the bylaws must be presented to the members first, and then be voted on at the next general meeting. In between those two events, the newsletter must be used to communicate about the proposed amendment and advertise about the meeting where a vote on it will take place. We agreed to introduce the proposed amendment at the 10/5 meeting, post the proposal document on the web and place a notice in the newsletter that a special mailing with a proxy form would be mailed out to members in mid-October for a vote at the 11/2 meeting.

**Action Items:**

- Donna will use Sue R.’s notes to create a document outlining the changes and implications. She will also set up an email account to gather members’ feedback.

- Donna, Sue R., Clare and Sue M. will create a special mailing of the proposed revisions and a proxy form to send to all members by mid-October.

### **Upcoming Events and Meetings**

10/2-4 River Romance – City of Rochester’s annual event  
10/5 General Meeting  
10/13 Meet the Candidates Night

### **Adjournment**

Meeting adjourned at 9:43 pm.

Minutes submitted by Sue Roethel, CCA secretary.