

# CRCC Monthly Board of Directors Meeting Minutes

- **May 13, 2023 2pm Inspire Church, Marblemount WA and Zoom**

- 1. Call to Order:** Pam Robinson called the meeting to order at 2:05 pm
- 2. Attendance:** Pam Robinson, President; Martin Metz, Vice President. Not present- Zac Lamont
  - a. Staff present: Sarah Fierbaugh, Transitional Manager; Pixie Evans, Site Manager; Tammy Caldwell, Recording Secretary
  - b. Members present:
    - Don Skakie stated that quorum is not met so business can not be conducted with only 2 board members. Pam Robinson stated that it would just be in informational meeting
  - c. Pam Robinson asked that members limit time spent in the office and on long phone calls, it increases staff hours which cost money.

## **3. REPORTS**

### **A. Staff Report: Pixie Evans, Site Manager**

- Pixie talked about how impressed she is with the Park Staff. As a member it is difficult to realize how much the staff do, she is amazed by them everyday and learning a lot
- Caretakers: Security Rounds, counting members, checking back gates, maintaining wells, water tanks, install meters, repair water lines, searching for leaks, locating, clearing beaver dams, Cleaning up fallen trees, felling trees and putting it out for members to use, smoothing the roads, filling potholes, taking care of equipment, Maintenance, prep park for events, installing sodium silicate equipment, water testing, daily reports, they are always full of ideas and suggestions such as address signs for emergencies. The county will issue address signs,
- Office Manager: She is busy, takes care of all communications, working with Real Estate Agents, Members, employees, Board, government agencies, vendors, Management Company. Sends out mailchimps, answers phones, emails, creates manuals, policy books, ordering for all of the park, assists caretakers, Meeting minutes, agendas, all of the forms and documents. Vendors, gate codes, and cards, keys for members. Creates and posts all signs. Reads meters, completes reports,
- Sarah: Training Pixie, she is so very knowledgeable about everything for running the park from how the office runs to the water system, laws, policies, communication with the board, past history of the park.
- Pixie, Site Manager: What am I doing? Learning, about vendors, real estate, management company, systems, security, and emergency process. How we communicate with the board. Job descriptions. L&I compliance We have policies but we need process and procedures. Inventory, employee reviews, Best practices, update policies, project management, preservation of park history.
  - Kathy Roehm, as the Volunteer Coordinator, she has brought back committees that we havent had in a long time. VERT, communication for emergencies.
  - Growing up coming to the park, there used to be a welcome committee who would greet and take kids, teach to fish, how to craft, etc...
  - How to handle new things like Short Term Rentals
  - Feel free to reach out to Pixie, email, stop by the office, leave a note, call, etc..

#### 4. **Committees: Kathy Roehm, Volunteer Coordinator:**

- Had a good turn out for volunteers this year, still need a few more for VERT, Firewise, water flowers, Newsletter
- Thank you staff for taking down the old rusty swing set from the kids park
- Volunteer hours save the park money.
- Thank you to Mike Danielson for Lot Mod and Beautification committees

#### **B. Paul Tews, Chairman for Park Services Committee**

- Examining the Management company to determine what they do, will investigate other services to determine other options

#### **C. David Mireault, VERT Chair, temporarily**

- June 3, 9am Larry Schroder will train on how to use existing equipment. If you are curious, show up and check it out, you can decide to volunteer for VERT or not.
- If anyone else would like to chair the committee, that is great. David has training with dive and rescue. A message will go out with the location of the June 3 meeting.
- David asked the board about the budget, he didn't see anything in the budget for VERT, and asked for the board to put \$ to this committee. First aid kits, airhorns, who knows
- Aimee Sissom asked if the VERT group will be linked to what the caretakers do and if they will be trained as well?
  - Yes, the caretakers will be a part of it.
  - Don Skakie asked if they would be paid for their time. Pixie said that all of the staff want to be there regardless of pay. It's important to all of them.
- David pointed out that communication is important and that Paul Tews has radios for sale if anyone is interested.
  - Jason Davis helped set them up in the park, if anyone has questions, he is willing to help.
  - Nicole McFarland is a licensed HAM
- Ron Sherin asked if we have an AED
  - Yes, by the office
- Jason Davis suggested that the park get a cheap radio and put it outside by the emergency phone then people can use it to reach out to members to let them know they are at the gate to be let in.

#### **D. Firewise, vacant. Still need someone**

#### **E. Beautification, Laura Emnott** is in England, Martin Metz will be back in June to help.

- Kids park area will get redone
- Mir Agol suggested we develop a style instead of just flowers

#### **F. Labor Day Picnic, Don Skakie:** Opportunity to have salmon back. Historically we had salmon, potluck, games, and raffles. Need volunteers to help with setup, cleanup, and games.

5. **Memorial Day weekend, Saturday May 27, 2023** traditionally Firewise park cleanup day. Everyone pitches in to clean-up brush, branches, fire hazard foliage. This year after the clean-up Al and Pam Robinson will BBQ pork and shred it up. Everyone bring a potluck dish to share.

At the **Picnic Pavillion/Playground area 4PM.**

- Pam encourages anyone who has an idea for an activity or event to make the suggestion or offer to host/plan/coordinate
  - Mir Agol suggested that the board send the meeting agendas out 1 week in advance of the meeting
6. **BUDGET RATIFICATION MEETING: May 30, 2023 6pm at Inspire Church, Marblemount WA and GoTo Virtual Meeting. GoTo Meeting is not Zoom. Download GoTo Meeting ahead of time to be ready**
- a. Jason Davis explained that the RCW changed in 2018 because organizations were being forced into never being able to refresh their budgets with the vote to approve model. Instead, now the board creates and approves the budget to present to the membership. The presented budget automatically passes unless it is opposed by a majority of members.
7. Questions about when the June Board meeting will take place since the time is the same as the Annual Meeting. We will notify members once the decision is made.
- a. Mir Agol asked about the Land Use Action notice that was available at the sign in sheet.
    - i. Sarah Fierbaugh explained that it was a notice she received in the mail and thought that other members would be interested. The property is adjacent to Mir.
    - ii. Mir asked what the park is doing about the bridge that the member built with creosoted lumber. It looks like it is encroaching on the right away. James would have taken action much sooner.
    - iii. David Mireault suggested that by the park not taking action to stop the bridge from being permanently anchored, will make it harder to have removed later.
8. Steve Bighaus asked about the \$40,000 that was transferred out of the reserves. Sarah Fierbaugh explained that some purchases were paid for through inappropriate channels, the down payment for the No Name and Boulder Creek Bridge replacements for example should have been paid out of reserves.
- a. Jason Davis explained that reserves are for replacement of specific assets. Maintenance is from the operational budget
9. Adjourn Meeting. Pam Robinson adjourned the meeting at 3:45 pm

**Next Board of Directors Meeting is  
June 10, 2023 at 12pm  
Inspire Church, Marblemount WA  
Zoom**