Preliminary Minutes of the Neighborhood Captain Forum – December 12, 2024

The meeting was called to order at 2:02 pm by Janet Nolan, Chair of the Neighborhood Captains Executive Committee. Eighteen (18) Neighborhood Captains and/or Assistants to the Captains were in attendance.

1. A motion was NOT heard to accept the November 14, 2024, NCP minutes. This is so there could be time to review the CFX minutes they supplied. We will hear a motion for both November and December minutes during the January NCP meeting.
2. Reflections reminder
    a. Dec 22 due date – Capri, Vestrella, and Valencia North
    b. Jan 25th due date – Portofino West, Flora Visa North, Treviso
    c. Feb 21 due date – Verona, Varese, Lago Vista
3. Announcements – presented by Janet Nolan
    a. New Program structure---the addition of assistants. This is being done to provide support to existing Captains. It will help to prevent Captains from leaving as the result of feeling they are not living up to the expectations of meetings and event obligations. Assistants will be able to step in when a Captain travels and balancing personal needs and the program.
    b. Role of the Assistants---the Assistants will attend meetings when the Captain is not available. There will be times when only the Captains will be the attendees. Assistants will be able to reserve venues, and the role will be documented and expanded based on this Forum meeting. Assistants can be snowbirds at the Captains discretion. Assistants will have no access to the Gmail system.
    c. The Executive Committee has certain responsibilities (handout)
    d. Directories---the following neighborhoods have been reconciled to the Master system, all corrections and updates have been made. ---Flora Vista North and South---Candlewood North and South---Terra Vista South, the Courtyards, Volare, Bella Vista, and Via Reggio (as of the meeting). The rest are being worked on.
    e. Email summary sheets must be available at all events. (handout)
    f. Email blast summaries---these must go out---especially with the elections coming up. Scott Svihula and Richard Ryan to work on a system to easily identify which neighborhoods have been sent out, and report back in the January meeting.
    g. Open Agenda----need to discuss the handling of money –charging or events etc.
    h. Holiday Party – January 4th, 2025 at the Palms at 5pm. Open to Captains and Assistants and their significant others. Each neighborhood will bring either a dessert or an appetizer. Music, dancing, food, cash bar, meet and mingle.
    i. Handling of Money—The handling of money was discussed. It was agreed that no neighborhood would end the year with more than $1,000 in its funds unless there was an active event it was collecting funds for. Money is expected to ebb and flow throughout the year. An accounting of the debits and credits should be done. At least two people need to count money and approve spending. The role of a neighborhood Treasure is in the works.

A motion to adjourn the meeting was made at 3:47pm by Shelly Stewart and seconded by Brian Flanagan.