



HGC Board Meeting Minutes

10/10/2017 6:00pm

Library Room 205

Amended 12/15/17 to add Melanie Herberg as Owner in attendance

1. **Call to Order** 6:05pm

Directors present: Katie Nelson-Heil, JoAnna Demulling, Michelle Sjobeck, Sarah Atkins, Carol Zempel

2. **Approval of Minutes**

a. **Review and approve September minutes**

JoAnna motion to approve, and Michelle second

3. **Approval of Agenda**

JoAnna motion to approve, Michelle second

4. **Owner forum -**

Owners attending: Sam Schullo and Caroline Whaley, Ann Peck, and Melissa Dahl, and Melanie Herberg

Owner comments: the address for the Board meeting was incorrect on the website, and the email address didn't work.

Suggestions: notify in the newspaper on the community happenings page, create an event on FB rather than a post, email the Board meeting minutes to owners. Board response: The Board meeting notification was posted on FB in advance of the meeting.

Action: The board will ensure that the website information is accurate, and further discuss the other suggestions.

5. **Board Reports**

a. **President's Report**

i. HGC CPA Review Update

At the September meeting, the Board voted to move forward with a discussion of financial controls to include in a CPA review. Katie will contact Board members with proposed dates for meeting with the CPA.

b. **Vice President's Report** none

c. **Treasurer's Report** - income statement, balance sheet, and ledger detail provided for review

d. **Secretary's Report**

i. Review project plan & action items - defer to next meeting

ii. Three Phases & Four Cornerstones Timeline grid - handout provided, and brief discussion noting HGC status of items completed and incomplete.

iii. **Other Director's Report** - none

6. **Old Business**

a. **Board Transition Planning**

i. Transition of Owner & Volunteer Info to Google Drive (Full export) - Due 10/31/17

Owner data is downloaded to Google drive each month, but does not include volunteer information.

Action: Sarah to explore options to download volunteer information, and schedule a meeting with the board to review/discuss the current database process.

ii. Transition of HGC Financial Data to Google Drive - Due 10/15/17

b. Secure location for HGC protected information. (Usernames/Passwords)

- i. Sarah provided Paypal & bank information to Katie. A secure folder, with limited access, to store this information on the Google drive is TBD.

7. Committee Reports

a. Ownership & Volunteer

Discussion of proposed Volunteer Recognition meeting. Purpose is to recognize past volunteers, provide training, & discuss best practices. Unanimous vote to proceed with this event on 10/21/17. O/V will send email invitation.

b. Marketing & Communications

Suggestions to talk to Nutrition HQ, Riverfront Athletic, Hudson Hospital about any groups that HGC can attend to do a short presentation. Michelle requested a one page high level overview to send via email prior to such presentation.

ACTION: JoAnna volunteered to create the flyer.

c. Steering

i. Small and Strong Conference

Carol will register board members who are available to attend. There will be a follow-up discussion at the next meeting regarding the suggestion to send non-board members. Conference fees for the attendees will be paid from the board education budget.

ii. Approve Revised Expense Reimbursement Form.

1. Discussion of form resulted in a vote of 4 in favor, and 1 opposed. Will be taken back to Steering to amend the form to include sign-off, in addition to President, for reimbursement approval.

iii. Approve Nomination Policy

Purpose of the policy is to document the nomination process for board candidates. Sarah voiced a concern that there could be legal ramifications around the vetting process. The policy was approved by the board with the understanding that Katie will get a legal opinion to ensure that the recommended policy, specifically Step #6, is legally supported.

- iv. **Update on Board Candidates** - currently, there is 1 external candidate.
- v. **Sources and Uses Budget** - defer to next meeting
- vi. **Conducting business via email policy** - defer to next meeting

8. New Business none

9. Closed Session

- a. Decision on updating the Market Study.

Action: Katie will schedule a Special board meeting to discuss this item.

10. Adjournment 7:55pm

Submitted by:
Carol Zempel, Secretary