

## Crane Lakes Homeowners Association

Workshop Meeting Minutes

January 5, 2022

This meeting was called to order at 6:30PM in the Clubhouse Card room. Joe Peterson, Mike de Weil, Sharon Sommer, Jenny Norado, Kacey Vogel and Kim Bartow were present. Mary Racila was absent. There were 2 Committee Chairpersons in attendance.

### General Business:

1. WEBSITE: Updates that will be completed on the website include: 2022 Board members, new workshop meeting dates/times & updated liaison chart. There may be other items that need to be updated also.
2. TICKET SALES: There was discussion of the new ticket sale process. Two team groups (2 persons on each team), may need to be present for the first night of sales. Calls will be made this week to firm up at least 3 more teams. The E-mail Blast will include a call for volunteers for the Ticket Sales Team.
3. Bill and Barb Hawkins will be acting Chairpersons of the Ticket Sales Team and will be responsible to keep the cash boxes, seating charts and other ticket sales supplies. They will also be responsible to get the report of sales and money to the Treasurer for depositing. They will text or email a "bottom line" to the event chairperson for informational purposes.
4. Sharon Sommer will add the Ticket Sales Team to her liaison list and will schedule a meeting with the teams to go over procedures once they are all signed up.
5. LIBRARY: There are old books in the HOA storage room that need to be moved and donated possibly to Save the Animals Charity. Team Library will be contacted to have their book removal person move those books. We will ask Team Library to relocate the new book cart and to remove the cardboard boxes that they are using for temporary storage. They can purchase some heavy duty acrylic containers to use in place of the cardboard.
6. CLEAN UP: We will ask folks to relocate their chairs after the general meetings and leave things as when they arrived. This is also an issue after Bingo. An announcement will be made at the next meeting to address both of these issues.
7. ACTIVITIES: Dorothy Herbowy gave a brief report on the New Year's Eve Party. She felt it was generally a success. There were some issues with servers. Catering was an option for future larger parties including Cafe 101 in Daytona.
8. We would like to add more hand sanitizers on the tables at future events and be overall more pro-active on sanitary options for attendees.

9. Dorothy will make a list of utensils that should be added to the current inventory of the kitchen and forward that list to Mike de Weil.
10. It is important for Activities Chairperson to actually hear the entertainment groups perform prior to hiring them. Michele Steinke is lined up for the St. Patrick's Day Event.
11. We need to have a checklist of things to do for each event that can be a detailed guideline for the Event Chairperson. A copy of this proposed form will be sent to each Board member for additions/corrections/omissions review.
12. HOA would like to move forward with purchasing the black chair covers for the dinner events. Dorothy will look into cost and availability.
13. It was suggested that we have an appointed photographer for events. Peg Waters was suggested and will be contacted by Kacey Vogel.
14. Dorothy will have a completed calendar for events for 2022 at the General Meeting for the Board. Once received, the E-mail Blast can include a call for Chairpersons for these events.
15. Structuring the number of door prizes was discussed but it was decided to leave this decision to the Chairpersons for now.
16. WORKSHOP MEETINGS: Workshops in the future will start at 6PM.

This meeting was adjourned at 7:45PM by unanimous consent.

Respectfully submitted,  
Jenny Norado, Secretary  
CLHOA