

(color to be white) for the in-store boxes which will be up soon.

Updating Owner Records

Even though the voting ballot must be mailed to all owners, the owner packet can be emailed to those wanting it electronically. The savings come in the printing costs of the packet and the processing costs of putting the packet together. In the owner packet, there will be directions for owners explaining how they can get the packet emailed to them in the future. At Donna's suggestion we settled on having 2 mailing lists, with packet and without. The mailings will be concurrent, and both use the bulk mailing structure. The result will be no postage increase, and the above noted printing savings.

The in-store update drive will begin in February. The marketing department will create large signs to hang by the registers and committee members will help to hang them after their meeting on Feb 2nd. The owner update form used at Customer Service will include a way for owners to indicate their interest in getting the annual owner packet electronically. The committee will help with data input of the new email addresses.

Annual Owner Meeting

The committee discussed preliminary plans for the owner meeting and updated the planning calendar due to the date change of the vote for new board of directors. The results must be announced at the meeting per our by-laws. The plan is for a festive event with (no main meal,) wine, beer tastings and a provided dessert. By not providing a full meal, tables are not needed and more people can fit into the room, as well as costs can be managed better.

Voting begins on June 1st and ends June 21st. The meeting notice will be included in the mailed ballot which will arrive in mailboxes by June 1st. The meeting notice needs to be sent no later than 7 days in advance and no earlier than 30 days in advance. The committee decided the best date for the owner meeting date would be June 27th. Ballot results should be known by that point (generally within 3-4 days after balloting closes).

Colleen will check on room availability at Chinitimini Senior Center and will research dessert costs. LaDona will research supply rental costs. Robert will report to the board on the date and ask for direction on the actual meeting format since last year it was suggested that we could have a speaker at the meeting rather than the question answer format.

Digital Committee Archives

Each board committee has been assigned a "google doc" in the Co-op domain. It allows for collaboration on documents by all committee members. Committee members can upload documents to share and for easy reference. If a committee member has a google account they will have a bit more access though it is not required. Cheryl will be sending links to each committee member and will upload pertinent documents including: committee charter, current draft minutes, ORC budget, owner meeting timeline, committee calendar, etc.

Next Meeting Agenda

Annual Meeting – confirm venue, discuss plans (facilitator, entertainment, awards), report on rental/food costs

Recruiting for new committee members

Finalize owner comment to board policy

Meeting adjourned at 1:15pm