

**LAKE CHAPALA SOCIETY
BOARD MEETING
JUNE 10, 2009**

BOARD MEMBERS PRESENT: Nancy Creevan; Karen Schirack;
Mary Alice Sargent; Mary Ann Waite, Kenneth Caldwell, Rick Feldman;
Richard Bailey (left at 1:35p.m.).

OTHERS PRESENT: Terry Vidal, LCS Office Administrator, Barbara Merchant,
Acting Recording Secretary

GUESTS: Hugh Fullerton; Jan Blevin

The meeting was called to order at 11:40 by President, Nancy Creevan.

INTRODUCTION OF GUESTS: Nancy Creevan welcomed Hugh Fullerton and his friend Jan Blevin. Mr. Fullerton is the brother of Jane Gillespie and the executor of her estate. Nancy thanked Mr. Fullerton for his assistance with the New York Life paperwork regarding the bequest of \$60,000 by Jane Gillespie to the Lake Chapala Library. Mr. Fullerton said his sister was an avid reader and greatly appreciated the library during the twenty years that she lived here. He noted that he approved of the evolving plans for the library. Rick Feldman suggested that Mr. Fullerton provide a picture of Jan Gillespie, suitable for framing, to be hung in the library along with a plaque noting her generous contribution. Mr. Fullerton will provide a favorite picture of his sister for the library.

Minutes of May 13, 2009 Meeting

The minutes were corrected as follows: Emile Badaway was not present at the April meeting. Mark Niederman was present. Moved by Mary Ann Waite; seconded by Rick Feldman that the May 13, 2009 minutes be approved as corrected. Motion approved.

Treasurer's Report: The treasurer's report that Roger Borg had provided to Rick Feldman was distributed. There were several questions that could not be answered regarding the report. Rick will contact Roger and ask that corrections be made. Nancy requested that the board also be provided with a financial snapshot for the year.

Office Administrator's Report: Terry Vidal

1. The workstation in the reading room is working; fine tuning is now in progress and trouble shooting has been completed on computers.
2. A staff meeting will be scheduled for Friday, June 19 and new policies and assignments will be discussed.
3. The audit of the directory sales/commissions is almost finished. Some documentation is still missing.
4. An extra hours report was presented.
5. A new map of the LCS grounds was presented and will be available for members.

6. Several items from the suggestion box were read.

Action: Ken will develop a policy and procedure for the handling of suggestions.

Action: Mary Ann will arrange to have commercial business cards in one place on the bulletin board and develop a process that will eliminate having to have a stamp on the displayed card holder each month.

Action: Mary Ann will develop a plan for a new member's packet of information.

OLD BUSINESS:

1. Spanish program tuition/instructor compensation was tabled until next meeting as there was no audit committee member in attendance.
2. Credentials of Healthcare volunteers/service providers at LCS
A spirited debate regarding the credentials necessary for health services providers ensued.

Action: Ken Caldwell will develop a recommendation to be presented to the Board at the September meeting.

3. Strategic planning interviews are underway with Conrad La Blanc. He will be sending the first draft of changes to the LCS constitution.
4. There was a discussion regarding closing at 1:00 on Saturdays as volunteers tend to leave at 1:00 although LCS is scheduled to be open until 2:00.

Moved by Rick Feldman; seconded by Richard Bailey that the LCS Saturday hours be changed to 10:00 a.m. to 1:00 p.m. Motion defeated.

Action: Board members will meet with department heads to discuss why volunteers are leaving early. Volunteers will be educated to expect to stay at their station during scheduled hours.

The closeout of the 2009 directory was discussed. Terry reported that he conducted an internal audit on the amount owed to Tod Johnson for commissions from previous years. Commissions will be paid only for those ads for which monies have been collected. The amount owed to Tod is \$17,614 pesos. It was noted that Tod and Ektor Carranza are valuable in the directory sales process and have many contacts in the Mexican business community. It was further discussed that any persons involved in the advertising sales process must have proper credentials for working in Mexico and that the cost for those credentials should not be the responsibility of LCS.

Action: Terry and Rick will review the audit report and pay Tod all money due for commission on past years.

**Barbara Merchant- acting as Recording Secretary had to leave at 2:00pm
Mary Ann Waite- Secretary took over recording the minutes**

NEW BUSINESS

1. Member Survey Results. Rick Feldmann read the results of the 79 responses he received back from the membership survey.

He will post the results on the website. He will also make available the comments people made and leave that in the Office.

Action: A committee consisting of Rick Feldmann, Karen Schirak, Ken Caldwell and Mary Ann Waite will meet to determine fees if any for groups using LCS grounds.

2. Policy for adding new Service Providers- Nancy discussed having a policy on adding new service providers.

Action: The committee will get together to make a policy and post it on the LCS website.

3. Membership Pro-rated Dues. Mary Ann Waite discussed setting up a policy to prorate dues that will be in effect each year.

Several options were discussed and a pro-ration that has 2 pricing structures was the one the Board liked the best. A new member will be able to join for the rest of the year for one discounted price and a member joining for the rest of the year and all of the following year will receive a better discount. The new fee schedule will be posted on the website and in the office.

Motion to set new fees for prorating dues by Ken Caldwell and seconded by Rick Feldmann passed.

4. New Membership Cards. Mary Ann Waite and Terry Vidal are gathering costs for new plastic membership cards only and also costs on adding an integrated system to the cards that would incorporate the barcodes used in the library and videos. They are hoping to have this approved and available for the 2010 membership drive that starts in the fall.

5. Directory 2010 plan. Discussion by Terry on finding a volunteer to handle the administrative side of the new directories and also having salespeople selling directory ads. All salespeople making commissions from selling ads for LCS will need to pay for their own work permit if they don't have one.

6. Buildings & Grounds Policies & Procedures- Ken Caldwell discussed having Shelley- the gardener at the Wilkes Center-temporarily coming down to LCS to work under the Head Gardener at LCS. Ken will put together a plant plan at Wilkes and will also be getting estimates for a new walkway as the one there now is in bad shape and needs to be replaced..

Ken also reminded everyone that he would be out of the country in July and August and that he had volunteers lined up to fill in while he was gone.

7. Smoking Area Proposal. Ken Caldwell discussed moving the Smoking area to a different location because of many complaints from members that are using areas close by and are affected by the smoke. Nancy Creevan wants Ken to get the members input before changing anything.

Action: Ken will produce a notice soliciting input from the membership about moving service areas on the LCS Grounds.

7. **Nominations Committee-** Nancy Creevan is looking for volunteers for the Nominating Committee. Several names were given to Nancy as possible volunteers. The Nominating Committee will be looking for any proactive members interested in an office and those members will be encouraged to submit their objectives and/or platform.

AROUND THE TABLE

Mary Alice Sargent- Wilkes will be sponsoring a 4 week remedial reading program for the Mexican students which will be 3 weeks in July and one week in August.

Karen Schirak- Karen will give the Travel Committee's recommendations to **Herma Buchanan** the new Travel Director at LCS.

Mary Ann Waite- Dr. Eliseo Martinez from Guadalajara came to LCS to offer his services to the LCS community. He can do free cholesterol checks with an immediate printout and it was decided to have him come next month in July for Health week as long as the equipment is FDA/Canada approved.

Meeting adjourned at 4:26pm.