

Newberry Springs Property Owners Board meeting minutes of Monday, Feb 2, 1015

Meeting called to order at 4:30 by President Ellen Johnson.

All board members were present for this meeting.

Minutes of the last board meeting were waived.

Old Business:

With some discussion it was agreed to remove Harvard from our title and put in Area instead. So our title will be Newberry Springs Area Property Owners Association.

In reviewing the by-laws some alterations were made in the duties of directors. The two mostly modified were:

1. Duties of the Secretary shall be to record the minutes of all meetings, type up and prepare for presentation at meetings, and perform any other duties assigned by the President.
2. The Executive Director works as administrative officer and general manager of the organization, and acts under the direction of the Board. The specific duties of the Executive Director shall be filing and keeping of all files and records, working with the president on agendas and making copies of same, editing minutes, and making copies of same. Ordering and purchasing all office supplies. Copying agendas and other materials for board and membership meetings, and coordinating setup and break down of meetings.

Vickie agreed to do the changes and Pastor Charles will get them to Sam Brock for printing to be ready to pass out at our next meeting. The membership will have the by-laws for review. Any alteration suggestions must be given to Ellen by March 2<sup>nd</sup>. If there are no more alterations then they will be on the March general meeting for approval.

Pastor Charles having a better understanding of the duties of the Ex. Director said that with his schedule, he would not be able to carry out all of the duties of this position, and suggested he just be a director. With further discussion he said that publicity is his forte, so Ellen appointed him as Publicity Chairman and he can pick his committee as needed.

It was agreed that since we are changing our membership dues to the same time each year for everybody June 1<sup>st</sup> to May 31<sup>st</sup>, our fiscal year would be the same, so an auditing committee will be appointed, and do the auditing in mid-June.

In preparing the general meeting agenda for February we will need to discuss the need for an Executive Director. We should have the duties available if anyone is interested in the position. Ellen will send a draft of the agenda out for approval and will prepare a meeting packet including the agenda, minutes and treasures report.

Vickie said the newsletter committee is coming along smoothly, everyone is working together. Each group will split the cost of the newsletter, hoping that enough ads are sold to cover most of the expense.

Ellen reported that LAFCO will not be trying to join the 3 CSD's at this time but will be keeping a watch.

Flyers will be prepared and sent out this week to announce that Maria Serret with Edison will be at the February meeting, the need for an Exc. Director, and to encourage 'all' residents to attend and converse over coffee and sweets.

Pastor Charles said he has been working with the Audubon Society and may have a speaker for the March meeting.

The meeting was adjourned at 5:45 pm

Respectfully submitted by  
Margaret Graessle, Secretary