

Minutes
Chautauqua Property Owners Association, Inc.
Meeting of Board of Directors
Wendt Board Room
June 26, 2017

Board Members Present: Barbara Brady, Hugh Butler, Karen Conover, John Dilley, Bob Jeffrey, Darlyne Johnston, Jeff Lutz, Bill Neches, Richard Parlato, Paul Perry, Fred Rice, Suzanne Shull, Linda Turri, Jim Vance, and Carry Zachry

Board Members Absent: Jamie Klingensmith and Jane Stirniman

Also present was Michael Hill, President of Chautauqua Institution

President Barbara Brady called the meeting to order at 12:15 pm.

President Brady introduced Michael Hill to the Board and introduced the Board to Michael Hill.

Michael Hill then gave his vision of the Institution and the CPOA's roll in that vision:

- For Michael, everything in the new season is new to him. Longer term, he hopes to work on extending the CI reach during the 9-week season to open the Institution to other people.
- Another priority is to elevate dialog and communication among attendees.
- Society is calling us to be a place and a movement again. He does not know how we are going to get there. That calls for innovation.
- The CPOA represents the property owners. As we go through our planning, his team is looking for how to engage us as and with property owners.
- He asked whether we are willing to be a sounding board where 70% to 80% of the ideas may never come to fruition.

We have discussed having Institution presence in our committees. Michael has appointed several of his staff to serve on our committees. John Shedd is to serve on the Safety and Transportation Committee, Emily Morris is to serve on our Communications, Marketing, and Branding Committee, and Sebby Baggiano is to serve on our Finance, Budget & Audit Committee.

Barbara said that we will get Michael policy questions in advance of each meeting.

Michael Hill and President Brady are each to appoint a liaison for CPOA/CI communications. The appointments may not occur until after this season.

[Michael Hill left at 12:26]

The minutes for the meetings held on August 22, 2016, October 13, 2016, and on June 20, 2017 were reviewed and approved.

Bob Jeffrey is trying to find the key to the kiosk.

Approved 7/10/17

Paul Perry circulated conflict-of-interest disclosure forms to those who had not already submitted them.

President Brady handed out board handbooks. She went through the tabs and what was under each tab.

Treasurer's Report – Jeff Lutz circulated current statements. He reviewed statements.

He expects that we will receive substantial donations this year. We have already received over \$2,000 in donations.

We netted more than \$400 from the pot luck dinner.

He explained that Quick Books makes it difficult to break out revenue accounts so all is lumped into “Sales.”

Credit card fees are way down. Pay Pal costs near nothing while credit card fees are nearly 6%.

Membership is way down, about 350 to date. He thinks it is because we tried to get all memberships through the web site. Our only mailings so far were to those who were members last year for whom we did not have email address. He recommends that we send cards and return envelopes to those who have not paid. He will send them to PO boxes for those who have them, otherwise to home address.

Bill Neches suggests that we send to all who have not paid dues.

Suzanne Shull asked for cards to hand out at area gathering.

Hugh Butler said that the CPOA tried the all-email method seven years ago and had the same response rate. He suggested using Quick Solutions (in Jamestown).

New Board Member

President Brady proposed to adding John Ford as the Chautauqua Daily representative. John wants to be involved, and would like to be on the nominating and communications committees. Richard Parlato moved to add John as board member. Darlyne Johnston seconded. The motion passed.

Committee Reports

POWR Committee – Richard Parlato is working on changing meeting dates.

Communications, Marketing, and Branding Committee.

President Brady wants to get weekly e-blasts out. We are paying \$15 per month to Mail Chimp. Bill Neches and Barbara Brady will work with me on how to do it.

We need to talk to Emily Morris about getting info on the big screens.

President Brady added Chris Anderson to the Communications Committee.

Hugh Butler has asked that Shared Space bookmarks were to be in library and alumni porch. This was referred to the Communications Committee for investigation).

Events Committee.

We need to schedule the Grounds Crew Lunch, perhaps in week 8.

Pot Luck: Bill Neches reported that there were about 260 paid attendees (plus 15 children who attended the pre-season pot luck dinner. The coordinators will have a meeting toward end of season to plan for next year.

Safety & Transportation Committee. we need a chair. Jim Vance commented that we need to look at it more than bike rodeo.

Jim Vance explained how Shared Space was developed in the Netherlands. Hugh Butler noted that Shared Space concept has been here for seven years. It is a long process. Jim Vance suggested that we explore bringing a planned space professional in to do a study.

Bill Neches noted that trip hazards are a big problem that needs to be reported/fixed.

Having John Shedd in the room gives us a big advantage.

Darlyne Johnston commented that bicycle cops need to be more effective.

Bike posters are going back up in Brick Walk Café.

Outdoor Lighting Committee.

John Dilley would like John Shedd to be on the committee.

John also reported that the committee has had several telephone conferences over the winter. The CUD attorney has been very helpful. In early spring, the CUD got a purchase agreement from National Grid, but the agreement needs a transfer study as an attachment. We may have to generate that. The executive committee of the Outdoor Lighting Committee and CUD had a call to discuss a reconfiguration study. Hopefully we can move ahead quite soon.

Jim Lampl donated \$30,000 to the Chautauqua Foundation to go for lighting expense. That has gotten resolved for that gift only.

One committee member has found an LED cobra head that may be worth trying. The committee is trying to figure out location for a demonstration.

Nominating Committee: Jim Vance reported that we have three area rep positions open and that Bob Jeffrey is up for re-election as Class B Trustee. Need to act soon.

General Comments

President Brady made the following general comments:

Annual CPOA Board cocktail party will be this Wednesday in the Paul Manor Courtyard. Chautauqua Daily reporter Ryan Lindsay will be there.

We need additional committee members and to get our committees active. (see binder for committee members)

Survey Results are to go out to membership this week.

Calendar of Events:

- Outdoor Lighting Committee Meeting #1 – Wednesday, July 5, 2017 at 9:00 am at John Dilley's home at 26 Foster.
- CPOA General Meeting – Saturday, July 15, 2017 at 9:00 am at the Hall of Philosophy
- CPOA Area Picnics – Wednesday, July 19, 2017
- CPOA Annual Business Meeting – Saturday, August 12, 2017 at 9:00 am in the Hall of Philosophy

The meeting was adjourned at 1:35 pm.