

Member Relations Committee for CMRHOA Inc.

Agenda

December 11, 2021

1. Review of major events for the 2022 calendar
 - Annual Volunteer Appreciation Event
 - 4th of July Parade
 - Veteran's Day Recognition
 - Trunk or Treat Picnic

**Additional ideas to be considered in the future: Annual yard sale and Holiday food/clothing drive.

2. Some additional small club ideas that were submitted: ATV riders, Archeology, Garden/Beautification, Wine club.
3. Determine a date for the Annual Volunteer Appreciation event and individual roles/responsibilities to begin planning.
4. Set a date for the next meeting.

CEDAR MESA RANCES HOMEOWNERS ASSOCIATION. INC

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Members Relations Committee Meeting Minutes

December 11, 2021

In-person Location: 10263 Road 35

Members Present: Heather Johnston, Maria Giannakopoulos, Stephanie Hinds, Russ Siracuse, Moreen Dorka

Invited: Allen Giannakopoulos

Call to Order: The meeting was called to order at 10:03 am

Discussion Topics:

- Review of major events for the 2022 year.
- Annual Volunteer Appreciation Event-
 - Concerns around funding for this event. The budget was reduced to fund this event. Brainstormed how to have all members involved, making this a potluck event where everyone who wants to attend can and will bring a dish to show their appreciation and thanks.
 - American Legion Hall is free of charge for use to host the event.
 - Create a sign in list on the website where individuals can put their name and a dish of what they are bringing for the people who have volunteered.
 - Possible dates for the event: February 26 or March 5th.
 - Roles/Responsibilities: Maria will contact Bob Sanders to reserve the event site and check into tablecloths. Heather will contact Roy Wilkinson to set up a list for a sign in sheet for the potluck and to create an RSVP survey monkey or Sign Up Genius will be used. An announcement will be made at the annual meeting to let people know about the event. Russ will look into Sign Up Genius in order to inform people of what to bring. Stephanie will MC to recognize the volunteers. Mo will talk to Frank (husband) about creating a flyer for the event to be posted at the mailboxes, handed out at the January 8th meeting, posted on the website, and sent via email.
- Next check in email Jan12th to determine progress with RSVP and creating the list of needed items for the potluck.
- Veteran's Day Recognition- a list was started. There was a request for us to talk with our neighbors in order to find out who else has served our country or is currently serving.

- Organized checklists made for each event with timelines in order to help future members when planning events for the future. Using the website within the group to upload information and documents for future teams to use as a guide.
 - Example: Annual Volunteer Appreciation Event-
 - 1) 3 months ahead of time secure an event site.
 - 2) 9 weeks ahead of time determine roles/responsibilities
 - 3) 6 weeks ahead of time create a flyer and determine when/where it will be distributed. Ex: Mailbox glass case, email, on the CMRHOA website, announced at HOA annual meeting.
 - 4) 1 month ahead of time have flyer approved by all members.
 - 4) 6 weeks ahead of time have a RSVP survey created and sent out with a due date requested.
 - 5) Two weeks ahead of time have RSVP list completed and create a sign-up sheet on the CMRHOA website or on Sign Up Genius in order to have people sign up for what they will bring.
 - 6) 1 week ahead of time check in with team members to make sure all bases have been covered.
 - 7) Day of-coordinate time to arrive at event to set up and decorate and prepare for members to arrive.