

MINUTES
BOARD WORKSHOP
MONDAY, AUGUST 4th, 2025
9 AM – ROLLINS THEATER

DIRECTORS PRESENT:

Ron Clark, President (Zoom)
Carrie Blaylock, Vice President
Jim Collins, Treasurer
Nancy McCall
Arthur DeAngelis

Geri Roberts
Julie Porto (Zoom)
Tony Rickert

APPROVED

OTHERS PRESENT:

Lyn Reitz, Community Manager
Alisha Marshall, Recording Secretary
4 members are present and 6 via Zoom

Directors Absent: Debbie Caneen

Meeting called to order at 9:00 a.m./Pledge of Allegiance
Quorum established with 8 Directors present

The following items were discussed:

Website minutes policy

President Clark stated that the first item on the agenda is a potential subject for the August 13th Board Meeting. This agenda item is the website minutes policy which President Clark directed to Director Roberts to present. Director Roberts indicated that she is recovering from bronchitis, so she turned this item over to Director DeAngelis. Director DeAngelis went on to discuss the 16 years of meeting minutes and the 15 years of recorded membership meetings, Board of Director meetings, and Meet the Candidates videos. He then stated that some of the videos are not even on the website as the previous application used is now defunct. So, the Website Committee recommends that the Board of Directors take several things into consideration. First, that the web page with meeting minutes be limited to the current year and two years prior only. Second, the videos should not be stored at all as it is not necessary. Also, to discontinue the meeting videos completely. If a member wants the minutes which are kept in the library or the meeting information, they can either attend the meeting or watch it on Zoom. President Clark asked Community Manager Reitz if the CA has a record retention policy and she confirmed the CA does have a policy. It states that minutes are required to be kept for seven years and with the 501c3 status meeting videos are not recognized. She then clarified that the CA has 25 to 30 years of minutes archived on our server. Director DeAngelis commented that the CA policy on record retention is in accordance with the state of Florida statues, and that if copies are required a charge may be imposed. There is no mention, for these particular items, in the Bylaws, the IRS, or the state of Florida statues on where they need to be kept. President Clark asked Community Manager Reitz what happens after the seven years. She affirmed that documents are obtained in multiple ways for over seven years. President Clark summarized that the Website Committee is requesting to limit the number of years for both the minutes and videos to be posted for three years. Community Manager Reitz voiced that the videos are both good and bad and embarrassing for community members and Directors alike. It is also five or six thousand dollars a year to archive, video, to have staff pull the videos off the camera, download, format, and then post them to the

website. She reiterated that the statute does not require video at all and that Community members can view the minutes, attend the meetings in person or be on Zoom. Community Manager Reitz deems the videos being posted on the website is a duplication of work and an expense the CA could do away with. Lengthy discussion commenced with Community Manager Reitz, all the Directors present, and CA residents regarding this matter. President Clark stated that the Board has done a good job of improving transparency and the Board should not unduly shorten the amount of time minutes and videos are available on the website, and to continue the meeting videos. President Clark approved putting this issue on the August 13^h agenda as a new business item and the Communications/Website Committee will formalize their proposed website retention policy proposal.

Dissolution of a club policy

The second item on the agenda is the policy of dissolving a club and President Clark delegated this topic to Vice President/CLD Blaylock. VP Blaylock expressed how the clubs have steps they must follow to form a new club and to get it approved. However, there are no clear steps for when a club wants to disband. She wants the steps to be clear and concise and allow the process to be executed smoothly. Her proposal is as follows:

Dissolution of a club

Please follow these steps to begin the process of closing a club

1. Contact the CLD for advice and reasons for closing ASAP
2. Hold a Membership meeting, have a secret ballot vote of closing the club
3. Membership Vote on where to donate any funds the club has. Must be to a 501c3 charity
4. Provide to the CLD a copy of the vote results, current bank statement, and list of who the donations will go to before donating any monies or items
5. Fill out disposal of assets form for any club item
6. Bring in bank statement showing a zero balance
7. Club will be officially Dissolved by Board of Directors at a monthly meeting

VP Blaylock asked if there were any questions, comments, or concerns. Community Manager Reitz asked if this would be added to policy V. Clubs and Organizations section B. Operations then add number 12, correct? VP/CLD Blaylock confirmed that is where it would be added to policy. Community Manager Reitz inquired that while the Board is changing that policy, they also wanted to add two additional pieces to clarify that each club would have their own bank account (if they collect dues) and to address the liability insurance provided by independent contractors. It was further clarified that the independent contractor could be a CA member if they are getting paid for assisting a club. Discussion commenced between the Director and CA members present. President Clark approved putting this on the August 13^h agenda as a new business item.

Motion to adjourn made by Director Rickert, seconded by Vice President Blaylock. Meeting adjourned at 9:34 a.m. Audience participation and discussion of various items ended at 9:40 a.m.

Alisha Marshall



Recording Secretary