

**Minutes of Board of Directors**

Tuesday, November 10, 2023 – 7:00 PM

The meeting was called to order at a member’s home at 7:10 pm by Paul Blaise.

Board members present were Debbie Desselle, Merilee Colton, Kathleen Newton, Brian Smith, Fern Waddell, Steve Swatt, Pat Landgraf, Adam Andersen, Steve Swatt (telephone)

Absent: Kathy Rodriguez

Adoption of Minutes

Minutes were approved for October with corrections. There was a motion (Newton) second (Waddell) to approve the minutes. The motion was unanimously approved.

Membership Report

Colton reviewed the membership report. We have 5 new members for October. We have 1030 paid members. We have close to 400 renewals for 2024. There was a motion (Smith) second (Landgraf) to approve the membership report. The motion was unanimously approved.

Financial Report

Waddell reviewed the WDDNA reconciliation detail, profit & loss, balance sheet and expenses. We are on track with our budget with the monies that we have put aside for shortages. We filled 55% of shifts in October. There was a motion (Colton) second (Newton) to approve the financial report. The motion was unanimously approved.

**OLD BUSINESS**

1. Incident report. Incidents-2, Sona-0, Sheffield-0, Arden Park-0.
2. Marketing campaign. Last non-member marketing piece went out in early November. Postcard for annual meeting goes out late November. Newton cleaned out previous owner records and put the addresses back into prospects.
3. Marketing invoicing expenses. Zoho payment is working well. 13 hours of emergency work was needed before our invoices went out Nov. 2. The consultant’s team discovered some changes were needed in the way the data had been set up in our system back in 2021. Andrea discounted her rate to $975.00 total for the extra work. There was a motion (Smith) second (Swatt) to approve the payment for the emergency work. The motion was unanimously approved.
4. Credit card coding issue. There was a coding issue limiting us to 60 credit card transactions a day which caused our Zoho payment system to crash over a weekend. Newton has worked with the merchant processing group to resolve the issue.
5. New non-member homeowner policy change. The board agreed to charge a previous member $60 annually to receive our patrol reports in the mail. There was a motion (Swatt) second (Waddell) to charge the non-member a $60 fee. The motion was unanimously approved.
6. Pro-rated membership. Dues will get pro-rated automatically through the website so we no longer need to offer a free membership for new homeowners. There was a motion (Andersen) second (Newton) to eliminate free memberships. The motion was unanimously approved.
7. Bylaws revisions. Colton and Waddell revised our articles of incorporation and bylaws and created a draft for discussion. Colton asked board officers to review their bylaw section for revisions. The board agreed to take policies out of our bylaws.
8. WDDNA email addresses. The board decided to leave our email addresses on the website.

**NEW BUSINESS**

1. Annual meeting. Blaise reviewed our run of show. Landgraf will bring raffle tickets and name tags. Newton will bring solar camera prize. Swatt and Blaise will speak on importance of members and decrease in crime due to our association and the patrols. Desmond will speak for 15 minutes and Q&A.
2. Next meeting. Jan 9, 2023. Board member home.

**ADJOURN** Meeting 8:30 pm

Submitted by Debbie Desselle, Secretary, on November 20, 2023.