

**BOARD OF DIRECTORS MEETING**  
**Monday, November 16, 2015 @ 1:00 PM**  
**Minutes**

Attendees: Merlyn Carlson, President  
Al Gervenack, Vice President  
Mike Trent, Secretary  
Marion Mosley, Treasurer  
Barbara Pitney

Dave Poling  
Bill Frye  
Bob Goltz

Connie Scott, Executive Director

Absent: Rob Robbins

- |  |                |
|--|----------------|
| 1. Call to order, pledge to flag                                       | Merlyn Carlson |
| 2. Establish a quorum  | Merlyn Carlson |
| 3. Welcome to PORA members, guests, and press                          | Merlyn Carlson |
| 4. Minutes of October 19, 2015, regular & special meeting for approval | Merlyn Carlson |

**Motion by Mike Trent:** to approve the minutes for the October 19<sup>th</sup> regular and special meetings, were seconded and passed unanimously.

- |   |                |
|---|----------------|
| 5. President's report<br>The Board attended the Newcomer's Coffee at the Rec Center Social Hall.<br>We plan on meeting with the Auto Restoration Club tomorrow. Meeting with the Rec Center regarding complementary membership for new residents. | Merlyn Carlson |
| 6. Executive Director's report – report attached  | Connie Scott   |
| 7. Financial reports – report attached  | Marion Mosley  |

**STANDING COMMITTEE REPORTS**

- |  |                |
|--|----------------|
| 8. <b><u>ACC/Utilities Community Liaison</u></b><br>EPCOR was ordered by the ACC to file their wastewater rate case by the end of April 2016. Rate cases usually take one year to one and a half years to resolve.   | Al Gervenack   |
| 9. <b><u>Bingo</u></b> - report attached   | Mike Trent     |
| 10. <b><u>Governmental Affairs</u></b> - no report   | Merlyn Carlson |
| 11. <b><u>Luke Air Force Base</u></b> - no report  | Mike Trent     |
| 12. <b><u>Marketing</u></b> – no report  | Marion Mosley  |
| 13. <b><u>Membership</u></b><br>Total memberships as of today are 13,797.<br>Total new members for October was 229.<br>The Rec Center is very supportive with the PORA complementary membership to new residents. The Rec Center will pull the PORA complementary membership form from the new resident's packet and ask residents to fill out at the time that they join.                         | Bill Frye      |
| 14. <b><u>PORA Adult Learning</u></b><br>The number of students enrolled is 94% of our target number.<br>Our spring catalog will go to the printer next week.<br>The ABC's are very interested in participating in volunteer week in February.<br>The ABC's would like to hang their volunteer appreciation banner or flag on the light poles in-front of the PORA building during volunteer week. | Dave Poling    |

- 15. Water Committee - no report Rob Robbins
- 16. Roads, Traffic, Safety & Transportation – no report Rob Robbins
- 17. Special Events Liaison Bob Gooltz  
American Cancer Society is sponsoring the Relay for Life Run in February.  
Would PORA like to have a relay team?

- 18. Public Relations/Media Barbara Pitney  
I will be meeting with Adult Learning department this week. We will be working on ways I can help promote classes. I am also working on my article for the spring PORA Insider.

NEW BUSINESS

- 19. Nomination of Barbara Pitney to the PORA Board Merlyn Carlson  
  
**Motion by Bob Gooltz:** to appoint Barbara Pitney as a full member of the PORA Board, from ex-officio member, was second and passed unanimously.

- 20. Appoint a Nominating Committee Merlyn Carlson
- 21. Nominating Committee: Merlyn Carlson, Chairman along with Dave Poling and Rob Robbins.

- 22. We will be putting together a Search Committee for an executive director; Al Gervenack will be the Chairman.

- 23. Approve Bingo donations presented at December 2015, workshop meeting Mike Trent  
  
**Motion by Barbara Pitney:** to approve Bingo donation list for 2015 for a total Bingo donation of \$21,000.00, was seconded and passed unanimously.

- 24. Approve CC&R policy on Corrective Actions Connie Scott  
  
**Motion by Mike Trent:** to approve the change in the CC&R policy was seconded and passed unanimously.

- 25. Approve installation of push button for back door #2 Connie Scott  
  
**Motion by Dave Poling:** to approve the back door installation of push button door opener, was seconded and passed unanimously.

- 26. Approve the annual Sponsorship Agreement with Sun City Publishing. Connie Scott  
  
**Motion by Mike Trent:** to approve the annual Sponsorship Agreement with Sun City Publishing was seconded and passed unanimously.

- 27. Next meeting December 14, 2015
- 28. Comments from Board of Directors

**Motion by Dave Poling:** to approve the purchase of nine IT devices at a total cost not to exceed \$500.00 per device, plus tax and shipping, was seconded with seven yes votes, one no vote by Bill Frye, Rob Robbins absent and did not vote, the motion passed.

**Al Gervenack:** the cell phone tower equipment wall is looking bad in the back parking lot, the paint is starting to come off.

**Connie Scott:** I will talk with them.

**Mike Trent:** The Palm trees look like they have dead branches. Should we trim the trees again?

**Connie Scott:** I will follow up.

29. Comments from PORA members, press or visitors

**Tina Gray:** Would you tell me about the CC&R going from three letters to two letters.

**Marion Mosley:** Currently the CC&R, investigating department, investigates and sends out three letters to home owners that are in violation. Then if no response, the violator is turned over to the Rec Centers, enforcers of the CC&R's. This will shorten the process by several weeks.

30. Adjournment at 2:10 p.m.

By: \_\_\_\_\_

  
Mike Trent, Secretary

Date: \_\_\_\_\_



**SPECIAL BOARD OF DIRECTOR'S MEETING**  
**Monday, December 7, 2015, 2:00 p.m.**  
**Minutes**

Attendees: Merlyn Carlson, President  
Al Gervenack, Vice President  
Mike Trent, Secretary  
Marion Mosley, Treasurer  
Rob Robbins

Dave Poling  
Bill Frye  
Barbara Pitney  
Bob Gooltz

Connie Scott, Executive Director  
Linda Munson, Office Manager

1. Special Meeting
2. Establish a quorum

Merlyn Carlson  
Merlyn Carlson

The sole purpose of the Special Meeting was to appoint Dave Poling as vice-president of PORA effective January 1, 2016, and to appoint Rob Robbins as an alternate intervenor for the ACC.

- Rob Robbins nominated Dave Poling to complete Al Gervenack's term as Vice President effective January 1, 2016 to end June 2016. The nomination was seconded and passed unanimously.
- Motion by Dave Poling: to thank Al Gervenack for his work and willingness to continue serving on the board was seconded and passed unanimously.
- Discussed Rob Robbins as an alternate intervenor for the ACC.  
Motion by Al Gervenack: to make Rob Robbins an alternate intervenor on behalf of the board, was seconded and passed unanimously.

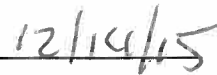
Adjournment at 2:33 p.m.

By: \_\_\_\_\_



Mike Trent, Secretary

Date: \_\_\_\_\_





# 6

PORA  
Executive Director's Report November, 2015

**Administration**

- The Newcomers Coffee was a success and well attended. Thank you to Director Poling for speaking on behalf of PORA.
- We hired a maintenance man in October, his name is Bob Strieff, and he is doing an excellent job. A 30 day notice will be submitted to our current janitorial service and I will hire a janitorial service to strip/buff the tile as well as clean the carpeting annually.
- Gayle Moller is gathering the information for a quote on cyber insurance, from staff.
- The windows on the building were cleaned both inside and outside.
- Terry Taylor presented a realtor's seminar on October 22<sup>nd</sup>; both morning and afternoon classes were well attended.
- The annual building inspection of fire extinguishers and batteries has been completed.
- The Art Club removed and hung various paintings from several artists.
- We received \$1,384.00 in donations for the month of October.

**CC&Rs**

- 104 new violations were recorded for the month of October and 268 field checks were completed.
- The CC&R team performed four plan reviews and five compliance reviews.

**Office Manager**

- The front office recorded 1,657 walk-in residents for the month of October versus 1325 in September.
- The office sold eleven PORA hats/visors and nine Wildlife World Zoo tickets.

**Consumer Services**

- There were 1084 calls and walk-ins in October, versus 817 in September; 24 compliments were recorded.
- 213 volunteer hours were logged in the month of October.

**Visitors Center**

- Visitors for the month of October totaled 1,088 versus 785 in September. 765 were local visitors; 214 were visiting from out of state; 96 visited from other cities within the state of Arizona; and 13 foreign visitors.
- 101 homes were sold in October.

**Marketing**

### **Marketing**

- Marketing is currently in the process of booking spaces for the Vendor Expo in February 2016 at the Rec Centers Social Hall. Emails to last year's participants have gone out. The balance of vendors will receive their notice at the end of November.
- To date, the spring 2016 Insider is sold out. The committee is busy putting the next issue together.
- Thanks to Roger's return, he is instrumental in assisting the department during these busy times.

### **PORA Adult Learning**

- Classes are going very well and there are still classes beginning in November and December.
- Adult Learning Coordinators are pricing chair racks.
- Director Poling will give a full report.

### **Membership**

- Membership is currently calling residents that previously did not renew. Please see attached report.

# 7

PORA Financials  
October YTD 2015  
2015-2016 Fiscal year

The numbers below reflect year to date totals from July 1 – October 31, 2015. Below is a snapshot of the top sources of income, total expense and net income vs. 2014-2015 actuals.

**Source                    2014-2015 Actual Income / 2015-2016 Actual Income / % Increase/Decrease**

Revenue:

Bingo	\$44,664	\$28,048	-37.2%
Membership	\$38,670	\$37,205	+ 3.8%
Business Services	\$52,006	\$46,055	-11.4%
Promotions & Adver	\$20,531	\$10,253	-50.1%
Adult Learning	\$10,560	\$14,670	+28.1%
<b>Total Revenue</b>	<b>\$230,622</b>	<b>\$220,757</b>	<b>-4.3%</b>

The *Total Revenue* reflects the revenue stream from all sources. Above are the top 5 sources only.

**2014-2015 Actual Expense / 2015-2016 Actual Expense / % Increase/Decrease**

Total Expense	\$223,075	\$238,180	+6.8%
Net Income	\$7,547	-\$17,423	

The numbers reflected above are normal for first quarter, as our winter visitors return and activity at PORA increases, the numbers normally follow suit.

Cash Assets:

BMO Harris Operating Account	30,343.74
BMO Harris Money Market Sav's	193,955.24
BMO Harris Bingo Acct	28,047.90
BMO Harris Bank CD	48,601.59
Mutual of Omaha CD's (4)	251,984.87
Compass CD (2)	83,873.49
First Bank – ABC's	2,669.89
Misc working accounts	940.00

Total Cash Assets                    \$ 640,416.72                    2014 Cash Assets \$ 581,324.61

Marion Mosley, Treasurer, 11/16/2015

#9

### Bingo Report October-15

Number of Weeks Played	5		
Number of Players	1638	Avg: ~	328
<b>Total in Checking Account as of:</b>	<b>9/30/2015</b>		<b>\$ 38,303.52</b>
<b>Income:</b>			<b>23067.00</b>
Total Card Sales	22835.00		
Total Supply Sales	232.00		
<b>Expenses:</b>			<b>33322.62</b>
Total Prizes Awarded	17104.00		
Inducements Paid Out	1210.00		
Other Expenses			
Equipment	10113.60		
Donations	3000.00		
Rent	900.00		
Tax - License	774.69		
Promotion-Advertising	225.00		
Bank Charge	-4.67		

**Total in Checking Account as of: 10/31/2015 \$28,047.90**

Respectfully Submitted,



Mike Trent, Director  
Bingo Proceeds Coordinator



#13



Connie Scott <poraedir@gmail.com>

**Current Membership Count**

1 message

**PORA Membership** <poramembership@porascw.org>  
To: Connie Scott <execdir@porascw.org>

Mon, Nov 2, 2015 at 11:51 AM



# Welcome Membership Team

## Today is November 2, 2015

8703 Active Accounts 338 Inactive Accounts 9041 Total Accounts	1144 new accounts so far in 2015 2 new accounts so far in November There were 161 new accounts in October
13239 Active Members 471 Inactive Members 13710 Total Members	1716 new members so far in 2015 2 new members so far in November There were 229 new members in October

Sherry Pratt (Monday-Wednesday)  
Lynne Strieff (Wednesday-Friday)  
Membership Account Coordinators  
[623-584-4288 X 431](tel:623-584-4288)

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