

Minutes approved by quorum via email.

**PMCPOA Planning Committee
Meeting Minutes 07/13/24
Pavilion Room**

Call to order by Nichole Gates at 3:09pm

Committee members present: Cliff Penick, Ewa Lipinska, Bob Wyantt, Terry Butler, Madison Bottorff, Nichole Gates. (all of these members have submitted their applications into the committee). **Absent:** Gene Vanderford.

Guests: Paul Mobley via zoom.

Board Member liaison: Candace Bennett.

1. Vote on Chair and Vice Chair positions.
 - a. Nichole Gates nominated for Chairperson of Planning Committee by Cliff Penick and seconded by Terry Butler/Madison Bottorff.
 - b. Madison Bottorff nominated for Vice Chairperson of Planning Committee by Nichole Gates and seconded by Cliff Penick/Terry Butler.
 - c. Tabled Secretary appointment until final committee members identified. Madison Bottorff will continue to carry out Secretary duties until another secretary has been appointed.
2. Nichole Gates engaged the committee in a review of the charter.
 - a. Nichole Gates projected and read through the Planning Committee Charter description/purpose.
 - i. Survey
 - ii. Strategic Plan
 - iii. Facilities Master Plan
 - iv. Goals of the PMCPOA
 - v. Actions Plans
 - vi. **Discussion items:**
 1. Reworking the Facilities Master Plan so that it is a living document and research on how to do this. Perhaps our POA Communications Director, Gisa Seeholzer, can help with formatting or give ideas.
 2. Survey:
 - a. We will begin collating survey data after our next meeting and consider the most effective way to share results back with the community.
 3. Will there be a specific clubhouse remodel project survey that goes out? A member vote? No info yet on these questions as more information is needed about what is actually possible as far as a remodel/rebuild, etc.
 4. Candace Bennette will look into changing the procedure around A2 approval so that the timeline is updated to allow for more ample time to implement plans as appropriate. (i.e. from January approvals to October approvals, meaning that the A2 submission deadline will be in October instead of January, potentially).
 5. Discussed future potential to have shorter, more frequent surveys on the new POA website to get community input more often.
 - b. Nichole Gates projected and read through the Common Rules of all Committees.
 - i. **Discussion items:** Management of guest attendance, ethical communication of committee meeting discussion, use of board member liaison, general workings of the committee and procedures.
3. Discussed changing the time for future meetings to increase engagement.
 - a. Committee all agreed on trying to change the regular meeting time to the 2nd Saturday of the month at 10am. Nichole Gates will confirm with Adel Martin and send out an appropriate record of

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change and inform the committee for our next meeting which will then be scheduled on 8/10/24 at 10am.

4. Upcoming plans:
 - a. Send out and review the previous strategic plan in word doc form to all committee members.
 - b. Nichole and Madison will review the previous strategic plan spreadsheet to determine which goals were met and which will continue on to be completed and reassigned to new/different committee members.
 - c. **Discussion Items:**
 - i. Committee will begin to consider which other committees will be involved in maintaining previous goals and new goals determined once the recent survey's data has been collated.
 - ii. Candace Bennett, our board liaison, will be working more closely with the board to ensure that there is more thorough communication and follow through on strategic plan goals across the committees.
5. Guest Comments:
 - a. Paul Mobley: Discussion of traffic safety on both Kern County hwy and POA streets. Encouraged Paul to discuss his concerns with board director Gabriel, liaison for the Safety Preparedness Committee.
6. Adjournment: 4:38pm by Cliff Penick, seconded by Madison Bottorff/Nichole Gates.

Next meeting August 10th, 2024–PMC Pavilion

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