

**Maple Hills Maintenance Co.**  
**Virtual Meeting Agenda**

December 9, 2020  
7:30 pm

Type of Meeting: Monthly Board Meeting  
Meeting Facilitator: Katie Johnson  
Invitees: Board Members, Community Members

I. Call to order: 7:36pm

II. Roll call

1. Katie Johnson, Kelly Walshe, Matt Nepsa, Rebecca Schwenk, Nicole Dudley, ~~Greg Evans~~, John Skroch, Dana Sox, Amanda Williams, approx. 3 community members

III. Approval of Minutes

1. From Nov 10 meeting
  - a. Election detail amendment.
  - b. Motion to approve amended minutes by John, second Rebecca. Favor- 8. Opposed- 0. Abstain- 0.

IV. Community Input- limit to 3 minutes/member

1. Jason Ament: Santa coming to town Dec 19 at 6pm. Collecting gift cards for charity, will have a box or wagon for people to donate gift cards. Posted event on FB.
  - a. Polar bear swim pending Covid guidelines and case rates. Usually second Saturday of January. Will only hold event if it is possible to do while following state/county guidelines. Possibility of virtual polar bear swim (ice bucket?) if not possible to do at the pool.

V. President's Report (Katie)

1. No new business. Appreciate the hard work of Karen Quinn in making food trucks a continuing success!

VI. Treasurer's Report (Greg)

1. No new business.

VII. Park Report

1. No new business.

VIII. Pool Report

1. Update on hiring process
  - a. John shared draft job description for official posting. Question on the level of 'management' needed/ required. (Pool manager vs. pool operator.) Board to discuss and outline in the job description the expectations of manager to inservice the guards, etc.
    - i. Decision to hire a manager position with additional responsibilities as opposed to operator. Board to consider impact on budget for this, but it is expected to be minimal.
  - b. Motion to approve gas line to pool heater for \$1500. Second by Kelly. Favor- 8. Opposed- 0. Abstain- 0.
  - c. John shared interview questions for board review.
    - i. Board agrees on proposed questions and will continue to review and finalize by next meeting.
    - ii. Plan to ask these set of question to all candidates in order to ensure fair, equitable hiring process. Will provide these questions to candidates upon receipt of application.
  - d. Interview process: Pres, VP, Pool Trustee, +/- Susie, and anyone that wants to join to interview. President to call special meeting prior to March meeting for decision.

## IX. Firehouse Report

1. Fence Update
  - a. Eagle scout (Ethan) interested in taking on fence project. He is bringing a proposal to scouts, and then will return to board with it. Likely that work will occur in a few months. Timeline TBD. Any portion that Ethan can't do, we will try to source through the community.
  - b. **ACTION ITEM:** Need to take down the torn down portions of the fence to maintain grass. Kelly will send message to community on a clear day soon to tear that out.
2. Community member interested in doing painting project in firehouse and/or leadership workshop.
  - a. Board decision to maintain current guidance to not allow any groups in the building until Covid guidelines allow for gatherings.
3. Firehouse transition: zone change, septic update, etc. **ACTION ITEM:** Kelly, Matt, and Greg to handle. They will continue to update, but anticipate approx. 6 month timeline for turnaround.
4. Firehouse 2020-2022 Plans
  - a. Matt has drafted a 5 year plan for the firehouse and sent to board for review. Includes establishing clubhouse committee- will need volunteers to meet regularly (potentially quarterly?). Board will revise the 5 year plan to refine directions/needs and solicit for volunteer members of clubhouse committee in January. **ACTION ITEM:** Rebecca to

include call for volunteers in spring newsletter, and we will solicit for volunteers on website/facebook around the same time.

- i. Need to determine fair market value for use (and how non-profit organizations that use this building are able to offset with service).
  - ii. Parking lot security needed.
- b. **ACTION ITEM:** Matt to add draft of 5 year plan on website (goal for early to mid 2021), once committee is developed. This will be a continually updated document.

#### X. Communications Update (Rebecca)

1. Archival update: Rebecca has started scanning and will continue to update on progress. Goal for completion by 2021 annual meeting
2. E-newsletter for website has been written and is planned to be published ASAP. (Matt can help upload.)
  - a. A second newsletter will come out as a hardcopy and will be added to invoice in February.
    - i. Costs: \$0.40- 0.48 additional cost per mailing to add to the annual mailing.
    - ii. **ACTION ITEM:** Board/community members to send anything to be included in the newsletter to Rebecca by 12/16 for completion.
3. Door tag communication surveys are ready. These will help collect emails for a listserv and will help collect information for how community members would prefer to receive communication. Girl scouts will help distribute.
  - a. There will be a form on the website also to continually collect email information from new members.

#### XI. Events Report (Nicole)

1. Winter/Holiday Event
  - a. Christmas light scavenger hunt posted to facebook/website.
  - b. Create your own snowman contest to have them displayed in the firehouse. Katie and Nicole to plan.
2. Reindeer Sleigh and Polar Bear Swim (Jason)- see above.

#### XII. New/Continuing/Other Business

1. By-laws revision/governance committee (John)
  - a. Plan remains for John to create a governance committee that will create a by-law revision proposal to be reviewed at April meeting
  - b. John will have housekeeping portions of by-law revision ready for review at next meeting.

- c. Will consider 'House Rules' for easier updates by board vote.

XIII. Adjournment- 9:18

1. Motion to adjourn by John, second Rebecca. Favor- 8. Opposed- 0. Abstain- 0.