

## **APRIL 2020 – EXECUTIVE COMMITTEE MEETING MINUTES**

Downtown Residents' Council, Inc.

**Date:** April 30, 2020 @ 3:00pm

**Place:** Zoom virtual meeting

**Members present:** Sue Byrom, Alan Bunker, Gary Bryson, Lisa Sprague, John Stringer



Sue called the meeting to order at 3:04.

### **Items for Discussion/Action**

1. **Approval of April 16 executive committee meeting minutes** – Approved unanimously.
2. **Full Board meeting:** Under discussion were the questions of how to hold a virtual full Board meeting, presumably via Zoom, and how membership will be able to vote new Trustees onto the Board. Gary proposed and John seconded a proposal that we have a Board meeting via Zoom next week and ask the full Board to approve a membership election of trustees via email; all agreed. Gary will set up the Zoom meeting. Sue will send an email blast to members, explaining this process as a consequence of being unable to meet in person per orders from the Governor, and will include information on the candidates proposed by the Nominating Committee. Members will be offered the opportunity to write in the name of additional candidates should they desire to do so.
3. **Membership renewals:** Membership chair Jan Hirlinger has reported that membership renewal notices have been suspended during stay-in-place orders, and seeks Board guidance on when to resume the process. John suggested that a grace period of three or four months should be extended to all members, not just those whose renewal dates happen to fall within this period of shutdown. It was agreed to make this an agenda item for the full Board meeting, after asking Jan to weigh how difficult such a grace period might be to implement.
4. **Board Procedures and Duties:** Gary requested that the full Board be asked to approve the DRC *Procedures and Responsibility Guide for Trustees and Officers*, a document that Gary and John put together. John defines this as a “living document” that will require ongoing revision, citing as an example the upcoming software change from Better Impact to Wild Apricot. He suggested that asking 17 board members for comments and suggested changes would be unwieldy and certainly time-consuming, and further suggested that the Board might want to appoint someone to oversee such a task. Lisa noted that the document is not altogether complete as it is, her example be a requirement that “Minutes should be retained for X years.” After discussion, Gary made a motion that the Board be asked to approve the document. No second being offered, the motion was tabled.

- 5. Request from 3CDC for support letter regarding Court Street** – Sue had circulated the text offered by 3CDC. John proposed specific edits and Sue agreed that she would make changes and send a draft to the full Board for approval at the virtual meeting.
- 6. Other business** – John reminded the group that bank account signatories at 5/3 needed to be changed to reflect new board officers; he was not sure whether this had to be done in person. Al volunteered to contact the bank.

The meeting was adjourned at 3:50.