

Crane Lakes Homeowners Association
Workshop Meeting Minutes
May 2, 2022

Meeting was called to order at 5:50PM with Joe Peterson, Sharon Sommer, Jenny Norado, Kim Bartow, Mary Racila, and Kacey Vogel present. Mike de Weil was absent.

1. Jenny will contact Donna and Jane to move forward with Brenda on the upcoming events. Jane has packets ready for her to use for each event. The final P&P for activities should follow these meetings.
2. One (1) week prior to the event hostess will be responsible to pick up event checks from the Treasurer, for the band, clean up and any other checks needed for the night of the event. this will be added to Activities P&P.
3. The Board proposes ticket sales to last for only 2 weeks, sales going from 5:00PM - 6:30PM on Monday nights. Week 1 of sales will be to all members interested. Week 2 will be to both members, non-members and guests. Handing out numbers to arrivals will now become the responsibility of the Ticket Team rather than a Board member. Tickets can be sold by the hostess after the end of sales if she chooses to do so. Once week two of sales is complete, tickets will be delivered to the hostess. It will be the responsibility of the hostess to turn over the remaining tickets and any monies from the subsequent sales to the Treasurer with her final budget report. A deposit and breakout sheet will be revised for ease of accounting at the end of each night of ticket sales. These changes will become part of the Ticket Sales P&P.
4. Event posters will have the date of tickets sales added to the required wording for each event.
5. Stadium seating for the John Denver Event will be approved at the next Board Meeting.
6. No drop box will be put on the library walls. The library can use the HOA box across from the gym or the box in the hallway leading out to the pool.
7. There should be no cleaning up of tables during events when the band is still performing. If attendees choose to leave early, they can dispose of their cups and plates but not the table covers or decorations. This will be made a part of the policies and procedures.
8. They Fourth of July Event will be a "Weenie Roast" with hots dogs/buns, several toppings, bags of chips as the meal. A chili cook off will also take place at the same time meals are being served. The following items will be needed: hots dogs, buns, mustard, mayo, relish, onions, paper hot dog sleeves, chili cups, spoons, napkins, sturdy paper plates. Sharon will check on trophies. Joe will secure the entertainment and look for a "chef" for grilling. Ticket sales for this event will be June 13th and 20th for both purchased and free tickets. Purchased tickets will be \$5 each. Mary will print 400 tickets and create the full page insert for this month's Courier.
9. Jenny will start working on a P&P book for each Board member with each committee represented. We still need P&P for bereavement, budget, statutory, community mail and welcome committees.
10. Joe and Jenny will meet to make a list for webmaster corrections on the main webpage.

The meeting was adjourned at 7:30PM by unanimous consent.

Respectfully submitted,
Jenny Norado
CLHOA Board Secretary