

VHA Senior Staff (SS) Meeting - Minutes

Lake Miona Picnic Area – June 3, 2020

Senior Staff - Present: Andy Bilardello, Mike Burke, John Conboy, John Dean, Carol Hughes, Joan Sullivan, Joan Testa, Phil Walker

Senior Staff - Absent: Roger Akers, Joe Elliott, Neal Kimball, Kathy McKelvey

Guest: Anne Fielding-Director Merchants to Members, Duane Johnson-President VHA-CF

Call to order: President Phil Walker called the meeting to order at 9:00 AM

Treasurer's Report: Treasurer John Conboy referred to the financials from May attached to this meeting's agenda.

Q. What was done with the \$33,500 listed under "Donations?"

A. These were directed to VHA Helping Hands and Community Foundation. A quarterly report prepared in June will provide more detail.

The balance sheet will be revised to show "directed" and "undirected" expenses separating operating expenses from charitable operations.

Request: Break out IT expenses in future reports.

Old Business

Tangent Media: Tangent Media is working with the Website Committee, along with John Conboy and Anne Fielding to create the structure for the back-office functions and membership data. Joan Sullivan will contact Kathy Porter to learn the current procedures for contacting membership renewals and storage of expired members' data. A report will be made at the next SS meeting.

Town Hall Questions - July: Deadline for submitting questions for July Town Hall is July 14, 2020. Remind members and residents to contact Customer Service 352-753-4508 with issues related to specific issues. Any issues not addressed by July 14th should be submitted as questions for Town Hall. Town Hall will be at Laurel Manor July 21, 2020 at 10:00. Restrictions may limit number who may attend.

Membership Names, Email, etc: Membership data needs to be updated with the help of area Vice Presidents, Directors and Neighborhood Representatives. The North Area officers have divided up the work and learned that much of the current membership data needs to be revised.

Helping Hands Update: Helping Hands has been operating with specific days designated for pick-up and drop-off of equipment. Over 6000 transactions occurred in 2019. A computer system for using scan codes is being researched. Transactions are now being entered using computers. Volunteers concerned about social distancing and computer use have dropped out creating a smaller staff.

Q. Is there a Liability Insurance in place for VHA volunteers?

A. Yes, for all VHA volunteers.

Community Foundation (CF) Update: Duane Johnson – CF President reported that the Foundation is working on a business plan of how the Foundation moves ahead. Focusing on "Aging in Place in the Villages" the Foundation is looking to partner and support groups such as the current group "Moment Café," which provides socializing time for caregivers and their patients. Duane explained that suggestions are welcome using a form the Foundation provides.

Merchants to Members (M2M): Anne Fielding explained that Covid-19 restrictions have delayed progress. As of June 1st Anne has begun meeting with merchants to introduce herself and confirm their intent as members and their discounts.

New Business

Membership Committee Report: Carol explained Kathy Porter is continuing to work with membership data as Committee Chair. Anne has agreed to Co-Chair to move forward ideas and suggestions that came from the approved Membership Committee Report. Some ideas include a power point of the VHA, VHA-HH and VHA-CF, stickers, and creating a mascot to use to identify the VHA.

Policy Update: Phil reported that Joe Elliott is working with Committee Chair Karl Arps-Board Member to revise the current VHA Policy Manual.

The following concerns were stated:

- Will the Advisory Board (AB) have any voice in developing new policy?
- What is the purpose of the Advisory Board?
- How long is “Interim” since Board Members are not permitted to be members of SS and AB?
- Why is a Board of Directors Committee updating the VHA Manual?

Discussion of Business Cards: Phil explained Board members have requested business cards. Phil asked if SS members wish to have them. Joan Testa reminded people that Ray Glessner can print cards for anyone who requests them.

New Golf Cart Safety (GCS) Instructors: Stan Heist and Harlan Thraillkill have accepted the position as GCS instructors. They will start in July at Colony if room restrictions allow. Villages Insurance will also hold workshops limited to 5 participants while CDC restrictions remain in place.

Status: Room Reservations: See the updated VHA Calendar sent June 1st for resuming VHA meetings.

Hoedown Applications Update: The VHA received the \$50,000 from the 2020 grant after satisfactorily completing the application. The application is completed for January 30, 2021 if CDC guidelines allow for the event to occur.

Discussion

Mail in Wrong Box: Be sure to place mail placed incorrectly in VHA mailbox to correct one. If information is available, Andy Bilardello contacts mailer to explain the problem in an attempt to prevent a reoccurrence.

VHA Mail Box Keys: Keys and mailbox issues are being researched.

Key Master: A person is needed to handle VHA mailbox keys.

Reporters: Ideally, three reporters covering The Villages are needed to keep VHA website current and appealing. Photographers, too.

Webmaster: A VHA webmaster is needed.

CORRECTION: The July 13th meeting at Colony Recreation Center features County Administrator Bradley Arnold not “Commissioner” as listed on this meeting’s agenda.

Meeting adjourned at 10:38 AM

Respectfully submitted,

Joan Sullivan