

ROTONDA WEST ASSOCIATION, INC.
646 Rotonda Circle, Rotonda West, FL 33947
Election Committee
MEETING MINUTES
February 5, 2021

Call to Order: The meeting was called to order at 9:45 a.m.

Present: Patricia Aho – RWA Board President and Chair, Karen Harvey (Secretary), Cheryl Lateer, Maureen McDowell, John Stem and RoseAnne Woodliff

Absent: none

Staff: Joe Harris, Derrick Hedges

Administrative Matters

- Vice Chair: Karen Harvey nominated Cheryl Lateer for Vice Chair position. The vote was unanimous, except for Cheryl Lateer who abstained.
- Volunteer Forms: Committee members were presented with forms to sign. The first provided contact information to the committee chairperson. The second was a volunteer confidentiality agreement.

Discussion of Lessons Learned from 2020 Election

- **Earlier Candidates' Night Forum:** The committee agreed that we could move the Candidates' Night to an earlier time (September). This will allow for a longer in person voting.
- **Vote Counting by Independent Auditor:** Consensus is by all committee members that the RWA's independent auditor firm will complete the counting of all votes.

Discussion of Changes to Guidelines

We discussed the Election Guidelines document. Several changes were noted that will need to be fixed in the document. The document will be presented in draft form at the next Committee meeting and then to the RWA BOD at their next meeting. The list follows:

- The RWA Independent Auditor shall be responsible for the vote counting
- Candidate Information Sheet – how is the candidate for a seat on the Board qualified, such as property address or affiliation through background, education and work experience
- The candidate or an individual other than the candidate can deposit the candidates' information into the lockbox
- Candidate Information Sheets will be posted on the RWA official website
- Two Candidates Informational workshops will be held
- Deleted the reference to when the Candidates' Night will be held
- Included words that voting could be electronic
- Ballot envelopes will be prominently marked with words
- Size of signs – 18 x 24
- Absentee ballot will need some changes
- Explanation of Rollover on the actual ballot

New Business – None

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Member Input

- Ballot envelop should have words on the outside such as ballot enclosed
- When Facebook members get involved with the election then committee members should not “like” a candidate’ page - committee members can “follow” a page, but not “like” it
- Shorten the amount of time the election period is held
- Make clear the mailing is from RWA
- Diane Shaw indicated that she liked the format of the Candidate Night
- Maureen McDowell reiterated that the kind of format that was used is the safest as possible so that all get to be heard
- Patricia Aho commented that she would like to maybe shorten the opening and closing statement timeframe

Other Discussion points

- If anyone has any questions, please use the election committee@rotondawest.com email address

Motion: Maureen McDowell will monitor the email box for the committee – motion was made by Patricia Aho and Seconded by RoseAnne Woodliff

Submitted by:

Karen Harvey
Secretary, Election Committee