



WPVI Association-Board of Directors Quarterly Meeting Minutes

Attendance:

Attendees included Board Members-Derek LaFramboise, Michael Murphy, Kathy Evans, Laura Attaway. Also in attendance: Erin Simonson --Treasurer / Presiding as requested due to the absence of Chairman (Secretary had not been officially determined) and Elise Woodsmith--Accounting Manager (for Treasurer's Report)

Members excused: Bob Close-Chairman

Call to Order: A meeting of the White Pass Village Inn Board of Directors was called to order at White Pass Village Inn Unit 120, 5:03 pm on **02/10/18**.

Minutes: MSP--To approve the minutes of the December 28, 2017 meeting as printed. (Kathy/Derek; unanimous)

Chairman's Report: N/A (Bob Close not in attendance / unable to reach by phone)

Secretary's Report:

MSP: to elect Laura Attaway as Board Secretary (Kathy/Derek; unanimous)

Note: Draft Minutes for September 2017 Board Meeting (and 2017 Annual Meeting) were requested via email on at least 2 occasions. Previous secretary, Mark Hillman, stated he would complete them, but they have not been received to date.

Treasurer's Report: Erin Simonson/Elise Woodsmith

Erin highlighted several line items, explaining where we have spent money that was not anticipated in the annual budget. Discussion took place around how to begin to bring the numbers closer to those estimated in the budget.

MSP: To accept Treasurer's Report as given ending Jan. 31, 2017 (Derek/Kathy; unanimous)

Committee Reports: Condo Condition Committee (CCC) submitted a review of activity (see attached).

Unfinished Business:

1. LiveRez Update: Erin --Elise's responsibilities in January did not allow her to engage in LiveRez project. Project has been put off temporarily to allow Erin and Elise to work on it together when Elise can make it a priority.
2. GM Job Description / Hiring Process Bd. discussion
 - Initiate Ziprecruiter posting--Kathy
 - Questionnaire--Laura to initiate
3. Units #27 and #12 Bob Information

Board would like to know where Elise is moving next week? Bob was not in attendance to answer that question.

4. Employee Handbook Laura Action

MSP: To adopt the Employee Handbook as a work in progress with at least an annual review (Murph/Kathy; unanimous)

5. Staffing Bd. discussion

Not practical for Judi to work 7 days a week. Elise needs less time in office and more time to accomplish her projects without office interruptions.

Decision: to hire a new staff member who can learn the office system now.

Decision: Elise to work the office to cover Judi's days off until new person is hired and adequately trained.

Can we shorten office hours mid-week? Maybe during off season months.

Kathy to be "supervisor" Judi/Elise to job share for the time being. Issues to be brought to Board through Kathy.

Key Bank update Bob Information

Derek to follow-up with Elise to cancel Chase Credit Card.

New Business:

1. Declaration/By-Laws Bd. discussion

Murph / looking for areas of Declaration that need to be updated in order to get it ready to go to Burleigh; need to add electronic communication / about 20% progress made to date

2. Mid-Week Specials Laura Information

Judi has already begun the special--Mon./Tues. and Tues./Wed. buy one night get the next night 50% off.

3. Owner unit remodel 2018 Bob Information

Not addressed due to Bob's absence.

4. LiveRez Erin Information

Erin to send update via email.

5. Officer updates online--Derek to follow-up with Yakima attorney.

Announcements: N/A

Next Meeting: May (budget meeting)--Laura to survey, get consensus, and set date.

Adjournment: There being no further business, the meeting adjourned at 6:50 pm.

Secretary: Laura Attaway **Chairman:** Robert Close

Date of Approval: May, 19, 2018