

Leadership Forum (LF) – Secretary

VHA Leadership Forum is held quarterly on the 3rd Tuesday of January, April, July and October at 10:00 AM in Laurel Manor Rec. Center. Setup 9:00 AM Meet & Mingle 9:15

Formal Meeting 10:00 – 11:50 am.

* LF meetings are closed meetings and include VHA Leaders, VHA Neighborhood Representatives (NR), VHA Partners and guests.
* VHA Partners include a representative from the Developer, District Government and Law Enforcement. Occasionally other representatives may attend if there are questions related to a specific department i.e. Villages Health, Public Safety/Fire & Rescue, Sumter Co., etc.
* To promote a collaborative atmosphere the VHA does not tape the LF meeting.
* During the months ahead of the Leadership Forum a VHA Issues Team responds to questions sent in through the website or sent to them by VHA leaders. Reviewing the questions and preparing a recap, the Issues Team may determine which topic to ask for a response from the Partners at the Town Hall meeting.
* One or more questions will be sent to the Secretary to email to the Partners one week ahead of the LF. This provides time for the Partners to research responses.
* At 9:15 am, a Meet & Mingle allows time for Partners, VHA Leaders which includes NRs, are provided coffee and sweets while circulating together.
* At 10:00 am the Leadership Forum begins with the Pledge of Allegiance and introduction of the Partners. LF Part 1 involves the VHA Partners responding to one or two questions / topics. A possible recap of questions and concerns from the past three months may be provided at this time. Attendees may ask questions of the Partners’ responses. No new questions may be asked at this time.
* LF Part 2 introduces a featured speaker invited to present information to help educate Leaders and NRs on a current Villages topic. Time allows for a follow-up Q & A.
* Following the LF meeting, the secretary sends an email to thank the Partners for their attendance and the date, time and location of the next LF. Email is sent to:
* Developer’s Representative and secretary: Dr. Lester and Laurie [gary.lester@thevillages.com](mailto:gary.lester@thevillages.com) and [laurie.mark@thevillages.com](mailto:laurie.mark@thevillages.com)
* District Manager, Secretary, Deputy District Manager, and Assistant District Manager: Kenny, Tamara, Carrie and Brittany: [Kenneth.blocker@districtgov.org](mailto:Kenneth.blocker@districtgov.org), [Tamara.Hyder@districtgov.org](mailto:Tamara.Hyder@districtgov.org), [carrie.duckett@districtgov.org](mailto:carrie.duckett@districtgov.org) and [Brittany.wilson@districtgov.org](mailto:Brittany.wilson@districtgov.org)
* Villages District Supervisor Sumter County Sheriff’s Department Capt. Siemer [rsiemer@sumtercountysheriff.org](mailto:rsiemer@sumtercountysheriff.org)
* Plus the other people who responded to questions. Questions about Sumter Co. roadways are sent to Deborah Snyder – Public Works Director Sumter County Board of Commissioners [Deborah.Snyder@sumtercountyfl.gov](mailto:Deborah.Snyder@sumtercountyfl.gov)

# Before LF Meetings

1. The VHA President will determine the question(s) posed to the Partners during LF Part 1.
2. Email the question(s) to the Partners and Secretaries one week ahead of the meeting in Word version with CC to President and EVP. Often the Partners may write their responses in advance of the meeting and send back to the Secretary. Include the date, time of Meet & Mingle, time of formal program and location.
3. Ask the Pres CC: EVP if a screen and projector are needed. NOTE: if a featured speaker is projecting from an Apple laptop the speaker must bring their own HDMI cord.
4. Ask for the name and position of the featured speaker to prepare a name tent.
5. Place name tents for Partners as they arrive to identify the Partners who are present. Place the name tent at an appropriate time for the featured speaker. i.e. on the projector table.
6. The President or EVP usually conducts the LF meeting. SEE IN THIS SECTION “VHA Leadership Forum – Pres/EVP”. **Suggestion:** Have a copy of “VHA Leadership Forum Procedures” available at the meeting to hand to Pres or EVP if requested.
7. Secretary reviews the layout of the meeting room and revises with the Recreation Center Recreation Leader as needed. i.e revising from 3 to 2 tables in front, screen, projector and HDMI cord.
8. Secretary drops off coffee the day before in order for the Rec Department to have ready by 9:00 am Setup time. Coffee may be stored at Laurel Manor RC but best practice is to drop off day before and pick up remaining coffee immediately after the LF meeting. (On one occasion, another group depleted the coffee when left in storage.)
9. Secretary purchases treats: i.e. cookies and donut holes to bring during Setup time. Save receipts for reimbursement from the VHA Treasurer.
10. Secretary must bring all coffee supplies, etc & refreshments to set up at 9:00 AM for the meeting.
11. Often all the coffee supplies are provided by the rec center. However, as a lifestyle group we are directed to bring our own supplies, so it is wise to be prepared and bring everything in case the staff does not use theirs.
12. SAMPLE LF QUESTIONS from former Town Hall meetings are included in SECTION 15 Miscellaneous. Questions are phrased to be uncontentious. i.e. “The mail kiosks are filthy and never cleaned. Why isn’t this done?” may be phrased as “Would you please explain the cleaning schedule for mail kiosks. There seems to be recurring issues at some of the mail kiosks.”

**During LF Meeting**

1. (Reminder: No tape recording is permitted as per VHA decision.)
2. Mingle with the guests and be prepared to take notes as some may request a replacement name badge or something else.
3. Confirm with the Pres / EVP if minutes are needed. Usually they are not.
4. Ask the Pres / EVP if / how many front row seats near the podium should have a RESERVED sign placed on them. i.e. seat held for Pres / EVP, featured speaker.

**After LF Meeting**

1. Offer cookies, etc to guests. Bring remaining treats to the rec center kitchen for the staff.
2. Collect the coffee cans to take away and hold for the next time.
3. Same day as LF or the next day send a Thank You email to the Partners CC their secretaries, Pres and EVP. Include the date, time and location of the next LF.