

## VFC Board Work Session Minutes

February 20<sup>th</sup>, 2008

Pepper's, downtown Vancouver 5:30pm – 7:30pm

Minutes by Heather Lehman/amended per Board /Heather Lehman approved March 12<sup>th</sup>, 2008

Attending: Heather Lehman, Sunrise O'Mahoney, Lori Loranger, Sharon Kulish-Bayles

Absent: none

### **Agenda**

- Annual Meeting
- Election
- Candidate Meeting
- Next two months overview
- Transition
- Technical Issues
- Expanded feasibility study

### **Minutes**

#### **Annual Meeting/Meet the Candidates**

1<sup>st</sup> Annual meeting is February 29<sup>th</sup> Sunrise O. will give introduction and general overview. All Board members contributed to general outline of speech sections, time total should be 15 minutes. Sharon KB will give budget/financial overview. Discussion of the budget as prepared ensued, some minor changes were made including an increase of funds for the expanded feasibility study.

There was a motion to accept the amended budget that we reviewed with the proposed changes. Lori L. seconded the motion, all were in favor.

This financial review section should be 10-15 minutes total. Lori L. discussed the candidate introduction section and has outline of moderator rules so that all involved are aware of 3 minute time limit and general rules of discussion.

Heather L. will arrange the microphone and amp for the evening, microphones are available from several board members. Sunrise O, has a stopwatch for Lori to use to keep track of time.

#### **Election**

Election materials needed some review because of misconception of 500 word/character limit. Sharon will send notices to those candidates who were over the limit for personal description so that they might amend those to fit the limit.

Discussion of ballot type and the security and mail in needs for the election:

3-up ballot

embossed with seal

hand numbered

three sets of envelopes:        signature envelope will require printing

inner envelopes  
mailing envelope

Mid-march will be the time to have a “ballot prep” meeting to get the ballots sealed, etc. Most likely it will be at Sunrise O.'s house. Details still to be decided. One issue that is most likely is the use of the POBox at Daniels to keep the ballots secure as they are received. This decision was not finalized.

It was decided after brief discussion that, for the purposes of this election, all owners intending to vote need to have their papers/share agreements postmarked and on record by March 24<sup>th</sup>, 2008.

**Expansion of feasibility study: \$3500.00 included in budget for future feasibility study work.**

### **Two month overview for the Interim Board:**

Annual Meeting – as outlined

Election – as outlined

By laws – need to get them back from UW law and finalize

Share certificates and concentration on increasing membership. The Share certificates need only be half sheets, list the total number of shares, the necessary name and owner numbers and be embossed with the seal. The board has approved budget item for heavier paper for this purpose.

Proforma and feasibility reports – Sunrise is bringing these reports up to date.

New Board/owner packets to be collated by Lori L. - these will contain the necessary documents for each Board member (by-laws, RCW, etc), as well as descriptions of the officers duties etc.

Board Training – the date for this is still not set completely

### **Transition**

The first order of business for the elected board will be the election of officers and the deciding of terms based on the total number of accumulated votes. These are the only two items on the first agenda.

**Prior to this first meeting, a more casual meeting** where the new board packets can be distributed and all the board members can meet – both new and old – is tentatively set for the first week in May.

### **Technical Issues**

A very brief discussion ensued in which it was agreed that documents need to be more accessible, that outreach needs to have some preliminary decision on font types and color schemes ready before the transition, and that an interim website front that integrates the current MTblog needs to be made available. Heather L. discussed that the tech. committee is aware of how much there is to do, and that the technical issues confronting the VFC need to not burden the incoming board. Heather L. indicated that there would be several input opportunities through the VFCBprivate over the next two months that should help consolidate the number of tools we are currently using/under using.

Meeting adjourned at 7:49pm