

SMR Directors & Committee Chair Organization Meeting
December 9, 2021

AGENDA

1. Proposed Board Officers and Committee Chairs for 2022:

The following list of candidates are proposed for Board Officers and Committee Chairs for 2022.

2022 Officers and Directors	Telephone	Email Address
President: Eloise Gore	520-505-4963	president@smrhoa.com
Vice President: Janet Pearce Foster	520-526-5571	vicepres@smrhoa.com
Secretary: Barbara Carbajal	520-395-0462	secretary@smrhoa.com
Treasurer: Neil Schneider	520-505-4777	treasurer@smrhoa.com
Architecture Chair: Janet Pearce Foster	520-526-5571	architecture@smrhoa.com
Budget & Finance Chair: Neil Schneider	520-505-4777	budget@smrhoa.com
Hospitality Co-Chair Colleen McAuliffe	206-669-2157	hospitality@smrhoa.com
Landscape Chair: Greg Adams	214-577-0491	landscape@smrhoa.com
Neighborhood Watch Chair: Bob Shaff	520-577-1527	neighborhood@smrhoa.com
Nominating Chair: Colleen McAuliffe	206-669-2157	nominations@smrhoa.com

2022 Committee Chairs

Archive Chair: John Mitchell	608-347-5992	archives@smrhoa.com
Budget & Finance Chair: Neil Schneider	520-505-4777	budget@smrhoa.com
Database Manager: Herb Burton	520-529-8412	database@smrhoa.com
Hospitality Co-Chairs:	206-669-2157	hospitality@smrhoa.com
Colleen McAuliffe and Ron Flynn		
Landscape Chair: Greg Adams	214-577-0491	landscape@smrhoa.com
Neighborhood Watch Chair: Bob Shaff	520-577-1527	neighborhood@smrhoa.com
Publications Chair: Susan Broaddus	520-989-3143	pubs@smrhoa.com
Recreation Chair: Kathleen Flaherty	520-271-8634	recreation@smrhoa.com
Roads Chair: John Mitchell	608-347-5992	roads@smrhoa.com
Volunteer Chair: Allen Hile	520-505-4963	volunteer@smrhoa.com
Website: Jim Warner	520-744-8208	website@smrhoa.com

2. Conflict of Interest Form:

The Conflict-of-Interest form has been distributed and needs to be signed by all Board members and Committee Chairs.

State Farm Indemnity Policy questionnaire will be distributed to new Directors.

3. Structure of the Board Pursuant to the SMR By-Laws:

Board of Directors: Seven Directors who are responsible for managing the affairs of SMR.

Directors: Elected by Members of SMR-HOA at Annual Meetings for a three-year term.

The Directors vote on matters before the Board.

Officers: President, Vice President, Secretary, and Treasurer.

Elected by the Board members at the first Board meeting after the Annual Meeting for a term of one year

Committee Chairs: Committee Chairs are appointed by the Board.

The term of office has traditionally been three-years but could be for any length of time.

Committee Chairs report on their committee activities at the Board meetings but cannot vote on Board matters unless the Chair is also a Director.

4. Governing Documents:

The following documents govern the operation of the SMR Board. You can find them in Dropbox SMR01 (Governing Documents) and they are available on the SMRHOA website at the indicated links. We recommend that Board members and Committee Chairs review these documents.

The Covenants, Conditions, and Restrictions (CC&Rs): <http://www.smrhoa.com/CCRs.pdf>

The By-Laws: <http://www.smrhoa.com/Bylaws.pdf>

We also recommend closely reading the following documents that are in Dropbox SMR02 Rules, Procedures, Policies in the folder “Duties of the Board.” They are attached for your review:

Duties of the Board and Committee Chairs: Describes the responsibilities of each Director and Committee Chair.

Board Reporting Requirements: Describes the reporting requirements of the Board members and Committee Chairs

5. Board Meetings:

In general, Board meetings are conducted following Robert’s Rules of Order.

The President presides over the meeting and follows an agenda.

The President recognizes members who wish to speak.

Directors can make and second motions, and vote on motions.

6. Action Item for Committee Chairs:

Committee Chairs need to have their committee members approved by the board at the January 2022 board meeting.

These members should also be listed in the January board reports.

Additional Comments/Discussion

This meeting commenced at 10:45 am. John Mitchell called the meeting to order. Greg Adams made a motion that the Board approve the list of candidates for Board Officers and Committee Chairs for 2022. The motion was seconded, voted on by the incoming Directors, and motion carried.

A suggestion was made for a Zoom account for SMR that all Directors and Committee Chairs can use for remote meetings. Jim Warner said this could be done. Presently, everyone having Zoom meetings is using Jim’s account.

The structure of the Board was reviewed and the role and responsibilities of the Directors and the Committee Chairs were highlighted.

The document “Duties of the Board and Committee Chairs” was described. Each Officer and Committee Chair was asked to review the sections relevant to their position. Any changes to the duties need to be brought to the Board for approval.

The 2022 SMR Board was reminded to have their committee members names available for the January Board meeting so they can get approval. Their names will be listed in the January board minutes.

There was no conflict with the meeting dates for the board for 2022. The meetings will be the 2nd Thursday of each month beginning at 9:00am. The dates are as follows:

January 13, February 10, March 10, April 14, May 12, June 9, September 8, October 13, Annual Meeting November 9 (*Election Day is November 8*), November 10 (*unless Annual Mtg satisfies as a board meeting*), December 8.

Respectfully Submitted,

Secretary, Barbara Carbajal Barbara Anne Carbajal Date 12/24/2021

President, Eloise Gore Eloise Gore Date 12/24/21