

**MINUTES**  
**TAHOE DONNER ASSOCIATION**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**December 19, 2009**  
**9:00 A.M.**

A regularly scheduled meeting of the Board of Directors of Tahoe Donner Association was held at The Lodge Banquet Room in Truckee, California on Saturday, December 19, 2009. President Suzan Knisley called the meeting to order at 9:00 a.m. The following directors and staff members were in attendance:

Directors present: Suzan Knisley, Ron Wulff, & John Dundas

Via Teleconference: Robert Burks

Director absent: Don Berryman

Staff present: Robb Etnyre, General Manager

**MEMBER AND DIRECTOR COMMENTS**

Suzy Knisley read a letter she received from a homeowner expressing her disappointment that the cover of the December 2008 issue of the Tahoe Donner News had a picture of an adding machine rather than reflecting the spirit of the season.

A member stated that the Downhill Ski Area is having a “Ribbon Cutting Ceremony” at 10:00 a.m. on Sunday, December 20. He indicated that the timing of this event is inconvenient for many members and such future events should be scheduled later in the day.

A member commented that in the December issue of the Tahoe Donner News, President Knisley commented on the need for cost controls. Elsewhere in the article, he continued, Ms. Knisley mentioned the Cross Country Center with its well groomed trails and the importance of this amenity to the community. He pointed out that well-groomed trails are critical to any cross country operation; however, some might consider this an area where the Association could cut costs. He urged the Board not to make such cuts and to continue to keep up the current level of grooming and maintenance at the Cross Country Center. He commended the Board and Finance Committee on doing a fine job with the 2010 Budget.

Robb Etnyre agreed that it is vital to maintain a well-groomed trail system and Staff will continue to place a high emphasis on doing so. He noted that two new grooming machines were purchased this year, one of which is at the Cross Country Center.

Suzan Knisley indicated that the Board will be studying the Association's trail system this year in relation to biking and hiking trails. Robb Etnyre explained that he will be working with the General Plan Committee and Staff during the winter on the total "circulation plan" for the Association. He indicated that Staff and the General Plan Committee will work together to develop a specific plan for the existing trails systems and possible connection to other trail systems outside of Tahoe Donner.

Suzan Knisley commented that the Euer Valley is of great importance to the Cross Country Center, and the Board is currently attempting to finalize the easement issues with the Euer family.

#### **A. COMMITTEE REPORTS**

**Architectural Standards** – The Board was provided with the committee's November 18 & December 2, 2009 meeting minutes for review.

**Communications** – Chair Skip Daum stated that the committee has not been active this year and that they are patiently waiting for any requests or assignments from the Board to assist in communication efforts. He stated that Director Knisley had polled the various committees via email on what their thoughts were regarding offering committee members free amenity use as a possible way to recognize them for their service to the Association. While we greatly appreciate the offer, he said, the committee feels that simply mentioning the committee's efforts in the Tahoe Donner News once a year is sufficient; there is no need for further recognition.

Mr. Daum suggested that one possible assignment the Board may want to consider is the idea of utilizing the Communications Committee volunteers to proof the Tahoe Donner News to double check for typographical errors, grammar and to provide suggested edits without altering substantive content.

Suzan Knisley stated that one of the items on today's agenda is "Benefits for Member Volunteers." Regarding Mr. Daum's comments about the Communications Committee not wishing to have amenity usage as recognition, she had received similar responses from all the committees. The reason this subject was placed on the agenda, she continued, is because the Board wanted to receive input from the various committees regarding whether they felt that offering benefits might be helpful in attracting new committee members. She noted that committee members provide a valuable service to the Association, providing many hours of their time in support of the betterment of the community, and the Board just wanted to find a way to say thank you.

**Covenants** – The Board was provided with the committee's November 2009 status report for review.

**Finance** – Committee Member Dutch Van Wey stated that in reference to the Board’s polling the committees on benefits and perks, he did not see the necessity.

John Dundas stated that the committee met on December 10 and reviewed their 2009 Board assignments as well as discussing on-going assignments for 2010. He noted that Chair Jim Stang had emailed the committee’s report to the Board. He stated that the following items would remain on the committee’s list: Well-head Project, Financial Contingency Plan, Amenity Cost Recovery (Resolution 95-8), Capital Funding, and Golf Course Financial Operations.

**General Plan (GPC)** – The Board was provided with the committee’s December 7, 2009 meeting report for review. Chairman John Stubbs stated that, while he had not received input from the GPC members, he shared previous comments regarding lack of a need to provide committee members benefits.

Mr. Stubbs stated that the committee met on December 9<sup>th</sup> and one of the main items discussed was the development of a Strategic Plan. He stated that the Strategic Plan will be a critical guiding tool for the development of the next General Plan, which should be in 2011 or 2012.

Mr. Stubbs stated that one of the priorities in the 2007 General Plan was trail maintenance. He explained that in May of 2009, approximately 29 property owners met with Forester Bill Houdyschell to offer suggestions with regard to the Tahoe Donner Trail System. At that meeting a number of members volunteered to assist with trail improvement, such as maintenance, signage and marking of trails. However, due to his heavy involvement with the Fire Safety Program this summer, Bill Houdyschell was too busy to organize these volunteers. So, in order to move forward with this, he continued, the GPC would like to suggest that the Board consider hiring a trail steward to work under Bill Houdyschell’s direction and organize a “Tahoe Donner Trails Support Group” to perform the needed trail maintenance and improvement work.

**Employee Retention & Recruitment (ERRC)** – No report.

**Ad Hoc Roads** – No report.

## **NEW BUSINESS**

### **B. DIRECTOR OF FINANCE & ACCOUNTING REPORT**

The Board was provided with the Association’s preliminary financial reports through November 2009, a complete set of which are attached to and made a part of these minutes.

Ron Wulff joined the meeting at 9:50 a.m.

Following discussion, Director Dundas made a motion and Director Knisley seconded to approve the unaudited November 2009 preliminary financials as presented. Motion passed 4-0 (Director Berryman absent).

### **C. CONSENT CALENDAR**

The Board was provided with the following items for consideration:

- November 21, 2009 Regular Meeting Minutes
- 401-k Savings Plan
- Plumas/Discover Bank Accounts

Director Wulff made a motion and Suzy Knisley seconded to approve all three items on the Consent Calendar, as presented. Motion passed 4-0 (Director Berryman absent).

### **DISCUSSION: BENEFITS FOR MEMBER VOLUNTEERS**

Ron Wulff stated that he requested that this item be placed on the agenda, because he wanted to discuss it in an open Board meeting rather than in emails between Board members. He indicated that he was impressed with the recently approved policy relating to employee amenity access and discounts and he thought it could be revised to apply to and reward the Association's committee members. He suggested that this could be accomplished through giving committee members vouchers for use at the Association's facilities.

Suzy Knisley explained that she had sent out an email to all the committees prior to this Board meeting requesting input regarding offering committee members recognition through rewards; however, several committees who responded indicated they would rather not have individual perk rewards for serving as volunteers. She noted that many of the responses she received indicated that they would prefer recognition in the Tahoe Donner News, which is also a way of promoting the committees in order to gain new members. Ms. Knisley stated that another comment she received from a couple of committee members was that the "Annual Committee Recognition Brunch" be held at a more convenient time than on Sunday at Noon.

The one exception regarding committee rewards, she continued, is the Architectural Standards Committee, which devotes a tremendous amount of time to the Association. In fact, she said, serving on this committee is almost like working a part-time job without pay. "At one time the members of the Architectural Standards Committee were given free golf passes each year, but a prior Board took that perk away." Knisley stated that she was in favor of reinstating the free golf passes for the ASC.

Ron Wulff stated that the ASC meets twice a month and they review, not only plan submittals, but they also deal with appeals. He noted that candidates for this committee must have the technical knowledge and expertise, such as design, construction, engineering, architecture or some field that is related to the functions of the ASC.

Suzy Knisley stated that Jason Woolley is an architect and the Chair of the ASC, which means he takes time away from his business to volunteer on the committee. Ms. Knisley then read a letter from Mr. Wooley that was in response to her question about whether committee members should be offered perks.

The letter expressed Mr. Wooley's support for more publicity regarding committees in the Tahoe Donner News as well as bringing back benefits for committee members in order to use them as an incentive to recruit new members.

A discussion ensued regarding the pros and cons of offering amenity privileges to committee members, with no action being taken.

Following discussion, the Board directed Staff to place "Benefits for Member Volunteers" on the January agenda for further discussion and to obtain more input from committee members.

### **Break**

**10:40 a.m.**

The meeting reconvened to open session at 10: 35 a.m.

### **GENERAL MANAGER' S REPORT**

Robb Etnyre reported the following:

- For the month of November, 33 new deeds were processed as compared to last 19 last year.
- Approximately 107 employees were brought on board to run the Association's amenity operations. There was a delay this year in bringing on some employees, especially those for the Downhill Ski Area. The delay was partly due to the renovation taking place at the Downhill Ski Area, but it was also a deliberate decision for cost control reasons.
- The Downhill Ski Area remodel is now complete and, thanks to the weather, the operation is open for business. The Downhill and Cross Country Ski Areas pass sales are exactly even as of two days ago.
- The "Annual Light up the Night" event on November 26 was a great success, with over 400 people attending. Attendance at all the various member event offerings this year has shown an increase in attendance, and Staff intends to continue providing more quality events and activities for the membership in the future.
- Staff is currently working on updating the Tahoe Donner Web Site in an effort to improve the usability of the site. The Web Site is now approximately ten years old and is in need of refining to meet the needs of our member and client base, as well as reflect the progressing technologies and browser versions.

Following Mr. Etnyre's report, he fielded questions from the Board.

## **OLD BUSINESS**

### **DISCUSSION: STRATEGIC PLAN**

The Board was provided with a draft copy of a Strategic Plan for the Association.

Mr. Etnyre explained that the Strategic Plan is meant to outline long-term goals and growth for the Association over the next five years. He said the plan is being presented today in order to obtain feedback from the Board toward further refinement of the document. He noted that considerable input has already been received from the General Plan Committee and he hopes to meet with the Finance Committee in January to receive their comments on the plan as well. Another thought, he continued, is the possibility of holding a meeting with interested homeowners in order to have their participation in this process.

Mr. Etnyre then reviewed the initial draft Strategic Plan with the Board, which covered the following: Mission, Vision, Values, Guiding Principles, Core Competencies, and Goals. The draft Strategic Plan is attached to these minutes as an exhibit.

Following his review of the plan, Mr. Etnyre fielded questions and received suggestions from the Board and members present.

A discussion ensued regarding the pros and cons of conducting a forum for second home owners living in the Bay Area. Further discussion took place regarding a variety of ways to provide the Strategic Plan to property owners when completed including the following: Tahoe Donner News article, new homeowner packets, election package, and hand out at the Association's Annual Election.

Following discussion, Suzy Knisley expressed her appreciation for the exemplary work Mr. Etnyre and Staff put into the development of the draft Strategic Plan.

This item will be placed on a future Board meeting agenda for further consideration.

## **ADJOURNMENT**

The Board convened to executive session at 11:48 a.m. and did not reconvene to open session.

Submitted by:

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Bonnie Watkins, Recording Secretary

**SECRETARY'S CERTIFICATE**

I, Donald E. Berryman, Secretary of Tahoe Donner Association, do hereby certify that the foregoing is a true and correct copy of the minutes of the Tahoe Donner Association Board of Directors meeting held on December 19, 2009 as approved by the Board members in attendance and constituting a quorum at a duly convened subsequent meeting of the Board.

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Donald E. Berryman, Secretary

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Date