

Notes from the Retreat of the Board of Directors
Wednesday, September 7, 2016, from 4 to 6PM
St. Theresa Catholic Church Parish Center
Lyons Avenue and Rufus Allen Boulevard, South Lake Tahoe, CA

Board Members present: Alling, Barnett, Riley, Walker and Wallace. Absent: Camacho

President Barnett noted that this retreat was scheduled to discuss office staffing during the months of November, 2016, through April, 2017. As a follow-up to this discussion, a revised Work Plan and Annual Budget will need to be considered at the next Board Meeting.

Interim Executive Director Kope stated that she is willing to work long distance from her home in Palm Springs during those months and to act as an advisor and coach to office staff. In addition, she will be available to participate in the regularly-scheduled project progress calls for Sierra Garden Apartments.

Kope advised the Board that she has found someone interested in becoming the Office Manager while she is gone and distributed the resume of Jan O'Brien. President Barnett asked Kope to prepare a job description for an Office Manager position. An informal lunch will be scheduled for sometime next week, and any Board Member is invited to join in. Time and place to be determined.

It was decided that Treasurer Walker will work with the bookkeeper, Cece Bachelder, and Kope to come up with revised figures for salaries. Twenty to thirty hours per week should be budgeted for an Office Manager and five hours per week for Kope.

Kope was directed by the Board to proceed with the purchase of a new laptop and printer, and to send a letter to El Dorado Savings Bank requesting a donation to cover the expense.

Due to all the work involved with the sale, refinance and rehabilitation of Sierra Garden Apartments, the Board may wish to consider putting the Resident Liaison position on hold indefinitely.

Notes Prepared by Cathy Kope
Interim Executive Director