Charbonneau Country Club Board of Directors
Minutes of the Monthly Meeting
December 11, 2018 – 4:00pm

A meeting of the Charbonneau Country Club Board of Directors, an Oregon nonprofit corporation, was called by President Tony Holt at the Charbonneau Clubhouse in Wilsonville, Oregon.

Board Directors Present:		**Staff:**	**Visitors:**
Tony Holt, President	**Kamran Mesbah**	Kim Hosford	Cindy Garrison, CCC resident
Kathy Harp, Vice President	**Levi Smith**	Jim Meierotto	Brian Monihan, Pamplin Media
Lindy Anderson, Treasurer	**Larry Walker**	Rick Schram	
Kathy Fuller, Secretary	**Pat Tewell**		
Bob Harland			

I. **Call to Order:** President Tony Holt called the December 11, 2018 meeting to order at 4:00pm. President Holt asked members if there were any changes to the agenda. Bob Harland requested agenda item 9, Outreach, be discussed after item 6, The Charbonneau Villager. Tony requested a moment to make a short statement before agenda item 7, Clubhouse Annex Update. President Holt asked if there were any changes to the November 13, 2018 Board meeting minutes. Kamran requested that under section IV-2019 Budget, the sentence "Pat Tewell voted by proxy" be removed as it is against state statute for board members to vote by proxy. With that change, Bob Harland made the motion to approve the minutes. Kathy Harp seconded. Motion carried unanimously. President Holt asked if there were any changes to the December 3, 2018 Special Board meeting. Kamran asked that the Purpose of the Special Meeting be changed to "A special meeting was called on December 3, 2018, by the consent of the CCC board. Kamran Mesbah and Bob Harland also requested additional conversation during this meeting regarding financial considerations." With these changes made, Larry Walker moved to approve the minutes. Kathy Fuller seconded. Motion carried unanimously.

II. **Recognition of Visitors:** The following visitors were in attendance: Brian Monihan, Publisher of the *Wilsonville Spokesman*, and Cindy Garrison, former Editor of *The Villager*.

III. **Standing Committee Reports:** Tony said that as of the end of November, revenue was above budget and expenses were below budget. Kamran said that the Disaster Preparedness Committee did not meet in December. He has finished buying the 2-way radios and batteries for the radios that the committee had planned to purchase. Radios and batteries are stored in the CCC basement in a room close to the emergency exit. The committee's 2018 work is complete. Kamran asked Pat Tewell and Rick Schram what the City of Wilsonville's policy was regarding trimming tree limbs that overhang buildings. Rick replied that the City will not trim branches unless the resident submits a report from a certified arborist.

IV. **Charbonneau Villager:** Larry introduced Brian Monihan, Publisher of the *Wilsonville Spokesman*. Pamplin Media Group will be publishing *The Villager* starting with the February 2019 issue. Brian said that Cindy has been extremely helpful with the transition. *The Villager* content will remain much the same, but Larry said the layout may be presented in a more modern concept. Articles and pictures will continue to be submitted through The Villager email. *The Villager* will be sent to residents' homes around the 1st of each month. On behalf of the board, Jim thanked Cindy for her years of hard work and presented her with a card and gift. Bob expressed his thanks to Larry for his hard work in getting this transition done.

V. **Outreach:** Jim has reached out to several community outreach companies and associations for information and possible bids. One company referred him to Heather Coston who is a communications and engagement strategist.

Both Jim and Larry had conversations with Heather. She has submitted her Communications and Community Engagement Proposal which was included in the board packet. Both Larry and Jim feel that Heather is very qualified, with over 20 years of experience, to complete a successful community engagement strategy in Charbonneau. The board discussed various aspects of her involvement and the timeline of her work. Larry said Heather believes the best approach to this project is to start as soon as possible. The board decided to hold a special meeting in order to meet with Heather before the decision is made to hire her.

VI. **Clubhouse Annex Update:** Tony said that the Executive Committee held a meeting regarding the annex building timeline. He asked that board members work together to keep the process moving. There was discussion regarding the timeline of community outreach, building demolition, hiring the architect to complete schematic drawings, and the golf club merger. Kathy Harp made the motion to begin the community outreach program and to hire the architect for $22,000 to complete the schematic drawings. Lindy Anderson seconded the motion. The motion passed unanimously. Kathy Fuller handed out an historical timeline of community outreach information, as well as golf club merger talks, for the newer board members.

VII. **Communications Committee Charter Review:** Larry reviewed his proposed draft of a Communications Committee Charter which was included in the board packet. After board discussion regarding the charter, Kamran made the motion to accept the Communications Committee Charter as submitted. Pat Tewell seconded the motion, which then passed unanimously. There was also discussion regarding updating of the committee materials included in the Board Operating Manual. It was agreed that a task force comprised of Larry, Kamran, Kathy Harp and Jim will meet to review those materials and will report back to the board with suggested updates.

VIII. **Nomination of Candidate for the Board:** An Ad Hoc committee comprised of Bob, Kathy Harp, and Larry was formed to discuss and modify the current process of board nominations. This committee submitted a six-page handout, which was included in the board packet, with their suggested modifications. Bob said that the change the committee would most like to see would be an unlimited number of candidates allowed on the ballot. Tony expressed concern that this may be a hinderance to having diversity on the board. Board discussion ensued regarding the suggested changes. Bob made the motion to approve both the changes recommended to the Board Operating Manual (changing the application deadline from February 28 to March 15, and to remove the sentence "The number of candidates nominated shall be equal to the number of positions open.") and to adopt the proposed job description for membership on the Board. Lindy seconded. Motion passed unanimously.

IX. **General Manager's Report:** Jim reported that CVCC has made some repairs to the aging walkway in front of the clubhouse. It was becoming a safety concern. Residents are very happy with the repairs. Dues letters will be mailed out soon. Tony and Jim will be meeting with Haven and SpringRidge regarding the dues increase. Jim is working with Bennett/Porter to streamline the invoicing process for residents. He will be entering the 2019 budget in the accounting software before the end of 2018. Michelle DaRosa, legal counsel, will be increasing her fees to $225 an hour. Jerry Baker sent a letter of kudo's regarding Rick Schram. January 15 is the next board meeting.

X. **President's Report:** Tony will meet with Joe Brouillette with the golf club next week regarding the merger.

XI. **New Business:** Lindy said that the CVCC board meeting will be held on December 20. Kathy Fuller asked that the 4th Tuesday of each month be reserved for special board meetings. Bob said that CAI will hold their kick-off here on

January 17th. Jim will forward the invite when he receives it. Bob said that Laura McDermott with CAI will come and talk to the board about the Oregon Planned Community Act. Date unknown right now.

XII. **Adjournment:** There being no other business to come before the board, the meeting adjourned at 6:30pm.

Kathy Fuller, Kathy Fuller, CCC Secretary