***AAFPO Regular Board Meeting 7/27/23***

The meeting was called to order at 5:31 PM MDT.

**Roll Call – Price**

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| Erik Sevigny, President | Present |
| Bruce Roach, Vice President | Present |
| David Simon, Treasurer | Present |
| Kyle Price, Secretary | Present |
| Kellie Buchanan, Director | Present |
| Kristen Devlin, Director | Present |
| Michael Martin, Director | Present |
| Glen Tillery, Director | Present |
| Samantha Weeks, Director | Present |
| Christy Germscheid, Ex Officio | Present |

Quorum established.

1. **Approval of Agenda – Sevigny**
	1. Motion to approve - Roach
	2. Second – Buchanan
	3. Motion passed with no opposition
2. **Approval of Meeting Minutes June 24, 2023 – Price**
	1. Kyle is working with David to get access to the meeting recording in MS Teams
	2. Kyle committed to getting minutes out to Board via e-mail within 5 days after gaining access
	3. Minutes for the Executive Session on June 24 are complete and approved.
3. **Officer/Committee Updates**
	1. Treasurer – Simon: Nothing to report
	2. Amenities Committee– Roach
		1. Golf
			1. New driving range net is in place and functional.
			2. GPS working well and well received by membership.
		2. Tennis
			1. Critter control remains an ongoing process/expenditure.
			2. The Resort is ordering surface repair kits for courts 1, 2 and main entrance. Repair work slated to be completed by end of summer.
		3. RV Park
			1. Critter control underway.
			2. Bathroom remodel slated for fall.
			3. Road maintenance and site pad improvement is complete.
		4. Stables
			1. Diverting part of 4% of stable allocation to critter control.
		5. Monte Verde Lake
			1. Ongoing vegetation management through Wildcat Environmental.
			2. Fish stocking ongoing.
			3. Trail maintenance will start in the fall.
		6. Olympic Park
			1. Critter control ongoing.
			2. Resort ordered 2 new water fountains, including a dog spout. Anticipate having installed by end of August.
			3. Resort getting bids from contractors for parking lot improvements slated for this summer.
		7. Ski Area
			1. As mentioned last meeting, Resort ordered a new HKD fan gun.
		8. Greenbelts
			1. Thinning project still ongoing on Lynx 2 & 3.
			2. Mowing ongoing throughout the summer as needed.
		9. Pickleball
			1. Resort expects to have final changes to architectural renderings completed by second week in August. From there it will go to engineering phase with a cost estimate associated with the project.
			2. Bruce will pursue initial discussion with the Finance Committee and Amenities Committee regarding AAFPO’s commitment to the project.
		10. New Chairlift
			1. Initial plans are complete for a new lift on the front side of the ski mountain. The Resort is reviewing bids and working on project plans.
	3. Architectural Committee – Crain
		1. Jake provided an update on permit activity. Violations are up significantly due to increased on-site inspections. This was anticipated.
		2. Permit Report:



* 1. Communications Committee – Devlin: Nothing to report
	2. Finance Committee – Buchanan: Nothing to report.
		1. Kellie has met with past Chairman to learn more about the responsibilities of the role. She has signed the NDA so can now dive into the role.
	3. Waivers Committee – Weeks: Nothing to report
	4. Welcome Committee – Manzanares: Not present
	5. Ex Officio – Germscheid
		1. Christy announced her resignation from the Resort and the replacement of the Ex Officio position with Andy Whitacre. The Board warmly thanked Christy for her service and wished her the best and welcomed Andy to his new position. Andy then presented the Resort update.
			1. The 37th Annual Angel Fire Invitational will be held Friday and Saturday, July 28 – 29. Check with the pro-shop for tee times after3:00 PM.
			2. The 9th Annual Royal Member/Guest tournament will be held August 3 – 5. Again, check with the pro-shop for tee times following the day’s Member/Guest rounds.
			3. July has been very busy at the tennis center so remember to check in at the Tennis Pro-Shop for available play and lessons.
			4. The Resort hosted a BBQ at Monte Verde Lake on July 6. Over 300 members showed up for BBQ brisket sandwiches and sides.
			5. The Resort will be providing a shuttle to the Michael Martin Murphy concert and dinner events on August 3rd and 10th. Shuttles will be leaving from the Lodge. Go to the Resort website for information and tickets. They are going fast!
			6. A new bridge on the Oeste Vista trail is complete. Go for a hike and check it out.
			7. Cool Summer Nights is featuring Austin Van from 5:00 to 7:00 in Frontier Park this Friday, July 28. The Farmer’s Market will be held there on Sunday as well.
			8. Summer is going fast! Activities will close end of October, weather permitting. Get out and play!
	6. Executive Director – Baker
		1. Carol mentioned that the AC unit in her office is broken. It is quite warm in her second story office on the warm summer days. Christy will look into getting it repaired or replaced.
1. **Old Business**
	1. Continuity Files for each Committee/Officer – Sevigny
		1. Erik talked about the need to have written record of job responsibilities, committee charters, policies and procedures to assure smooth transfer of power as new Board members come on board. Kyle then gave an update on current status:
		2. Job Descriptions complete, approved and released for Secretary, Executive Director, Treasurer. Documents reside on MS Teams site under Job Descriptions “channel”.
		3. Committee Charters complete, approved and released for Election Committee, Finance Committee, Amenities Committee. Separate “channel” set up for each Committee on MS Teams site. Charters are under Charter folder.
		4. Each Committee channel is set up with folders for Charter, Forms, Minutes, Policies, Procedures. Committee Chairs are encouraged to start using MS Teams to store all committee documents so we have discoverable records of activities. Kyle shared the Election Committee channel on MS Teams as an example.
	2. Action Register review – Price
		1. This agenda item was not addressed.
	3. Committee Meeting schedules – Sevigny
		1. Erik stressed again the need for all Committee chairs to submit a schedule of meetings to Carol to post on the website. It is a matter of being transparent and allowing members to join any open meetings.
2. **New Business**
	1. AAFPO/ACC Office move – Crain, Baker, Germscheid
		1. Jake Crain described the layout of the new office in the Post Office building. Part of the challenge is storage of old documents going back to the earliest days of Angel Fire. This is required for historical reference. ACC is in the process of digitizing records, but this will take quite a bit of time.
		2. Erik pointed out that Mark Seider, Resort CFO, is the point person for this project and everything should be funneled through him.
	2. Website Maintenance Funding – Price
		1. Kyle described the immediate need for cleaning up the website. There are many non-relevant documents, missing meeting records (agendas, minutes, which are required by the Bylaws), etc.. that require immediate attention.
		2. Kyle performed a web search for third party providers to perform content management and back-end maintenance activities needed to keep the website secure and up to date. He received quotes from 4 companies.
		3. A formal request for $2,500 was made to the Board for the clean-up plus 4 months of Webmaster services. This would give the Board time to get a couple Board members up to speed on Wordpress (web publishing software) so that we could self-maintain going forward.
		4. Kristen pointed out that she could perform the service at a lower rate. This opened a discussion on the legitimacy of Board Directors performing services for and being compensated by the Association. Bruce pointed out that this would be a conflict of interest.
		5. It was discussed that a more formal Request for Quote (RFQ) process be performed for the ongoing maintenance of the site.
		6. David then suggested that we approve some initial funding to get the site cleaned up. Erik made a motion to approve $2,000 for the initial clean-up. Kyle seconded the motion. Eight of the Directors present approved the motion, Kristen abstained. The motion was approved.
	3. Special Meeting, Member Forum – Roach
		1. Erik initiated the discussion. He wants this Forum to be a constructive and positive forum for members to understand the activities and progress of the Board. He would like a communication to be sent to the membership requesting topics and questions to be discussed in the forum. He would like all input to be received by Friday, August 4, so that the appropriate Directors can generate answers to be presented in the forum on August 10.
		2. Bruce requested that the Resort provide a bigger room than the Board room for this event. Christy committed to look into it. Whitacre to follow up.
	4. Member weekend/Annual Meeting next year – Sevigny
		1. Erik deferred this item to a later date, perhaps a Working Meeting as opposed to a Regular Meeting.
3. **Adjourn**
	1. The meeting was adjourned at 5:29 PM MDT.
4. **Action Items**
	1. Committee Chairs to submit meeting schedules to Carol for posting on the website. Due: August 11.
	2. Christy/Andy to check on availability of a bigger room for the August 10 Member Forum. Due: August 4.
	3. Resolve AAFPO office AC issue. Christy/Andy. Due: August 1.