

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

**COMMUNITY OUTREACH COMMITTEE MEETING**

**MINUTES**

**April 5, 2023**

**1. CALL TO ORDER** at 9:30 am.

**2. ROLL CALL**

**Present:**

Deb Orchard, Co-Chair  
Gwen Grace, Vice-Chair  
Grace Chetcuti, Secretary  
Nadine Clough, Editor,  
West Ways Newsletter  
Patti Cowin, BoD Liaison

Barry Kean  
Rita Lopienski  
Denise Slovinski  
Lynn Smith  
Donna Stogsdill

**Absent:**

Andy VanScyoc, Excused

**Guests in Attendance:**

Derrick Hedges, RWA Manager

**3. APPROVAL OF MINUTES**

March 1, 2023 meeting minutes were approved.

**4. MEMBER INPUT**

Ann Weaver offered to show her home butterfly garden to RWA members as an event. This event would showcase her garden and educate those who are interested in creating a garden to nurture and raise a caterpillar to release and feed adult butterflies.

**5. OLD BUSINESS (ACTION REPORTS)**

**a. Constant Contact**

- Registrations: The number of contacts is approximately 4200.
- Information from RWA, IT Administrator.
- Follow-up discussion at the next meeting.

**b. West Ways Newsletter for May Issue**

- Deadline for article submission is Thursday, April 27 2023.
- Publication is the first of the month.
- Article titles were reviewed.
- The Spring Events 2023 flyer format was discussed to ensure clarity of sponsorship. The header on the Spring Events 2023 flyer will be reformatted and sent out.
- Nadine Clough, Editor, West Ways Newsletter
- Follow-up discussion at the next meeting.

**c. BINGO**

- Next event, April 16, 2023, Sunday, 1 pm - 4 pm, RWA Community Center.
- May is the last month of Bingo for 2022/2023 season and will resume in September 2023.
- At the March event, there were several guests who arrived after the beginning of play, 1:00 pm, and were turned away. Guests are encouraged to arrive on time.
- Cash donations were given to “Englewood Meals on Wheels.”
- Gwen Grace will not be attending. Nadine Clough will manage the funds and spreadsheet. Gwen Grace will leave Nadine Clough with instructions.
- New BINGO sheets were purchased and have arrived.
- Event Coordinators: Denise Slovinski and Lynn Smith.
- Follow-up discussion at the next meeting.

**d. Music in the Park**

- There were approximately 170 attendees at the March 25, 2023, event.
- “Rotonda’s Got Singers,” April 21, 2023, Friday, 6 pm – 8 pm, Broadmoor Park, the last outdoor event of the year featuring local RWA members who will provide their individual singing talent.
  - Event Coordinator: Andy Vanscyoc.
- Jazz Bands, November 16, 2023, Thursday, RWA Community Center.
  - Local high and junior high school jazz band performances.
  - In the future, find out dates of the bands’ trips so that we can plan events to better give the donations.
  - An application, budget and set-up for non-profit is needed.
  - Event Coordinator: Rita Lopienski.
  - Motion to approve the event, date, time, and expenses by Donna Stodsdill. Seconded by Rita Lopienski. All in favor.
  - Action: An application for the event and funds request will be submitted for BoD approval.

- “Rotonda’s Got Talent” for a future event was mentioned by Donna Stodsdill. She and other members of the Committee agreed that this was a highly participated and attended event in the past.
  - Action: Donna Stodsdill volunteered to coordinate the event and fact-find information.
- Follow-up discussion at the next meeting.

**e. Frank Levin Lectures**

- “The Most Important Minus Sign,” April 26, 2023, Wednesday, 1 pm – 2:30 pm, RWA Community Center.
- “Global Warming: Truth and Consequences,” June 21, 2023, Wednesday, 1 pm – 2:30 pm, RWA Community Center.
- Event Coordinator: Deb Orchard.
- Follow-up discussion at the next meeting.

**f. Volunteer Appreciation Dinner 2023**

- The event was successful and was under budget.
- Plan to move the event next year to January or February.
- Karen Harvey gave her event notes and instructions to Grace Chetcuti to develop an SOP.
- Early planning is encouraged for the 2024 event.
- Follow-up none. Closed.

**g. Meet and Greet**

- The next event is April 28, 2023, Tuesday, 5 pm – 7 pm, RWA Community Center.
- There were 55 guests at the March event, with \$64 to the Admin Office from the 50/50 Pot.
- The flyer should not mention the prohibition of alcohol.
- Many people are socializing with their own group of friends. The intent of this event is for people to meet and socialize with new people. Ideas are welcomed for people to interact with one another.
- Event Coordinator: Donna Stodsdill.
- Follow-up discussion at the next meeting.

**h. Annual Spring Celebrate the Circle 2023**

- Saturday, April 1, 2023, 11:00 am – 3:00 pm.
- The event was successful. Lessons were learned and will be implemented into the SOP.
- Event Coordinators: Denise Slovinski and Lynn Smith.
- Follow-up none. Closed.

**i. RWA Strong Health & Wellness Initiative**

- World Bike Day Ride, June 3, 2023, Saturday, 9 am. Rotonda Community Park Pavilion, 100 Rotonda Blvd E.
- Riders will meet at the Pavilion for a group picture.
- Event Coordinator: Rita Lopienski.
- Follow-up discussion at next meeting.

**j. Rotonda Emergency Preparedness Series**

- Two evening presentations. Applications approved.
  - AED and CPR, and Stop the Bleed. Dates to be determined.
  - Event Coordinators and Keyholders: Jack Metz, John Stem and Sam Besase.
  - Action: Dates need to be requested and event planning to be discussed.
- Three evening presentations with a free ice cream sundae social/welcome. The location is the RWA Community Center. Applications and funds approved.
  - Charlotte Co Fire Department – Programs, Information and Services  
April 27, 2023, Thursday, 7 pm – 9 pm
  - Charlotte County Emergency Management, Hurricane Preparedness  
May 18, 2023, Thursday, 7 pm – 9 pm
  - Damsel in Defense, Defense Safety Workshop  
June 22, 2023, Thursday, 7 pm – 9 pm  
While they will not charge for their presentation, they do set up a table of personal safety items available for purchase.
  - Committee members have volunteered to serve the ice cream.
- Follow-up discussion at the next meeting.

**k. Gazebo Lighting and Boat Parade**

- Saturday, November 24, 2023, to begin in the afternoon.
- The event will be like last year's.
- Food truck (Blackened Blues) and music by the Elderly Brothers have been booked. A Santa chair will be needed.
- Event Coordinator: Gwen Grace.
- Follow-up discussion at the next meeting.

**l. Christmas Parade**

- An RWA member has volunteered to be an event co-coordinator.
- Action: Deb Orchard has volunteered to fact-find and bring more information at the next meeting.
- Follow-up discussion at the next meeting.

**m. Holiday Decorating**

- Volunteers have asked to decorate specific areas rather than one group of people decorating all areas. A breakdown of which areas each with a designated group of people will be easily coordinated.
- New ornaments and decorations have been purchased.
- Follow-up discussion at the next meeting.

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

- Volunteer Dinner: The notes and instructions were turned over from Karen Harvey. A draft is nearly complete.
- Celebrate the Circle: Denise Slovinski and Lynn Smith will meet with Grace Chetcuti to review their notes, instructions, and lessons learned.
- Event coordinators were welcomed and encouraged to meet with Grace Chetcuti.
- Follow-up discussion at the next meeting.

**6. NEW BUSINESS**

**a. Donations**

- Deb Orchard raised the concern of local organizations in need of donations and for the Committee to plan charitable events. The Committee agreed and discussed ways to donate. Also discussed were other local charities in need. Cash Donations: Englewood Meals on Wheels relies upon cash donations and therefore the Committee will focus on this type of donation to them from BINGO and other miscellaneous events.

Non-perishable Donations: There are several local food banks in need. The plan is to set up bins at various events for collection. There will be a rotation to the food banks to receive the donations.

- Action: The Committee members were encouraged to seek out ideas and submit them to Deb Orchard.
- Follow-up discussion at the next meeting.

**b. RWA Strong Health & Wellness Initiative!**

- Total Therapy: A workshop that will instruct the importance of physical balance as we age was mentioned by Deb Orchard for a future event.
- Action: Deb Orchard has volunteered to fact-find and bring more information at the next meeting.
- Follow-up discussion at the next meeting.

**c. Music in the Park**

- Kerry Price from Fletcher Music and Ice Cream Social
- Indoor event. June 24, 2023, Saturday, 2 pm – 4 pm, RWA Community Center.
- Event Coordinator: Deb Orchard.
- Motion to approve the event, date, time, and expenses by Lynn Smith. Seconded by Gwen Grace. All in favor.
- Action: An application for the event and funds request will be submitted for BoD approval.
- Follow-up discussion at the next meeting.

**d. Music Bingo**

- Music Bingo presented by Mr. Game Show
- Indoor event. August 26, 2023, Saturday, time to be determined, RWA Community Center.
- A fee is required and door prizes given
- Event Coordinator: Deb Orchard
- Motion to approve the event, date, time, and expenses by Gwen Grace. Seconded by Denise Slovinski. All in favor.
- Action: An application for the event and funds request will be submitted for BoD approval.
- Follow-up discussion at the next meeting.

**e. Butterfly Garden Showing at RWA Member's Home**

- Ann Weaver offered to show her home butterfly garden to RWA members as an event. This event would showcase her garden and educate those who are interested in creating a garden to nurture and raise a caterpillar to release and feed adult butterflies.

Upon further discussion, the Committee determined that there could be liability issues and that there will be a lack of parking availability. Therefore, the Committee suggests that if willing, Ann Weaver give a presentation at the RWA Community Center where she can present a slide show and set-up an exhibit.

- Motion to approve a presentation and exhibit at the RWA Community Center by Barry Kean. Seconded by Lynn Smith.
- Action: Grace Chetcuti to speak with Ann Weaver for consideration of an indoor presentation.
- Follow-up discussion at the next meeting.

## **7. TEAM INPUT**

Rita Lobienski suggested an RWA Community Yard Sale event and will fact-find to present at the next meeting.

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

May 3, 2023, at 9:30.

## **9. ADJOURNMENT**

The meeting adjourned at 10:39 am.