

**LPCA Board Retreat
October 21, 2007**

Attending: Jon Jensen (president), Kearse McGill, Carrie Cornwell, Paul Riches, Luree Stetson (treasurer), Jeanne Le Duc, Elyse Metune (vice-president), Nikki Rueppel and Judy Sundquist (secretary)

Issue	Action
Three documents were handed out as reference: <ul style="list-style-type: none"> • Bylaws • 2006 LPCA Board Retreat • Summary Today's Agenda (developed by Jon) 	All Board Members received reference documents
Identified problems: Loose organizational structure Decentralized decision making process Incomplete sharing of information	Jon initiated this topic. Publish organization structure on LPCA website President and Vice-President review future correspondence
Bylaws: Review, update and identify # of board members Update according to how we function. Here are Standing Committees: <ol style="list-style-type: none"> 1. Operations: Membership, outreach, website, newsletter, policies and communication 2. Events/Activities: Egg Hunt, Taste, Annual Meeting 3. Land Use/Planning and Transportation 4. Parks 	Carrie and Luree will start general revisions. The Board will edit electronically. <u>Operations Committee:</u> Should be composed of president, vice president and past president: Jon (Chair), Elyse and Kearse <u>Events Committee:</u> Jeanne(Chair), Elyse <u>Land Use Committee:</u> Luree (Chair), Kearse, Paul, Nikki, Judy and Roxanne Jeanne and Jon <u>Parks Committee:</u> Carrie (Chair), Paul Alan, Dale and Don Volunteer Coordinator: Nikki
Connect more with the LP residents in order to increase community participation	Consider using a survey
LPCA Committee Process	Develop a general document stating LPCA standards/principles in order to increase transparency
Board member communication	Consider a blog or a Board Intranet which lists current projects Update roster with information on terms, contact information– Judy to update Subcommittee report format – Jeanne to develop
Develop check list for president	Kearse and Paul will provide president checklist

Update volunteer list	Jeanne will develop an excel spreadsheet that lists volunteers
Board meeting format	Revise meeting format so 50% of the meeting will be devoted to committee and subcommittee reports. One page reports showing current activities/name/status will be submitted to the Board
This retreat took the place of October's Board meeting	Next Board Meeting will be the end of November due to the Thanksgiving holiday

Submitted by Judy Sundquist
11/11/07