

CPOA Board Meeting
August 22, 2016
12:15 pm
Sports Club

Board Members Present: Chris Anderson, Barbara Brady, Hugh Butler, Phil Carl, Karen Conover, John Dilley, Chip Gamble, Helen Habenicht, Diane Hess, Bob Jeffrey, Darlyne Johnston, Jamie Klingensmith, Bill Neches, Fred Rice, Suzanne Shull, Jim Vance,

Joined by teleconference: none

Affiliates in attendance: John Ford, Jim Lampl

Additional Attendees: Jeff Lutz, Jane Stirniman

Not in attendance: Laura Damon, Greg Miller, Richard Parlato, Carrie Zachry

The meeting was called to order at 12:15 pm and the presence of a quorum was established. Bill Neches welcomed the group and offered his thanks for support throughout the season/year. He noted that he personally is providing lunch for meeting participants to acknowledge their service. Bill had everyone introduce themselves for the benefit of the newly elected members.

In discussion of Board business:

Bill gave a recap of the previous year including: Week 0 Potluck, Safety Summit, Lighting, Area Picnics, and Time Warner Seasonal Program.

APPROVAL OF MINUTES – Bill Neches

Bill Neches presented for approval minutes of the August 8 board meeting. With no additions or revisions noted following discussion, a motion was made, seconded, and passed to approve the minutes.

Living in Chautauqua Booklet

Bill Neches reported that the responses from property owners for corrections/suggestions have been coming to the cpoarepresentative@gmail.com account. Bill has been thanking people for their input. He will turn over the responses to whomever takes over responsibility for the booklet.

Shared Space T-Shirts

Bill Neches reported that the Chautauqua Bookstore hasn't been selling any of the t-shirts and won't be renewing the shirts. They are willing to do a special order for the Club counselors. There was discussion about the Shared Space products. A committee was formed with the following members to look into re-designing the t-shirts. Darlyne Johnston, Hugh Butler, Bill Neches and Diane Hess (until October).

Audit Committee

Bill Neches reported that the Audit Committee met on August 19. Minutes from their meeting were distributed to Board members.

CPOA Profit and Loss Statement

Approved 6/27/17

Chip Gamble reviewed the Profit and Loss versus Budget Actual Statement. Karen Conover asked why the picnics were 39% over budget. Chip said we would need to ask Carrie Zachry. There was discussion around the CUD "loan" for attorney fees and how to account for it. Bill explained that the CUD loan is a not to exceed \$4,000 for attorney fees and the money was given with the understanding that, once the bond was floated for the lights, the CPOA will be reimbursed for any attorney fees. Chip reported that we have \$30,351.01 in assets. There is a \$20 liability for a double payment of membership dues this year that will be a credit carried forward to next year. There was discussion surrounding our status and potential tax liability. Jeff Lutz will investigate and report back to the board.

2017 Draft Budget

Chip Gamble presented a draft of the 2017 budget. Helen Habenicht indicated that the website hosting needed an additional \$35 for the annual domain name charge. Helen Habenicht commented that website maintenance of \$1,000 equated to 20 hours of developer assistance and could be reduced to \$200 - \$400 based on prior years (\$438.33 for initial website and \$200 for credit card processing). Bill Neches wanted to keep it at \$1,000. There was discussion regarding the bicycle safety budget and objections to spending an additional \$800 on posters. A motion was made to approve the budget with the corrections (additional \$35 for website domain name and reduction of bicycle safety to \$700). The motion was seconded and passed.

Week 0 Pot Luck

Diane Hess reported on plans for next year's week 0 potluck. Plans include: CPOA members only and taking memberships at the door; a cash bar; no appetizers; food setup in a separate room; CPOA provides chicken; and, people bring salads, entrees, and desserts. There was further discussion about the potluck and ways to improve its organization/operation. Diane Hess and Bill Neches agreed to chair the potluck for 2017. Barbara Brady raised issue of liability surrounding cash bar. Bill Neches indicated that CPOA was covered by its liability insurance and, that the Athenaeum is liable.

Property Owner Survey

Jamie Klingensmith reported on the survey of property owners. As of August 10, 1,250 people had opened the survey and 436 electronic and 0 paper surveys were completed for a completion rate of 35%. In 2004, 1400 surveys went out with a 34% return rate. Quantitative and qualitative analysis will be performed in September, with results available the first part of October. Jeff Lutz and Bill Neches volunteered to assist Jamie Klingensmith and Helen Habenicht with the analysis. The deadline to respond to the electronic survey has been "extended into September." Bill will send out an email blast reminder.

Safety and Transportation

Jim Lampl reported on the Safety & Transportation committee. The committee was reduced from 14 to 5 members for 2016. Accomplishments included: installed speed bumps on Massey, South, and Hedding; conducted 3 bike rodeos with 87 children; projected message about wearing bike helmets at the beginning of Chautauqua Cinema movies; placed 16 posters in the bike shop, police station, Red Brick Café, Afterwords Café, and Visitor Center; and, held a safety summit. Jim also commented on suggestions from first responders/safety summit participants for additional outdoor drinking fountains on the grounds to address concerns about dehydration. For 2017, Jim would like to: continue initiatives; add speed bumps to Turner and Hedding; identify trip hazards; and, meet with John Shedd, Matt, and all the life safety people to determine what's good for safety.

Jim Lampl resigned as chair of the safety and transportation committee effective October 1, 2016.

Lighting

John Dilley reported that Bill Neches, John Shedd, Terry McGowan, and he met about eye safety recommending softer lights and theatrical filters to reduce LED brightness/blueness. There are new lights by the Pier Building entrance and 3 new lights on North Lake that are supposed to be connected this week. John spoke with Geof Follansbee about developing lighting money flowing through the Foundation. The CUD street light vote held on Tuesday, August 9 approved purchasing the lights from National Grid. Bill Neches reported the agreement with National Grid should be completed in one to two months. Once the contract is in place, they will be doing more lights.

Bill said that he will continue to serve on the lighting and safety committee.

Goals for Off Season and 2017 Season

Barbara introduced a new tagline for CPOA – “Moving Forward” and asked that the board keep it in mind. She is working on developing a Policy & Procedures Handbook. Barbara said the Secretary and Area 3 Rep positions are open. Chris Anderson has agreed to take over the website management. She is also looking for someone to take on the completion of the Living in Chautauqua booklet.

Barbara said that she will change the format/approach to meeting with the President for questions. She will also implement getting committee reports ahead of the meetings. Based on the results of the survey, she will work with the Executive Committee during the off-season to come up with a strategic plan and projects. There will be a strategic planning session of the board the first weekend in May at Chautauqua (Saturday afternoon and Sunday morning).

Resolution of the Chautauqua Property Owners Association (CPOA) Board of Directors

The CPOA Board of Directors, in a meeting on August 22, 2016, RESOLVED that newly elected officers, President Barbara Brady and Treasurer Jeffrey Lutz are selected as the approved signatories for all CPOA business and financial transactions with Northwest Savings Bank.

A motion was made to approve the resolution. The motion was seconded and passed.

Meeting was adjourned at 1:43 pm.

Recorded by: Helen Habenicht

William H. Neches, MD
President