

PMCPOA Planning Committee
Minutes for July 9th, 2022
Pool Pavilion – 1:00 PM

1. Call to order by Candace Bennett at 1:04 PM
2. Attendees - Committee Members: Candace Bennett, Gene Vandeford, Ewa Lipinska

Absent: Lisa Chapman, Jim Liberty

Board Member Liaison: Phyllis Throckmorton

Guests: Ellen McClellan
3. Introductions & Member Changes
 - a. Jonathan Gilliam has stepped down and Candace Bennett has stepped up from Vice Chair to Chair
 - b. Board Liaison has changed from Ellen McClellan to Phyllis Throckmorton
 - c. Ewa Lipinska has officially joined the committee and brings a wealth of financial knowledge
4. Documents Review
 - a. committee members will be emailed the Planning Committee Charter and the Common Rules of All Committees document to ensure everyone is on the same page
5. Annual Applications for Committee Members
 - a. Ewa, Gene, and Candace have submitted renewal applications
 - b. Candace is following up with Lisa and Jim for their renewals, hopefully in time for July's Board Meeting
6. Annual Committee Election – loose appointments were made, and will be officially approved at the August meeting:
 - a. Chair – Candace Bennett
 - b. Vice Chair – Ewa Lipinska
 - c. Secretary – Lisa Chapman (to stay on in this position if she agrees)
7. Discussion
 - a. Chair Change-Over - Today's meeting touched on broad responsibilities of the committee to bring Candace up to speed as Chair, as well as checking in on specific items that need to be followed up on (see action items).

- b. Clubhouse Remodel – Board is in the process of hiring a Project Construction Coordinator. Jumping ahead to the main building/restaurant phase to expedite improving high traffic areas. Administration will be moved into temporary mobile offices adjacent to the Pool Pavilion.
- c. Minutes – the Main Office is missing minutes from the Planning Committee for 2022. A new process was discussed and will be implemented at the next meeting when Secretary can be present.
- d. General Manager – confirmed with Board Liaison that Karin Shulman is staying on as GM through June 2023 (there were questions about her possibly stepping down this year).

8. ACTION ITEMS

- a. Strategic Plan
 - i. Document on website needs to be changed from “Draft” to “Final” - Candace handling
 - ii. Review Strategic Plan Action Items and check in with each committee/team for progress reports - Gene compiling list of action items for review/assignment at next meeting
 - iii. Strategic Plan Worksheet & Executive Summary - Ellen will provide to Candace - DONE
- b. Facilities Doc
 - i. Working File - Phyllis will try and track this down
- c. Committee Charter
 - i. Approve for the 2022/2023 fiscal year - All members
 - ii. Send final to Main Office - Candace will send to Grace

9. Meeting adjourned at 2:20 PM

Next meeting date: Saturday, August 6th, 2022 in the Pool Pavilion

Candace D. Bennett
Chair, Planning Committee

Planning Committee Minutes approved on _07/13/22_ via email