



**Vistoso Community Association
Nominating & Election Committee Meeting Minutes
November 16, 2023**

Present: Dan Sturmon, Chair; Gayle Lopez, Joan Sauer and Susan Wood

Staff: Barbara Daoust, General Manager, and Priscilla Harris, Assistant Community Manager

I. Call to Order

Dan Sturmon called the meeting to order at 3:00 PM.

II. Adopt Agenda

A motion to accept the agenda as presented was made by Susan Wood and seconded by Gayle Lopez. Motion carried unanimously.

III. Approval of October 16, 2023, Minutes

A motion was made by Susan Wood and seconded by Gayle Lopez to approve the October 16, 2023, minutes as presented. Motion passed unanimously.

IV. Committee Charter

The committee reviewed the suggested changes to the charter and the difference in responsibilities and tasks. It was recommended that incumbents cannot serve, nor their spouses can serve on the committee. The Nomination and Election Committee "Specific Responsibilities" were modified to the following language:

- Call for candidates for nomination to the election of the VCA Board of Directors.
- Orientation candidate of duties, responsibilities and time commitment of directors.
- Notify VCA members of the election, slate of candidates, and facilitate candidate and member communications.
- Oversee the election process, mailing of ballots, online voting, security and accuracy of the returned ballots.
- Certify the election in writing to the Board Secretary of the election results and total quorum count.
- Work closely with the VCA General Manager and Committee Chair to complete all necessary tasks and duties, including the annual meeting.

A motion was made by Gayle Lopez and seconded by Joan Sauer to accept the language modification made by the committee and recommend to the board approval. Motion was unanimously approved.

V. Candidate Application

The committee reviewed and made changes to the candidate application packet. (Copy attached.) Copies will be available on the website. Benefits for running for the board will be in the newsletter and posted on the website.

A motion was made by Susan Wood and seconded by Gayle Lopez to adopt the modifications made by the committee to the Candidate Application Package. Motion passed unanimously.



VI. **Candidate Video**

It was explained that two options exist on hosting candidate videos to members for viewing: create a You Tube account or through the Connect Portal. Discussion ensued whether there was enough time to provide this option to meet the VCA standard and suggested further research. Some committee members expressed concern on how candidates might react to this requirement.

A motion was made by Gayle Lopez and seconded by Dan Sturmon to place the videos on the website with legal advice, candidate input and board approval. Motion failed with one vote in favor and three opposing votes casted by Dan Sturmon, Joan Sauer and Susan Wood.

VII. **Meet & Greet**

It was recommended that the Meet & Greet be eliminated and during the January board meeting when the candidates are introduced to have each candidate speak for three minutes and answer any questions from the audience. The committee discussed members questions should be answered by all candidates.

A motion was made by Dan Sturmon to eliminate the meet & greet and to combine the candidate forum with the January board meeting. Motion passed with three votes in favor and one opposing vote cast by Gayle Lopez.

VIII. **Candidate Outreach**

The committee chairs will be requested to reach out to all committee members for interest in running for the board.

IX. **Next Meeting Date**

The next meeting date is tentatively scheduled for Monday, December 11, 2023, at 3:00 PM.

X. **Adjournment**

A motion was made by Susan Wood and seconded by Joan Sauer to adjourn the meeting at 4:41 PM. Motion unanimously carried.