

**BOARD OF DIRECTORS MEETING**  
**Monday, June 17, 2013, @ 1:00 PM**

Attendance: Bill Hansen, President  
Merlyn Carlson, Vice President  
Susan Lewis, Treasurer  
Mike Trent, Secretary

Dave Poling  
Flora Capps  
Dusty Bowenkamp  
Chuck Reott

Connie Scott, Executive Director

Absent: Mary McGrath

1. Call to order, pledge to flag Bill Hansen
2. Establish a quorum Bill Hansen
3. Welcome to PORA members, guests, and press Bill Hansen
4. Minutes of May 20, 2013, approved as written. Bill Hansen
5. Minutes of May 20, 2013, Special Meeting approved as written Bill Hansen
  
6. PORA Membership July 1, 2012- 12,299  
PORA Membership for May, 2013 - 12,195  
PORA Membership in fiscal year - net loss (104)  
PORA Membership One year ago May, 2012 - 12,204  
PORA Membership one year ago – net loss (9)
  
7. Presidents Report: Bill Hansen
  - a) Induction of new directors-Oath of Office  
Merlyn Carlson, Albert Gervenack, and Robert Gooltz
  - b) Special Items:  
Insurance request response  
Orientation of new directors, Wednesday, July 31<sup>st</sup>.
  
8. Executive Director's report Connie Scott
  - Director Lewis, Coleen Coble and I met to review our credit card processing service, FIS Merchant Services. A decision was made to use Moneris Solutions for PORA Adult Learning online registration and to eventually transfer all credit card transactions from FIS Merchant Services to Moneris Solutions as a goal to reduce monthly credit card merchant fees.
  - I asked EPCOR to check our premises for water leaks as our water bill has increased 4%. They found no leaks and recommended that we check our irrigation system. We checked the irrigation system and there were no leaks, but we did minimize the number of days to water. I did not consider that we now have much more traffic with extra classes, realtor rentals, and free events.
  - The carpeting is installed in the Master Gardener's office, Camino room #1&2, the Visitors Center, and all eight offices. It has been quite an adventure moving and removing all furniture and supplies in different rooms to accommodate the installers.
  - Lynne Green, our new IT employee, is working with George Hoover and Team Logic to get everything moved from our server to Team Logic's server because of a virus that invaded our computer system.

## A11 Other Activity

### 9. Financial Reports:

Susan Lewis

#### Revenue:

Revenue stream currently reflects a negative variance of -\$12,650 YTD, which is a 1.8% deficient from estimated budget revenue. The majority of the negative variance lies in revenues from Membership, Business Services and the Fund Raiser (the Vendor Expo).

#### Expense:

Total Operating Expenses is under budget by \$31,548.90. The categories reflecting the largest variance continue to be in wages, repair & maintenance and promotion/advertising. That being said, PORA is in the process of finishing on approved capital improvements of approximately \$25,000, which will reflect in June financials.

Total Income YTD \$642,565.34

Total Expense YTD \$542,684.10

Net YTD \$ 99,881.24

**Motion:** by Merlyn Carlson to approve the Financial Report as written was seconded and passed unanimously.

### STANDING COMMITTEE REPORTS

#### 10. Bingo

Dusty Bowenkamp

Number of Weeks Played	5	
Number of Players	1564	
Total in Checking Account as of: 4/30/2013		\$31,378.39
<b>Income:</b>	\$22,788.00	
<b>Expenses:</b>	\$19,463.00	
Total in Checking Account as of: 5/31/2013		\$34,703.39

#### 11. Governmental Affairs None given

Bill Hansen

#### 12. PORA Adult Learning

Dave Poling

The 2012- 2013 fiscal year shows an increasing number of students, classes taken, and revenue from the previous fiscal year. The second summer session will be starting in the new 2013-2014 fiscal year.

#### **Course Registration and Scheduling:**

##### **Summer Semester 2013 to date:**

- Revenue - \$2377.00
- Courses offered - total 26; Apr-Jun = 17; Jul-Sep = 9 (3 cancelled due to low registration)
- Course registrations - 184
- Unique Students — 117
- A second flyer has been created for the Jul-Sep classes

##### **Fall Semester 2013 — Schedule is completed**

- 94 classes confirmed
- 38 new classes
- 6 free classes
- Instructor workshop is scheduled for Oct 2

##### **Online Registration and website**

Board of Directors approved the budget for ASAP online registration. Coleen is working with ASAP to upload students, instructors and class data. ASAP will use the new PORA web design (under development) as a template. George updated the summer schedule and loaded the fall class schedule on the website.

##### **Fall Catalog**

Fall classes entered into PORA Google calendar. Catalog is in progress. Marketing has sold 4.5 pages of advertising. Marcoa has submitted quote for printing.

13. Luke Air Force Base No Report

Mike Trent

14. Membership

Chuck Reott

Director Reott is working on a revision of the PORA information on the back of the first and second notices we mail out for membership renewal; we are hoping to encourage more renewals. The third contact is a personal call from the membership office.

15. Transportation & Water

Merlyn Carlson

**ROADS, SAFETY & TRAFFIC COMMITTEE**

- Meeting held on May 22, 2013. Next Meeting is scheduled for September 25, 2013.
- New Traffic signal light corner of Granite Valley & Dachtler.
- Three new Pedestrian "HAWK" (High-Intensity Activated Crosswalk) signals. One on Granite Valley & Mantor Lane, another 138th & Camino del Sol and the third on 138th & RH Johnson.
- Posse representatives continue to do traffic counts, speed counts and hazard location analysis.
- Planning to contact MCSO to encourage electronic speed monitoring and seat belt installation in older golf carts.
- Early preliminary strength for completion of Sound-wall.

**WATER COMMITTEE**

- Meeting held on May 16, 2013. Next Meeting is scheduled for September 19, 2013.
- EPCOR reported infrastructure improvement during summer, valves, meters and arsenic treatment facilities.
- SCW Recreation Center in progress of updating water conservation drought management plan.
- Both SCW and Briarwood reported water usage well within allotment.

16. Special Events/Special Activities No Report

Flora Capps

**NEW BUSINESS**

17. Update on response from Maricopa County:

Terry Taylor

- Abandoned houses
- Dog sanctuary

18. Presidents' Report:

Bill Hansen

**MEMBERSHIP BENEFITS:**

**Lobbying Efforts and Successes:**

1. After six consecutive years of defeating legislative efforts to annihilate our parking regulation, further efforts were abandoned in favor of merely restricting future HOA from this privilege.
2. Keeping the Sun City West section of Deer Valley Road as an internal street only. Deer Valley Road at 109th will connect with Williams Road at 117<sup>th</sup> and end at the new El Mirage Road just east of Corte Bella close to the 303.
3. Secured Phase I of the \$850,000 noise wall, north of the expansion area on Loop 303.
4. Regarding the Fry's project, a private sector venture on the old Sundome property, we were successful in requesting an access lane off RH Johnson Blvd. In fact the county will require two access lanes into the property. Also, we have asked for traffic lights at the intersection.
5. Both of our Legislative Forums drew an overflow crowd and afford excellent dialogue between Sun City West residents and legislators.
6. Pedestrian lights:
  - 138<sup>th</sup> & RH Johnson
  - 138th & Camino del Sol
  - Granite Valley & Manton LaneTraffic signal:
  - Granite Valley & Dachtler Rd.

**Special Program Growth:**

1. The Safety First- golf cart, bicycles safety brochure.
2. PORA Adult Learning program continues with extreme success, with classroom participation jumping by 333% since 2011, along with classes offered from 23 to 92.
3. Bingo continues as a success, affording annually over \$20,000 in awards to various programs and agencies.
4. Efforts on bringing better transit to Sun City West.

**Internal Accomplishments:**

1. Improved legal counsel.
2. Intensive review of our insurance program and revision.
3. Review of CPA's presentations.
4. Merit pay policy becomes operative.
5. Tested Welcome Wagon Membership approach, limited success probably due to inability to totally personalize approach.
6. Membership gains from appearances at public meetings.
7. Fostered the phone book program change to Sun Cities Publishing.
8. Significant capital improvements to building.
9. Significant improvements to interior.
10. IT person added to staff.
11. Assembled "15 Major Community Improvements Sponsored by PORA."

**Challenges:**

1. Exceptional employee turnover handled with strong resolve and adjustment. We face competition from those providing health & accident benefits

**Pending Issues:**

1. Signage proposal at El Mirage & Bell Road being sabotaged by MCDOT.
2. CC&R rulings overturned by Rec. Centers' staff.
3. Residual fall-out from misunderstandings over vacant lot.
4. Facility Expansion.

**Major Projects for 2013-2014:**

1. Reassessment of a viable Membership Growth Program is imperative!
2. Establishing a 501 (C) (3) Committee for facility growth.
3. Merchandising evaluation and revisions of brochure, media and etc.
4. Competition from Rec Boards on our successful Adult Ed Program.
5. Develop closer liaison with Rec Center Board.
6. Expand liaison with Rec Center Boards activities, local fire district Board.

19. Innovations for Membership Campaign for coming year
20. Progress on legal papers on 501(C)(3)
21. Additional quotes on auto barriers
22. Discuss Farmers Market
23. Next Meeting September 16, 2013
24. Comments from Board of Directors
25. Comments from PORA members, press or visitors
26. Adjournment 2:25 p.m.

Bill Hansen  
 Connie Scott  
 Connie Scott  
 Connie Scott

By: Mike Trent  
 Mike Trent, Secretary

Date: 9/16/13