

VHA Board of Directors – Meeting Minutes

Sea Breeze Recreation Center – November 21, 2019

Board of Directors - Present: Karl Arps, Fred Briggs, John Conboy, Russ D’Emidio, Joe Elliott, Harry Lee, Peter Moeller, Peter Russell, Vivian Stephens, Chuck Wildzunus

Board of Directors - Absent: Carol Hughes

Invited attendees: Joan Sullivan-Secretary, Phil Walker-Executive Vice President

Call to order: President Fred Briggs called the meeting to order at 1:00 PM and led the Pledge of Allegiance.

Treasurer’s Report: Financials are attached to this meeting’s agenda.

New Business

Transferring VHA Presidency: Fred Briggs entertained a motion to elect Phil Walker as VHA President effective December 11, 2019 during the Annual Business Meeting at 7:00 PM in Lake Miona Recreation Center, the motion was made, seconded and approved.

Tangent Media Proposal: Fred entertained a motion to confirm the email vote which approved the revised contract from Tangent Media to add a marketing piece to the previously signed contract which includes a blueprint for the VHA web site with back office features totaling \$3,000.00, the motion was made, seconded and approved.

Old Business

Draft-Board Mandate: Karl Arps asked for a motion to adopt the draft of the Board Mandate sent with this meeting’s agenda. The motion was made, seconded and discussion followed.

Karl reminded the Board that Joe Elliot headed the committee to develop this draft, he/Karl typed the document and Vivian Stephen and Carol Hughes contributed as committee members.

Q. Who’s responsible for revising/ratifying the VHA documents?

A. Each of the documents listed states who is responsible.

Karl explained that the feedback from Board members was incorporated into this revised draft of the Board Mandate.

Karl asked for a motion to accept this draft as the Board Mandate, the motion was made, seconded and approved.

New Business

Policy Manuel: Karl distributed examples of the format/appearance of several areas of VHA policy: Audit Committee, Conflict of Interest, Span of Control to give an idea of how the Policy Manual may be developed. Karl requested approval to follow this format and to store each document in a separate folder to allow ease of updating individual documents thereby avoiding the need to revise an entire manual.

Q. Is the previous VHA Policy and Procedures Manual being used during this revision period?

A. Yes, pieces are being pulled out and reviewed. Note: The previous manual remains in effect until a new Policy Manual is approved.

Q. Does the Conflict of Interest clause include the VHA Community Foundation and VHA Helping Hands?

A. Each VHA Board has a Conflict of Interest clause included in their Bylaws.

Q. Page 2, Item 3 Oversight, e) “The Board reviews the performance of the various VHA programs....” Is this stating that this Board decides how these programs will run?

A. No, the word “review” means that this Board will read reports from these programs as an update of what they are doing.

Suggestion: We might consider having someone from Golf Cart Safety and other programs attend a Board meeting to discuss operations.

Discussion included:

- Job descriptions of VHA officers and the depth of detail
- Caution against micro-managing
- Standing committee be a charter

Karl asked for a motion to move forward on revising the Policy part of the manual using the appearance/format presented in the handouts and to work on revising the Procedures part later. Motion made, seconded and approved.

Advisory Board Update: Fred explained the Advisory Board (AB) continues to ask, “What is our job?” At the November 13, 2019 AB meeting the VHA Program Director Mike Burke tasked the members to bring a hard copy of a new VHA program idea or a new membership recruitment strategy to the December meeting. Those items will be used to increase VHA effectiveness in the community and/or increase our membership numbers.

Fred reported he challenged the Area Vice Presidents to start a program to have their Directors and Neighborhood Representatives go face-to-face with 3-5 neighbors and ask if they are VHA members. If they are not, ask what would it take for them to join. It is expected that each Vice President will give a report on their results at future AB meetings.

Members Comments

VHA Responding to Residents’ Issues: Peter Moeller stated recent residents’ issues concerned: Sumter County tax increase; the amount of Villages expansion; tree lighting ceremony selling tickets for VIP seating.

Discussion included:

- The VHA is nonpartisan and does not deal with political issues such as the Sumter tax increase
- Concerns can be brought to the Developer’s representative
- Remind the Advisory Board members that they are the eyes and ears of the VHA and as Advocates need to be aware of how they act as they listen and express concerns.
- As Board members we need to guide AB members on what they can bring back to the residents
- Fred emphasized that not everything the VHA does is visible. Some issues are better resolved behind the scenes to avoid publishing a “gotcha.”
- VHA must find the proper way to announce successes.
- We have no public indicator that we are members of the VHA. i.e. display stickers

Fred reminded the Board any Board member can ask to have an item placed on the meeting agenda or add a question to VHA Town Hall. Note: This Board includes people who are members on other Boards in the community: Hospital Board- Russ D’Emidio; PWAC-Peter Moeller, Chuck Wildzunas; Wildwood Commissioner-Joe Elliott.

Board Members Business Cards: Question was raised about obtaining business cards for Board members. Fred will ask Ray Glessner to look into available options.

VHA Budget: Budgets will be ready before the beginning of the fiscal year. Harry noted that the financials indicate a loss of \$16,000 this year and the need to focus on revenue, spending and cash flow. Fred noted that some expenses are non-recurring. Legal fees for the revising/creating three Articles of Incorporation and Bylaws was \$8,000 with small additional fees added for filing. Noted was the \$34,000 for printing the Voice. Fred responded that Tangent will be looking into an electronic version of the Voice. We are not yet ready to stop printing.

January 2020 the VHA Community Foundation will turn over the Hoedown funds to the VHA. In return, the VHA will supply VHA Helping Hands (HH) money for one year and the VHA will make the final \$5,000 payment to support a room in The Villages Regional Hospital. Helping Hands has agreed that donations they receive are to be added into their budget. This should address some of the shortfall.

Helping Hands is now lending supplies and are placing VHA property stickers on items. Issue of liability with lending instead of giving supplies will be reviewed and discussed with HH.

VHA Facebook page: Dave Bedard the new Communication Director is taking over the VHA Facebook page.

Meeting adjourned at 2:47 PM

Respectfully submitted, Joan Sullivan

Next Board Meeting: WEDNESDAY - December 18, 2019 - 1:00 PM - Colony Recreation Center/Keeping Room