

**ROTONDA WEST ASSOCIATION, INC**  
**646 Rotonda Circle, Rotonda West, FL 33947**

**COMMUNITY OUTREACH COMMITTEE MEETING**  
**MINUTES**

**AUGUST 3, 2022**

**1. CALL TO ORDER**

The meeting was called to order at 10:00 am.

**2. ROLL CALL**

**Present: (Zoom or in person.)**

Co-Chair, Karen Harvey  
Co-Chair, Deb Orchard  
Vice-Chair, Gwen Grace  
Secretary, Grace Chetcuti

West Ways Editor, Nadine Clough  
Patti Cowin, BoD Liaison  
Nick Gizzi  
Lynn Smith

**Absent:**

Barry Kean, Excused  
Denise Slovinski, Excused

Thom Lisk, Unexcused

**Guests in Attendance:**

Joe Harris, RWA IT Staff Liaison

**3. APPROVAL OF MINUTES**

July 3 and July 20 meeting minutes were approved.

**4. MEMBER INPUT**

None.

**5. ACTION REPORTS**

**a. West Ways Newsletter**

- Articles due by: Friday, August 26, 2022
- Article Assignments
  - Manager's Message ..... Derrick Hedges
  - Board of Directors ..... Open
  - Heat Safety (exhaustion/stroke) ..... Connie Smith
  - Watering Restrictions ..... Nadine Clough



provide cups, spoons, straws, and napkins. We are asking for \$15 to purchase supplies.

- Action. Deb Orchard will submit a request for BoD approval at their August 11 meeting.
- October 29, 2022, Saturday, from 4-6 or 5-7 outside (time to be confirmed), weather permitting. Outdoor event.
  - The Elderly Brothers
  - Costs: performers' fee \$300 and staff \$200, total budget \$500.
    - Action. Deb Orchard will submit a request for BoD approval at their August 11 meeting.
- November 26, 2022, Saturday, at dusk. Outdoor event.
  - Gazebo Lighting: Holiday music and emcee provided by deejay CD Mann At the marina on Rotonda Circle.
  - The budget of \$300.00 for the entertainment was BoD approved on July 28.
- December 10, 2022, Saturday, 4:30-6pm. Outdoor event. Ukulele Band.
- January 2023
  - Music Bingo is a recommended indoor event.
  - Needed are discussion and a motion to move for BoD approval.
- February 23, 2023, Thursday, 5-7 pm. Outdoor event.
  - Jeff Hughes. Costs are for performer's fee \$300 and staff \$200, total budget \$500.
  - Motion by Nick Gizzi for Jeff Huges and expenses. Seconded by Gwen Grace. Discussion, none. Motion unanimously approved.
    - Action. Deb Orchard will submit a request for BoD approval at their August 11 meeting.
- March 25, 2023
  - Jonny Puma musician is a recommended indoor event.
  - Needed are discussion and a motion to move for BoD approval.
- April 2023
  - Steel drum performer is a recommended indoor event.
  - Needed are discussion and a motion to move for BoD approval.
- Follow-up. Next meeting.

**f. Rotonda West Items Available for Donations**

- Sold out are the shirts with the RWA logo with 50th Anniversary. RWA fully reimbursed.
- RWA Logo Caps and T-Shirts
  - Cap per order is 24-48 at \$6 each, green with a white RWA logo.
  - T-shirt per order is 48-71 at \$6.34 each, green with a white RWA logo.
  - Motion by Deb Orchard for purchase of caps and t-shirts. Seconded by Karen Harvey. Discussion, to purchase 50 caps and 50 t-shirts with the

preferred delivery date before Celebrate the Circle. Motion unanimously approved.

- Follow-up. Next meeting.

g. **Celebrate the Circle, October**

- October 22, 2022, 10:00 am to 2:00 pm; Rotonda West Community Center grounds. On July 28, the BoD approved the budget.
- A budget of up to \$6275 was approved at the BoD July 28 meeting.
- Fire Engine Pump Truck Demonstration request at the July 28 BoD meeting was tabled due to concerns should the pumper truck need to leave for an emergency; and that L06 will not be under stress if water is necessary to replenish the pumper truck.
  - Action. Deb Orchard will address and explain the following to the BoD at their August 11 meeting: John Stem, a volunteer, will be working with Emergency Services. He had members of the Englewood Fire Dept come to Broadmoor Park. They can place their pumper truck on the shell path between the Community Center and the pond next to the building. Instead of refilling their tank from the pond, they will use the fire hydrant in front of the buildings. Safety cones will be placed, so the hose is visible to those in the area. NO water will be sprayed on humans and their pets.
- Decorated Pumpkin Contest. The flyer addresses all rules and will be posted in West Ways Newsletter and Constant Contact. Judging will take place, and prizes will be given to winners in their age bracket. The flyer is attached to the minutes.
- Judges for the parade were discussed for decision. Further discussion will ensue closer as we approach the event date.
- Solicitation for donations from local businesses by letter. The letter highlights the offer for sponsors to be present by setting up a booth for a fee. The letter is attached to the minutes.
  - Action: Deb Orchard will submit a request for BoD approval at their August 11 meeting.
- Reusable Sign Purchase. Purchase reusable "Celebrate the Circle" signs through Signs in a Day with frames. The cost for 15 signs is approximately \$270, and the frames are \$6.50 each, plus tax. The request is \$400. Each sign will be placed at high-traffic and visible locations, such as the Memorial Parks and in the landscaping of the entrance to Rotonda West, at the community center and administration offices for multiple weeks.
  - Action: Deb Orchard will submit a request for BoD approval at their August 11 meeting.
- Annual Spring Celebrate the Circle is a topic for discussion. The Committee will motion and vote on this idea. If approved, it will submit to the BoD for approval.
- Follow-up. Next meeting.

## 6. OLD BUSINESS

### a. Definition Guidance from BoD

- Discussion continues to be the BoD's decision of the definition and requirements of conducting planning sessions such as roundtable event planning, making bingo packets, taking inventory of storage items, etc.
  - Action: Deb Orchard will address this subject on the "Report of Committee Action Items" to the BoD at their August 11 meeting.
- Follow up. Discussion at next meeting.

### c. Shred-Day

- Costs are anticipated to be less than \$1,500; the date is considered at the end of January 2023, and continue to consider sponsors.
- A food drive will be part of the shred day.
- Logistics, sponsorship, and preliminary planning needs to be discussed prior to a motion to move for BoD approval.
- Follow up. Next meeting.

### d. Lost Arts Classes.

- Teach RWA youth the lost arts of home economics and trades. The Committee is interested in pursuing these types of classes to conduct in the Summer of 2023. Denise Slovinski will research and get more information to formulate ideas, costs, sponsorship, and preliminary planning need to be discussed before a motion to move for BoD approval.
- Tabled for next meeting.
- Follow up. Next meeting.

### e. Youth Fishing Derby.

- An RWA member has volunteered to coordinate his point of contact with the Committee to sponsor and conduct the event. Costs, sponsorship, and preliminary planning must be discussed before a motion to move for BoD approval.
- Tabled for next meeting.
- Follow up. Next meeting.

## 7. NEW BUSINESS

- Reusable signs for purchase. Promotional event reusable signs for recurring events are an additional medium of informing members of events. The signs will have a blank space to place a label with the date and time. The number of signs to purchase is 15 per event. Labels will be made using a do-it-yourself home label cutting machine such as Cricut. Each sign will be placed at high-traffic and visible locations, such as the Memorial Parks and in the landscaping of the entrance to Rotonda West, at the community center and administration offices for multiple weeks.

- Motion by Lynn Smith for purchase and use of signs. Seconded by Nick Gizzi. Discussion, none. Motion unanimously approved.
- **Action.** Deb Orchard will submit a request for BoD approval at their August 11 meeting.
- Follow up. Next meeting.

#### 8. **TEAM INPUT**

None.

#### 9. **ADJOURNMENT**

The meeting adjourned at 12:06 pm.

#### 10. **NEXT MEETING DATE AND TIME**

September 7, 2022, at 10:00 am.

#### **ATTACHMENTS**

Decorated Pumpkin Contest Flyer  
Solicitation for Donations Letter



**Celebrate The Circle**  
**Saturday Oct 22, 2022**

# **DECORATED PUMPKIN CONTEST**

## **Entry**

1. Open to all RWA residents and members and their guests.
2. There is no entry fee. Only one entry per person.
3. Fill out the entry registration form when you drop off your decorated pumpkin.
4. Drop off on Saturday, October 22, 2022 between 10:00 am to 12:00 noon at the Rotonda West Community Center, 646 Rotonda Circle.

## **Rules**

1. Your entry must have a title.
2. The main part of each entry must be a pumpkin
3. Pumpkin may not be larger than 2' x 2' x 2'.
4. The pumpkin can be carved, painted, drawn on and decorated any way you want! Objects, papers and materials of any kind may be pinned or glued to the pumpkin, and you can dress it up.
5. There must be minimal parental help for children decorating the pumpkin.
6. No purchased pre-decorated pumpkins are allowed.
7. All light must be battery operated. NO open flame candles or electrical plug-in cords are allowed.
8. All entries must be picked up the day of the event no later than 3 pm or they will be discarded.

**Judging starts at 12:00 noon. Awards Ceremony at 1 pm.**  
**1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places will be awarded in each age group.**

Entries will be judged according to the following criteria:

Originality

Ingenious use of inexpensive materials

Suitability of the title

Quality of the work considering the participant's age.

Age Groups:

4-6 years

7-9 years

10-12 years

13-15 years

16-110 years

Please contact the RWA Community Outreach Committee if you have any questions.  
[communityoutreach@rotondawest.org](mailto:communityoutreach@rotondawest.org)



August 22, 2022

Dear ladies and gentlemen,

It's time to celebrate the 50th anniversary of Rotonda West with "Celebrate the Circle" on Saturday, October 22nd, an outdoor event of fun and games. As our community grows, so do the needs of our residents and property owners. With their many questions seeking home repairs, services, personal services, activities, restaurants, and more, this event is the best opportunity for you to promote your business and service.

Our Spring event was a huge success, and our Fall event promises to be bigger and better. Don't miss out on this opportunity to promote your business! Your contribution of any amount will be greatly appreciated. However, if you are willing to donate a minimum of \$250, we will place one of your yard-size business signs in our notable door for "BUSINESS PARK" and acknowledge your contribution in our West Ways Newsletter.

Special for this Fall event, there will be 8 ft. space available under a large tent for your business or organization to interact with our residents. Contact us ASAP for your tent space reservation, whether you plan to be under our tent or bring your own. Space is reserved on a "first-come, first-serve" basis. To entice people to visit your table, bring company samples and trinkets, run a simple carnival game such as ring toss, guessing game, bean bag game, or sponsor a popcorn or snow-cone machine.

If you would like to be a sponsor, please send your contribution by October 15th, and drop off your sign at our business office no later than October 22nd.

Checks payable: Rotonda West Association  
Notation "Fall Celebrate the Circle Event"  
Address: Rotonda West Association Inc.  
Attn: Business Office  
646 Rotonda Circle  
Rotonda West, FL 33947

Please call or e-mail the undersigned with your questions. We appreciate your time and thank you for your consideration.

Sincerely,

Deb Orchard  
Chair, Community Outreach Committee

Karen Harvey  
Chair, Community Outreach Committee

[www.rotondawest.org](http://www.rotondawest.org)

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Rotonda West is a Deed Restricted Planned Community