

SUDDEN VALLEY COMMUNITY ASSOCIATION
DOCUMENT REVIEW COMMITTEE
Friday February 3, 2023
Dance Barn 3:00 PM
MINUTES

1. Call to Order at 3:00 pm
2. Roll Call
Present: Nancy Alyanak, Chair, Sonia Voldt, member, Linda Bradley, member
& Jo Anne Jensen, GM
3. Adopt Agenda : Unanimous
4. New Business: Ad hoc Committee Charter Template Discussion

In second **WHEREAS**, Replace *responsibilities* with *specific duties*

Note: underlined *New Committee* can be replaced with *Task Force* so charter template can be used for either one.

In **THEREFORE**, replace previous expiration language with *This charter will expire immediately following the 2023 Annual General Meeting(AGM) or such period as the board may specify.*

In **Purpose**, replace *determined* with *adopted*.

Discussion on ad hoc vs. standing vs. advisory committees.

Membership discussion--add members shall " *agree to follow SVCA Bylaws, Resolutions, Policies, Rules, and Regulations* to first sentence. Removed require board permission to form subcommittees.

Meetings and Procedures Discussion on quorums. Add *No business shall be conducted with less than a quorum present.*

At this point we had 15 minutes left to finish by 4 PM.

Responsibilities This heading was replaced by **Authority** and **Deliverables**

Discussed ways to state committee authority. Added the term Deliverables to describe committee duties and responsibilities.

Chair motioned to forward and present Draft Charter to the board for their consideration at next meeting. Passed unanimously.

5. Adjourn 4:08 pm

Nancy Alyanak
DRC Chair