

Charbonneau Country Club Board of Directors  
Monthly Meeting Minutes  
March 3<sup>rd</sup>, 2026

The regular monthly meeting of the Board of Directors of the Charbonneau Country Club, an Oregon non-profit Corporation, was called to order by President Kathy Harp in Wilsonville, Oregon, on March 3<sup>rd</sup>, 2026.

**Board Directors Present:**

Kathy Harp - President  
David Mauk - Vice President  
Lindy Anderson – Secretary  
Linda Owen - Treasurer  
Joe Brouillette

**Staff Present:**

Mary Fieweger - Excused  
Bubba Heard  
John McLain  
Alice Galloway  
Jim Meierotto  
Claudia Vidal  
Neil Kennedy  
Rick Schram

**Call to Order:** President Kathy Harp called the meeting to order at 2:00pm and read the following introductory letter.

At our February Board Meeting, we noted that a number of non-resident tennis members were present as guests.

It is important to explain that these meetings are for CCC residents. Many HOAs only allow residents at their meetings, however, we have always welcomed guests into the audience to observe our meetings.

We have designated two times for resident input, and this is a time for residents only to address the Board.

If there are non-resident Tennis members in our audience again today, I would like to assure you that by the end of this week the Sports Center Governance Council will be in place, and they plan to meet within the next week. All members of our Sports Center are welcome to participate in those meetings.

I would also like to clarify that our Tennis Pro has been asked to remain in that position. It is up to her to decide if she wishes to continue coaching Tennis - I understand several players had a concern about this.

Finally, I would like to insure everyone here that in matters of personnel decisions there is a definite process that is followed. The Executive Committee of this Board is tasked with “acting as the personnel committee for the CCC Board of Directors, making recommendations on staff and contractor performance reviews, hiring, dismissal, promotions, position descriptions, salary structures, personnel policy recommendations, and staffing needs.”

Along with the Exec Committee, we have an HR firm who is always consulted and finally our legal counsel prepares any necessary documents and guides us through the process going forward.

Personnel matters may not be discussed in an Open meeting so our Board will dismiss to an Executive Session. Executive Sessions allow us to convene privately to handle sensitive and confidential issues, foster robust discourse, and strengthen trust and communication. In my research regarding Executive Sessions, I found a recommendation to have executive sessions at the end of every regularly scheduled board meeting. Something for us to consider at our Exec Session this afternoon.

Now I will move on with our agenda....are there any additions or corrections to our agenda?

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**Review of the Agenda:**

No changes

**Public Comment:**

An open session commenced, and residents provided their input, questions, and comments to the Board. The Board answered questions and engaged with the residents throughout the public comment session.

**Approval of Meeting Minutes:**

President Kathy Harp asked if there were any corrections to the February 3<sup>rd</sup> meeting minutes. President Harp stated that (as per Roberts Rules), there being no corrections the minutes are approved.

**Standing Committee Reports:**

Committees submit meeting minutes and/or reports for the Board Packet. The most recent versions of these reports are available on our website. Current account balances and upcoming activities are presented on the screen during the meeting.

Director John McLain moved for approval to add Patricia Adams, Merrie Sue, Judy Johnson, and Chris Ratto to the Edith Green Park committee. The motion was seconded and passed.

**Sports Center Governance Council:**

Director Joe Brouillette gave a brief update on the candidate interviews for the sports center governance council. The nominations were given to the CCC Board and they will vote on them at the April CCC meeting. Director Bubba Heard moved for approval to allow non-residents on the sports center council. The motion was seconded and passed.

Director John McLain moved for approval for the CCC Board, to do a one-time delegation of authority to the nominating committee to appoint six members of the sports center council. The motion was seconded and passed.

**General Manager's Report:**

General Manager Jim Meierotto will start providing a digital copy of committee reports and other information included in the board packet. This will be located under the minutes on our website. Jim and Rick Schram have been working on a few reserve and capital improvement projects, including the 18ft fans and gas heaters in the Sports Center. We received one of three bids at \$12,000 to update the electrical work; we will be using the contingency in the capital improvement budget. Another project we will be working on is the siding on the west side of the tennis building. Jim congratulated Brooke Bowdle and the communications committee on the updated website.

**President's Report:**

President Kathy Harp reminded the Board that the responsibility of each of the committees is listed in the board governance guidelines, and each committee should be providing the Board with a summary each time they have a meeting. She also provided the Board with a copy of the confidentiality, code of conduct, and conflict of interest forms they signed.

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**Unfinished Business:**

The Board has no unfinished business.

**New Business:**

The Board has no new business.

**Executive Session:**

President Kathy Harp stated that the board is moving into executive session at 2:49pm.

President Kathy Harp called the board meeting back to order at 4:33pm.

**Adjournment:**

President Kathy Harp adjourned the meeting at 4:33pm.

Lindy Anderson, CCC Secretary

