

BOARD OF DIRECTORS MEETING
Monday, November 18, 2013, @ 1:00 PM
Minutes

Attendees: Bill Hansen, President
Merlyn Carlson, Vice President
Susan Lewis, Treasurer

Dave Poling
Al Gervenack
Bob Gooltz

Connie Scott, Executive Director

Absent: Mike Trent, Secretary

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| 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 October 21, 2013, approved as written | Bill Hansen |
| 5. Present Bingo Donation Checks Community Fund, Posse, SCW Prides | Bill Hansen |
| 6. PORA Membership July 31, 2013- | 12,231 |
| PORA Membership for October 31, 2013 - | <u>12,072</u> |
| PORA Membership in fiscal year - net loss | (159) |
| PORA Membership One year ago October 31, 2012 - | <u>12,126</u> |
| PORA Membership one year ago – net loss | (54) |
| 7. Motion: by Merlyn Carlson: to replace Board vacancy left by Flora Capps with Jim Swanson was seconded and passed unanimously. | |
| 8. Jim Swanson was sworn into office. | Bill Hansen |
| 9. Executive Director's report | Connie Scott |
| Administration | |
| • I joined the Community Connection meeting at Benevilla on October 29 th . We discussed various ideas on issues such as promoting each other's events/services; need for a subcommittee to put together a standing page in Rec News of need-to-know phone numbers of social services to run every month; a network with outside groups to bring more services to residents; and the need to put together an inventory of the services that we already have so that we do not duplicate them. The next meeting is at the SCW Foundation on November 26 th . | |
| • The Art Club will begin hanging paintings on Tuesday, November 19 th . We are waiting for Bruce Posey to install wood strips on one wall in the Visitors Center for the art gallery paintings. | |
| • Thank you to Director Carlson, Director Trent and Director Lewis for their help and support at the Farmers Market on Saturday, November 9 th . Their hard work brought nine new members and four member renewals. Two PORA hats were sold for \$12.00 each. | |
| • The Newcomers Coffee was well attended and we did get six new members. | |

CC&Rs

- The CC&R Department investigated 143 properties in October and they have 65 open cases.
- Terry Taylor made such a great presentation at TORCH, for the CC&Rs, that the Kiwanis Club asked him to prepare a presentation of CC&Rs at their December meeting.

Membership

- Front office had 1,673 calls and walk-ins in October; an increase of 518 from the previous month.
- We received \$973 in donations for the month of October.
- Our volunteer, Ellie, continues to update the white pages of the Sun City West phone book.

Consumer Services

- Consumer Services received 1136 calls and walk-ins in October; a 327 increase from last month.
- They received 45 compliments on vendors and have no unresolved complaints.

Visitors Center

- October showed a sharp jump in visitors – total of 852; an increase of 280 more visitors. We had a
- Larger number of out- of- state visitors and we had more tours of prospective buyers in October.
- 56 Homes were sold in Sun City West during the month of October.
- To date the income collected from realtor room rentals is \$2,955.
- The Visitors Center is now open on Sundays from noon to 3:00 p.m.

Marketing

- Compared to this time last year, overall income for the month and year to date exceeds 2012.
- All of the ads for the PORA Adult Learning catalog have been sold.
- We have prepared notification to our Business & Professional supporters of the changes to our website, their ability to use the PORA logo in their advertising and the moderate rate adjustment that will go into effect in January 2014.

PORA Adult Learning

- Online registration continues to go well.
- The Instructor Orientation held October 2nd was very well received. 24 instructors attended along with the Steering Committee members.
- A full report will be given by Director Poling.

A11 Other Activity

10. Financial Reports:

Susan Lewis

The numbers below reflect year to date totals from July 1 — October 31, 2013. Below is a snapshot of the top sources of income, total expense and net income vs. 2012 numbers.

Source	2013 Actual Income	2012 Actual Income	% increase / Decrease
Revenue:			
Bingo	\$68,854	\$71,689	-4.0%
Membership	\$36,694	\$36,619	+0.2%
Business Services	\$38,846	\$33,300	+16.6%
Adult Learning	\$14,505	\$10,644	+36.3%
Total Revenue	\$193,015	\$180,772	+6.8%

(The Total Revenue reflects the revenue stream from all sources. Above are the top 4 sources only.) Growth from Business Services, Adult Learning and Non-Compliant Fees makes up the majority of positive increase.

	2013 Actual Expense	2012 Actual Expense	% Increase/Decrease
Total Expense	\$207,710	\$186,288	+11.5%
Net Income	-\$14,695	-\$5,516	

Year-over-year comparison shows the largest variance coming from Adult Learning, due to printing expenses and wages and Administration, due to increase in staffing reflected in wages.

Cash Assets:

BMO Harris Operating Account	\$ 35,460.67
BMO Harris Money Market Sav's	61,546.54
Mutual of Omaha Sav's	85,200.41
BMO Harris CD's (4)	183,888.08
US Bank CD	31,996.70
Mutual of Omaha CD	88,047.63
BMO Harris Bingo Account	5,978.64

Total Cash Assets \$ 492,118.67 2012 Cash Assets \$423,296.00

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

STANDING COMMITTEE REPORTS

- 11. **Bingo** - Report Attached Mike Trent
 - 12. **Governmental Affairs/Utility Rates** Bill Hansen
 - 13. **PORA Adult Learning** Dave Poling
- For the Fall semester we have 485 students taking 1018 classes taken, with an income of \$13460.00. Spring class enrolment starts December 2nd with 103 classes being offered.

- 14. **Luke Air Force Base** – no report Mike Trent
- 15. **Marketing**- no report Bob Gooltz
- 16. **Membership** – no report Bill Hansen
- 17. **Northwest Liaison** –no report Al Gervenack
- 18. **Transportation & Water** Merlyn Carlson

Traffic Safety meeting:

- The El Mirage and Bell Rd. south side of the intersection project will be starting soon.
- There is a CETOC meeting tomorrow regarding the 303 from Grand to Happy Valley Rd.
- Still working on the golf cart set belt project.
- We will have a MOU with the Posse regarding a speed monitoring sign.

Water meeting:

- EPCOR updating lines, and digital meters continues.
- ACC possible rate increase for EPCOR.
- We will be discussing changing our meetings to the first Tuesday of the month starting in January.
- Meet every- other month next in November 21st.

- 19. Jim Swanson accepted the appointment to head-up a Special Committee to consider a rate increase for Realtor room rentals in the Visitors Center.

NEW BUSINESS

- 20. **Motion:** by Susan Lewis to Approve PORA Confidential Agreement for employees was seconded and passed unanimously.
- 21. Report on APS hearing was discussed Hansen/Gervenack
- 22. Discuss clean-up of Alyssum Drive by PORA Bill Hansen
- Motion:** by Merlyn Carlson to clean-up both the front and back yard was seconded and passed unanimously.
- 23. Discuss vacant land development west of Deer Valley Merlyn Carlson
- Motion:** by Merlyn Carlson to take the issue of the 53 acres parcel at the end of Deer Valley Drive off the table and to appoint a committee to study was seconded and passed unanimously.
- 24. Discuss Posse/radar sign Merlyn Carlson
- Motion:** by Merlyn Carlson that PORA adopt the Posse Memorandum of Understanding (MOU) that will help the Posse going after grants, moving, and maintaining the electronic traffic sign in the future, was seconded and passed unanimously.
- 25. Next Meeting December 9, 2013
- 26. Comments from Board of Directors

27. Comments from PORA members, press or visitors

Q: Anna Morrison: I am on the Rec Centers Budget & Finance committee and in their long term planning committee they want to hire a lobbyist. For clarification purposes isn't PORA the lobbying arm in Sun City West?

A: Bill Hansen: Absolutely.

28. Adjournment at 2:27 p.m.

By: Mike Trent
Mike Trent, Secretary

Date: 12/9/13