

GLA Communications Committee

Meeting 7-2-2015

This meeting summary/interpretation is being distributed to the GLA Board and Community as a volunteer service by GLFPC. Your suggestions are welcome should there be oversights or errors. If the GLA Board decides to use this summary/interpretation as a resource for their official meeting minutes, we kindly request an email copy of those official meeting minutes, upon approved completion by the GLA. Thank you.

The phone conference meeting of the Communications Committee (CC) opened with Chairman Robert Branson announcing that he had not prepared an agenda, but he would see where things would go. Others present at this meeting were Board President and CC member Dan Kehoe, volunteer Secretary/Non-Board member Alyssa Allen and paid Administrative Assistant Karleen McSherry.

Initial discussion focused on GLFPC meeting summaries. Citing GLA's Privacy Policy, Dan Kehoe said GLFPC should use password protection on their meeting summaries lest board business, which is done in a "closed environment," be publicly available to millions of internet readers. In particular, Dan Kehoe said he would either ask GLFPC to begin using password protection, or he would have the GLA lawyer make that request. Per Dan Kehoe, these matters will be included in the July 13, 2015 Board Meeting.

After discussion led by volunteer Secretary Alyssa Allen about the GLA newsletter, consensus was reached that the newsletter had to be quickly reviewed and the content approved, in order to be mailed out to all landowners on the following Monday, July 7th.

The next topic was a recent GLFPC email letter to the board titled, The GLA Administrative Assistant Role and Duties: Landowner Concerns. Briefly, the letter requested a copy of the administrative assistant's initial job description from last winter, along with revisions to her continually enlarging list of duties, and potential budgetary consequences. (See entire letter of concern below.) After considerable debate among the two present board members, the volunteer secretary and administrative assistant, Dan Kehoe stated the granularity of the nature of the GLFPC request required no board response; and that he may seek advice from the board's attorney. Further discussion about the letter of concern showed that the CC believes they have a right to manage and take care of GLA business as they see best and that if landowners do not trust them enough to do so, then the landowner remedy is to "boot" them out of office.

Changing direction, the four participants focused on a recent GLA Project Review approval that involved a septic complaint filed with the county. Again, much discussion ensued among the two board members and two participants. Rather than create complicated policy and procedure for the Project Review committee to use for future situations like this, the CC decided by consensus to simply add a note to the usual

approval notice form clarifying that no construction can move forward until all permits are obtained.

In an apparent response to landowner requests to shorten the typical two-month turnaround time for official minutes to be made available to landowners, volunteer Secretary Alyssa Allen reported that the June 15, 2015 Board Meeting minutes were ready for board review within two weeks of the last meeting. Per recent legal advice, the board is planning to review and approve their minutes by email. Official minutes would then be electronically available to those landowners who have submitted requests to receive them.

The four participants at this CC meeting discussed finding volunteers to collate and assemble Welcome Packets for new Glastonbury landowners. Whether to personally deliver the packets or send them by mail is yet to be decided.

No action was taken on repeated landowner requests that the GLA begin using email for official GLA meeting notices and other communication with landowners.

Please attend the next board meeting Monday, July 13, 7 pm at St John's church. The more people in attendance the greater the chance of positive change for our landowners association.

Glastonbury Landowners For Positive Change

July 2, 2015 E-mail Letter:

The GLA Administrative Assistant Role and Duties: Landowner Concerns

Note: This email is being sent to the GLA Board, all of the subscribers to the Glastonbury Landowners for Positive Change and other landowners.

Requested Information:

- 1) The advertised list of duties of the GLA Administrative Assistant at time of hire,
- 2) The current list of Admin Assistant duties, if it has been revised since Admin Assistant was hired, (the non-board member, volunteer GLA Secretary, Alyssa Allen, stated in June 2015 GLA Board Meeting, that there was such a documented list of the Admin Assistant duties),
- 3) Any weekly or monthly status reports our paid assistant has submitted during her GLA employment, accounting for her time charged,
- 4) The check registry records of payments made to the Admin Assistant since her date of hire, including dates and amount paid.

Glastonbury Landowner for Positive Change (GLFPC) Concerns:

It appears to several landowners that the use of the Admin Assistant's time and GLA funds may be misdirected:

- a. Which Board Member is the primary Point of Contact (POC) to whom the Admin Assistant reports to? This is the person primarily responsible for directing and prioritizing work, verifying hours charged and receiving/verifying work products completed.

b. Does the POC monitor and prioritize the Admin Assistant's duties on a day-day or week-week basis? (Necessary to get the most important work done first within her designated hours). How is this done: through the use of weekly or monthly status reports?

c. Why wasn't producing the Board Meeting Minutes made her top priority at the June 2015 Board Mtg, when instead the Board moved and approved to extend her designated hours from 15 hrs/week to 20 hrs/week?

d. Who authorized and directed the Admin Assistant to attend multiple GLA landowner committee meetings, including the Communications Committee and the Project Review Committee meetings?

i. For what purpose? As a non-landowner she should not be a participant in any landowner meetings. No meeting minutes were produced by the Admin Assistant for any of the committee meetings she has attended.

ii. Per Communications Committee Chair Robert Branson's report at the April 13, 2015 Board meeting, the Admin Assistant is now the "hub" of the Communications Committee. Her role as the hub of the Communications Committee is unclear.

iii. Concern: It appears the GLA is being charged for her driving time and attendance time at GLA landowner committee meetings, where typically a lot of time and discussion ensues, sometimes with no conclusions or action items. The Admin Assistant may be efficiently "kept up to date" on any resulting GLA committee actions by quickly reading the Committee Meeting Minutes, after the fact.

e. Who authorized and directed the Admin Assistant to perform RSID Research?

i. For what purpose? Her role in producing the GLA Newsletter should be simply to gather input submitted to her by GLA Landowners and then format any Board approved input into the Newsletter. Only GLA landowners may submit information for inclusion in the GLA Newsletter.

ii. Concern: Why is the GLA paying an Admin Assistant to perform 1) a duplication of effort already done by the Road Committee voluntarily, and 2) something concerned GLA landowners may do themselves on their own time? Paying an Admin Assistant to perform either of these items may be an unnecessary expenditure of GLA funds. If there is RSID research needing to be done, there are many volunteers within the GLA landowner group that would be happy to help with this.

f. Who authorized and directed the Admin Assistant to review, correct and spend multiple hours assisting more than one owner on completing GLA Project Application forms?

i. It is not the Admin Assistant's role to approve Project Review forms submitted. The role of Admin Assistant to the Project Review Committee should be to 1) refer landowners with questions to the GLA website where all Building Project Improvement forms are located and explained, 2) accept forms from landowners and forward those forms on to the Project Review Committee, for them to review. No more than 1 hour total per any given owner should be required for administrative duties in regard to these. If a particular landowner requires more than 1 hour assistance in submitting their forms, the Admin Assistant should refer them to a Project Review Committee Member.

ii. GLA Project Review Committee Members should spend the time required to be sure each submitted application is complete and approved and work directly with the landowner themselves, as this will allow them to become familiar with what is requested and to be done. The Project Review Committee should also be responsible for verifying any Park County permissions or permits granted prior to GLA Board approval.

iii. Concern: The Admin Assistant is being paid to perform Project Review duties that are normally performed by Project Review Committee members voluntarily (unpaid), again resulting in an unnecessary expenditure of GLA funds.