

## Minutes

GMNA Executive Meeting

Oct 31, 2021 1:30 PM

### Attending:

President	Susan Nurre
VP	Kate Meacham
Secretary	Martha Young
Treasurer	Sally Todor

Meeting was called by Susan Nurre to organize our new team for the 21-22 year. Discussion included:

**Roles and Committees** – were reviewed. A few were realigned and the need for a Sponsorship lead was agreed upon. We plan to recruit a volunteer.

**Monthly BOD Agenda** - a new format was proposed. VP role will take on the responsibility of agenda management. A standard format will be developed for each month for the remainder of the year. A Dashboard will be added for standard reporting data. Each committee chair will be responsible to update this information prior to the monthly meeting. A couple of examples are a composite financial report and a brief membership report. Kate is moving forward with the development of the monthly agenda outline. Added agenda items such as New Business or request for discussion on a committee topic will be presented by brief overview, what you need to know and what is needed from the board.

**Board Member orientation** – will be conducted for each new board member. This will be by the President or their designee. The Operations Guide will be the tool used. Susan will send an updated operations guide to Martha. She will review and outline outstanding items for discussion and resolution in an upcoming meeting.

**Board Minutes** – are the responsibility of the Secretary. There is a strong desire to get the minutes published in a timely manner. The minutes will include agreed upon Action Items from the prior meeting. Another role as reviewer will be added. The following process will be implemented:

Minutes are submitted by Secretary to Reviewer within 5 days of each monthly meeting.

Reviewer will review within 3 days and submit changes.

Minutes will be submitted by Secretary via email to Board for approval.

Within the next 3 days changes may be submitted and/or a motion to approve and a second may be made. Other board members may vote via email.

Upon approval minutes will be posted on the GMNA One Drive by Secretary and forwarded to Melissa Wolf to publish on the GMNA website.

**Directory Schedule** – will be published in January. Deadline for inclusion is Dec 31<sup>st</sup>. Renewal letters will include this reminder. The deadline will be communicated via Facebook also.

**Little Library** – Kate and Sally are moving this initiative forward for one in the park.

**Monuments** – we are ready to move forward. We will request the status and timeline from AI. We also want to clean up the brick wall between the 2 signs. Plans are to recruit a volunteer work team to do this and spray the brick in a process similar to what Vlad and Sally did to their home. The \$250 donated for the Monuments will be used for supplies and refreshments.

**Park Bond Dollars** – background and previous survey were discussed. The state of the playground equipment and changing demographics were major considerations. Susan will write up the plans for moving forward. A more detailed survey for community input about interests and needs will be developed and sent out in the January timeframe.

**Storage Shed** – needs a big cleanup and inventory. Susan needs to know who has keys.

Martha Young

Secretary, GMNA