

**ROTONDA WEST ASSOCIATION, INC.  
ELECTION COMMITTEE MEETING – RWA COMMUNITY CENTER**

**November 4, 2022**

1. **Call to Order:** Meeting was called to order at 9:46 am.
2. **Roll Call:** RoseAnne Woodliff (Chair), Nancy Ward-Snyder, Cheryl Lateer, Brian Armen

**Community Members Present/Zoom:** Derrick Hedges, Barbara Alexander, Karen W Harvey, Astrid Di Mattia, Michael Gendelman, Sheryl Nowicki, Pam Pierce, Rosea (?)

3. **Approval of minutes of August 2022:** One correction to the year date for the next meeting noted. Motion to accept minutes as corrected made by N. Ward-Snyder, seconded by Cheryl Lateer. Motion passed unanimously.
4. **Candidates' Night:**
  - a. Candidates Night Questions were reviewed by Committee members with one duplicate combined, separating multiple questions within one submission, tempering language in two and inclusion of "In your opinion" on two questions.
  - b. The Committee recommended we state at the beginning of the evening that some individual questions state facts that have not been verified by this committee. RoseAnne Woodliff will do the opening welcome statement and inform the audience of how this evening will proceed.
  - c. Question Rotation and a tracking tool were discussed. B. Arman prepared a tool for tracking and it will be edited to include Candidates Names.
  - d. It was noted that if all questions have rebuttals following allocated timeline it would take 5 hours to complete all. A discussion on shortening rebuttals was held but after reconsideration that current timelines have been approved by the Board and posted for all, it would not be appropriate to change so close to the actual Candidates' Night.
  - e. The committee decided to track time on phone with alarm set but to hold up a Yellow 30 second warning before alarm rings.
  - f. Physical Setup was discussed, one bowl for all general questions for any candidate and one bowl for any specific candidate questions.
  - g. Responsibilities:
    - i. Barbara Alexander and John Stemm will assist with sign ins.
    - ii. Karen Harvey will do all timing, design yellow 30 seconds warning sign to alert candidates of time running out and design name plaques for candidates.
    - iii. Nancy Ward-Snyder will pull question, turn over to Cheryl Lateer, who keep track of which Candidate gets the general question and will alert RoseAnne Woodliff, who will read the question to the Candidate.
5. Committee adjourned at 10:45 pm.
6. Next Meeting January 6, 2023 at 9:45am.

Respectfully Submitted,  
RoseAnne Woodliff, Chair