



**Vistoso Community Association
Nominating & Election Committee Meeting Minutes
October 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 Gayle Lopez and seconded by Joan Sauer. Motion carried unanimously.

III. Review of Committee Charter

The committee reviewed the charter and discussed the responsibilities of the committee. Discussion ensued on the following points:

- Vet all candidates to ensure that they have the proper competencies, experience and willingness to fulfill their duties and responsibilities.
- Meets the requirement of the application.
- Recruit candidates.

Gayle Lopez will draft language for the committee's consideration.

IV. Review of Calendar Events

The committee reviewed the calendar of events for the 2024 election process. Most dates are dictated by the governing document.

V. Candidate Meet & Greet

The committee reviewed the Sun City and Saddlebrook 2 election practices. Topics that were touched on:

- Host coffees
- Meet with committees
- Candidate orientation
- Host candidate forums
- Members ask questions
- Committee develop questions for Meet & Greet. All candidates answer the same questions.
- Record Meet & Greet Session
- 10-minute video of candidate posted on website
- Add head shot of candidate with bio on website
- Allow bios to be 300 words. This will be added to the application along with the request for a head shot.
- Provide table for Nomination & Election Committee at the Fall Event. Gayle will create a poster for the table.



VI. **Review Binder Material**

The committee agreed to keep the digital format in the current order.

VII. **Auditing Ballots**

The Association Attorney Mark Sahl will perform an audit of the ballots the Tuesday before the annual meeting date along with two members of the Nomination & Election Committee.

VIII. **Next Meeting Date**

The next meeting date is tentatively scheduled for Monday, November 13, 2023.

IX. **Adjournment**

A motion was made by Susan Wood and seconded by Joan Sauer to adjourn the meeting at 4:04 PM. Motion unanimously carried.