

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

COMMUNITY OUTREACH COMMITTEE MEETING

MINUTES

September 7, 2022

1. CALL TO ORDER at 10:00 am.

2. ROLL CALL

Present: (Zoom or in person.)

Grace Chetcuti, Secretary
Patti Cowin, BoD Liaison
Gwen Grace, Vice-Chair

Co-Chair, Karen Harvey
Denise Slovinski
Lynn Smith

Absent:

Nadine Clough, West Ways Editor, Excused
Nick Gizzi, Excused
Barry Kean, Excused

Thom Lisk, Unexcused
Deb Orchard, Co-Chair, Excused

Guests in Attendance:

Joe Harris, RWA IT Staff Liaison
Derrick Hedges, RWA Manager
Hank Killion

Frank Levin
Diane Shaw
Andy VanScyoc

3. APPROVAL OF MINUTES

August 3, 2022 meeting minutes were approved.

4. MEMBER INPUT

- Frank Levin
 - Requests approval to present two 90-minute lectures:
 - "Gray Matters - A Brain Workout."
Wednesday, September 28th, 1:00 pm to 2:30 pm, in the Community Center
 - "The Universe in 90 Minutes"
Wednesday, October 26th, 1:00 pm to 2:30 pm, in the Community Center.
- Hank Killion
 - Addressed the loss of an RWA member, Stan Pliska, who dedicated his time, hands-on work, and innovated ideas to fruition within the RW community. Mr. Killion asks that Mr. Pliska posthumously receive the "Volunteer Award."

- Andy VanScyoc
 - Requests to join the Community Outreach Committee and will submit his application for consideration.

5. ACTION REPORTS

a. West Ways Newsletter

- Articles due by: September 26, 2022
- Article Assignments
 - Manager's Message Derrick Hedges
 - Editor's Message (West Ways Writers Needed) Nadine Clough
 - Board of Directors News Barry Kean
 - Alzheimer's Walk (10/29, recap & pics) Jennifer Cope
 - Celebrate the Circle Preview Deb Orchard
 - Election Update Rose Woodliff
 - Music in the Park (Cary Price recap & pics) and
Upcoming Events Patti Cowan
 - Prof. Levin Lecture Nadine Clough
 - Women's Club News Donna Krabbe
 - Bingo Lynn Smith
 - Golf Articles (golf tips, golf course news, events etc.) Open
- Suggestions
 - Golf Goal is to set up a connection at golf courses or through Facebook

b. Constant Contact

- Registrations increased by 274. The total number of contacts is 2,256. See attachment.
- Follow-up at the next meeting.

c. 50 Years of Christmas" Parade, December 3, 2022

- BoD Approved - Rain Date. The rain date of December 4th at 2:00 pm request to the BoD was approve at their August 11th meeting.
- Christmas Parade participant application will be sent through Constant Contact and available on the RWA front page with a QR code to that will direct the user to the application.
- Last year's list and this year's Celebrate the Circle sponsor list will be used to limit postage costs.
- Follow-up at the next meeting.

d. Bingo

- September 18th. Packets are made, snacks will be bought if needed and two gift cards as gifts. Staff needs to arrive at 11:45 am for set-up.
- Reusable bingo signs are not needed.
- Follow-up at the next meeting.

e. Music in the Park

- August 28, 2022, Music Bingo
 - Sunday, 2:00 to 4:00 pm.
 - BoD approved at their August 11th meeting: Request the indoor event and budget of \$400.
- September 24, 2022, Music Extravaganza
 - Saturday, 2:00 to 4:00 pm.
 - Organ music, trivia, and ice cream provided by Cary Price.
 - BoD approved at their August 11th meeting: Request the indoor event and budget of \$15 for supplies.
 - A flyer was put in the August West Ways and will be announced through Constant Contact. Cary Fisher will provide the flyer.
 - Cups and utensils will be bought and provided.
 - Follow-up at the next meeting.
- October 29, 2022, The Elderly Brothers
 - Saturday, from 4:00 to 6:00 pm weather permitting.
 - BoD approved at their August 11th meeting: Request the outdoor event and budget for performers' fee of \$300 and staff fee of \$200.
 - Follow-up at the next meeting.
- November 26, 2022, Gazebo Lighting: Holiday music by DJ, CD Mann
 - Saturday, at dusk.
 - BoD approved at their July 28th meeting: Request the outdoor event and budget of \$300.00 for the entertainment.
 - Follow-up at the next meeting.
- December 10, 2022, Ukulele Band
 - Saturday, 4:30-6:00 pm. Outdoor event.
 - Follow-up at the next meeting.
- January 2023, Music Bingo
 - A recommended indoor event.
 - Follow-up: Discussion and a motion to move for BoD approval.
- February 23, 2023, Jeff Hughes
 - Thursday, 5:00 - 7:00 pm. Outdoor event.
 - BoD approved at their August 11th meeting: Request the outdoor event and budget for the performer's fee of \$300 and staff fee of \$200.
 - Follow-up at the next meeting.

- March 25, 2023, Jonny Puma
 - The musician is recommended for this indoor event.
 - Follow-up: Discussion and a motion to move for BoD approval.
- April 2023, Steel Drum
 - Steel drum performer is a recommended indoor event.
 - Motion to move to the BoD for approval.
 - Action: A request for BoD budget approval will be submitted.

f. Rotonda West Items Available for Donations

- RWA Logo Caps and T-Shirts
 - Caps have been ordered and should arrive before the end of this month. Donation, \$15.
 - T-shirts are too costly and will not be ordered.
- Items available are umbrellas, stickers, and a few oversized shirts with logo.
- Follow-up at the next meeting.

g. Celebrate the Circle, October

- October 22, 2022, 10:00 am to 2:00 pm; Rotonda West Community Center.
- BoD approved at their July 28th meeting: Request the budget of \$6275.
- Fire Engine Pump Truck Demonstration
 - BoD approved at their August 11th meeting: Request to have a live demonstration of the fire engine pump truck.
 - The original 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.
 - Readdressed by Deb Orchard to the BoD. Volunteer, John Stem, will be working with Emergency Services. The Englewood Fire Department surveyed Broadmoor Park and chose the fire engine pumper truck to be placed on the shell path between the Community Center and the pond next to the building. The fire hydrant in front of the buildings to refill the truck; safety cones will be placed for visibility to those in the area; water will not be sprayed on humans and pets; and, Zero stress on Lo6.
- Kids' Zone activity will be added. Through the partnership of RWWC, the county librarian for youth, Cathy Gurszo, will sponsor and provide a jack-o-lantern craft.
- Peace River Wildlife Center - Outreach Team
 - The Peace River Wildlife Center (PRWC) is a non-profit wildlife rehabilitation and education center. Motion, Denise Slovinski and Seconded, Gwen Grace for discussion to have a PRWC handler and several ambassadors (birds) at the event at a cost of \$300. The PRWC will provide a tent for the comfort of the ambassadors. There is a "no

touch" policy from guests. Pictures are allowed standing next to the handler and the ambassador.

- Motion to move to the BoD for approval, unanimous.
- Action: A request for BoD budget approval will be submitted.
- BoD approved at their August 11th meeting: Request for Solicitation for donations letter to local businesses.
 - 107 letters have been mailed with one reply, Storm Smart for tent space.
- BoD approved at their August 11th meeting: Request for reusable signs for "Celebrate the Circle." Purchase through Signs in a Day with frames; budget request is \$400; request to place each at high-traffic and visible locations.
- A planning meeting needs to be scheduled.
- Follow-up at the next meeting.

h. **“Walk to End Alzheimer’s Fundraiser”**

- October 29, 2022, 8:30 am to 12:00 noon.
- Check-in begins @ 8:30 am, Broadmoor Park with the Rotonda West Women’s Club.
- Follow-up at the next meeting.

6. OLD BUSINESS

a. **Standard Operating Procedures (SOP)**

- Grace Chetcuti will develop and write SOPs with the assistance of the Committee members.
- Documents in the process are Minutes and Agenda, Application for Community Center via the Committee, Event Planning, letter formatting, flyers, and Charter.
- Follow-up at the next meeting.

b. **Charlotte County Proclamation**

- Charlotte County Proclamation Rotonda West Day, October 22, 2022.
- Presented at Commissioners meeting October 10, 2022, at 9:00 am.
- The proclamation was reviewed. Gwen Grace will make the changes and submit them to the Charlotte County office.
- The signed certificate can be displayed in the history section and possibly read at Celebrate the Circle, Fall.
- Motion to provide Charlotte County Commissioners with a proclamation marking the 50th anniversary of the community of Rotonda West in proclaiming October 22, 2022, as Rotonda West Day. Motion Denise Slovinski, Seconded Lynn Smith.
- Action: A request for BoD approval will be submitted.

c. Shred Day

- January 28, 2023, 9:00 to 12 noon.
- Chairperson, Lynn Smith.
- There is a possible sponsor to fund the event fully. If not, the Committee will search for sponsor(s).
- Food collection will be donated to St. David's Jubilee.
- Follow-up discussion and a motion to move for BoD approval for the budget, contract submission, and event date once a contract has been drafted.

d. Open House

- November 3, 2022, at 6:00 pm.
- A chairperson is needed for this event.
- Follow up at the next meeting.

e. Annual Spring Celebrate the Circle

- Annual Spring Celebrate the Circle is a topic for discussion.
- Follow-up: The Committee will motion and vote on this idea. If approved, it will be submitted to the BoD for approval.

f. Definition Guidance from BoD

- Discussion continued to be the BoD's decision on the definition and requirements of conducting planning sessions such as roundtable event planning, making bingo packets, taking inventory of storage items, etc.
 - Deb Orchard addressed this subject on the "Report of Committee Action Items" to the BoD at their August 11 meeting.
 - President Aho responded. See BoD Meeting Minutes, August 11, 2022, "New Business & Communications."
 - Karen Harvey, Co-Chair, reiterated the BoD guidance.
- No action. Item closed.

g. 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 and for a specific time frame by the RW Manager.
- BoD approved at their August 11th meeting for sign placement promoting RWA-sponsored events in designated areas.
- Follow-up discussion for future sign purchases.

7. NEW BUSINESS

a. Frank Levin Lectures

- Frank Levin two lectures. Requests approval to present two 90-minute lectures:
 - "Gray Matters - A Brain Workout."
Wednesday, September 28th, 1:00 pm to 2:30 pm, in the Community Center
 - "The Universe in 90 Minutes"
Wednesday, October 26th, 1:00 pm to 2:30 pm, in the Community Center.
- Action: The Committee moved to have the request submitted to the BoD. Mr. Levin will submit an application.

b. Committee Application

- A request to join the Community Outreach Committee and will submit his application for consideration.
- Action: The Committee moved to have the request submitted to the BoD.

c. Volunteer Appreciation Dinner

- Lynn Smith and Denise Slovinski will chair this event.
- Date: March 19, 2023
- Follow-up discussion and a motion to move for BoD approval.
- Action: A request for BoD application approval will be submitted.

d. Youth Fishing Derby

- A Summer-time event.
- 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 will be discussed before a motion to move for BoD approval.
- Tabled. The Committee will readdress this event in 2023.

e. Lost Arts Classes

- Denise Slovinsky will chair this event.
- 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.
- Costs, sponsorship, and preliminary planning will be discussed before a motion to move for BoD approval.
- Tabled. The Committee will readdress this event in 2023.

8. TEAM INPUT

A list of BoD approved requests were announced.

9. ADJOURNMENT

The meeting adjourned at 12:06 pm.

10. NEXT MEETING DATE AND TIME

October 5, 2022, at 10:00 am.

ATTACHMENTS

Frank Levin Lectures Synopsis

Fall Events Flyer

Christmas Parade Application

Peace River Wildlife Center Outreach Team Donation Schedule

Charlotte County Florida Proclamation

Music in the Park Application - March 25, 2022