

# PMCPOA Planning Committee | MINUTES

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August 1, 2020 | 1:05pm | Meeting location PMCPMOA Clubhouse & ZOOM

Meeting called by	Ellen McClellan	<u>Attendees</u>
Type of meeting	Monthly	Jonathan Gillian
Minutes Approved	Dark July	Shirin Murphy
Notes Taken By	Cathy Albyn	Philip Gabriel
		Phyllis Throckmorton

## AGENDA TOPICS

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| Agenda topic **New Members** | Presenter *Ellen*

- Committee elected Ellen to be Chair / Jonathan to be Vice-Chair / Cathy to be Secretary
- We need to grow our committee

### Action items

Each current committee member is asked to invite 2 prospects to September's meeting

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| Agenda topic **Survey Monkey** | Presenter *Ellen*

- We currently only have 1 license. Options include upgrades to Team Advance (\$300.00 annual) or Premier Plan (\$75.00 monthly) Committee prefers upgrade to Premier Plan

### Action items

Phyllis to talk to Karin & Bill Lewis to get the OK to upgrade

When we have this resolved we will plan a workday to begin putting survey together

Is there a staff rep we can have to assist with formulating the survey? Cathy & Jonathan to take the lead for the team on the specifics for the survey.

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| Agenda topic **Question#29** | Presenter *Jonathan*

- Reworded #29 to read:

Are you aware that in order to determine the life span of all major POA assets, the POA is required by law to maintain a reserve study that details the plan to pay for future known expenses from deterioration as they occur? This study is updated on a yearly basis by outside professionals.

- Follow Up Questions to be:

Do you know about the reserve study and do you understand its purpose?

Would you be willing to attend a forum to learn how the reserve study benefits the PMCPOA?

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| Agenda topic **Reserve Study Brochure** | Presenter Ellen

- Ronnie is working on the brochure for the Reserve Study for our members

### Action items

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This will be discussed at the next Board Liaisons / Committee Chair Meeting on August 13<sup>th</sup> @ 5:00pm

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| Agenda topic **Fundraising** | Presenter Ellen

- Can the PMCPOA as a C-7 do fundraisers that while they are not tax deductible?

### Action items

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Ellen to discuss further with John Cantley

Further Topics discussed:

- Surveys to only be mailed in or done online
- Meetings to continue the first Saturday of each month at 1:00 pm

Meeting Adjourned      2:20 pm