

# Hidden Valley Foundation, Inc.



## **Board of Directors Annual Corporate Meeting Friday, January 5, 2023, 6:00 p.m.**

### **Directors**

Rick Etling  
Dan Friday  
Bob Kollar  
Dan Martin  
Patricia McGrail  
Michelle Stepnick  
Chris Taylor

### **Staff**

Anna Holloway, Community Manager & Executive Director  
Simon Payne, Manager of Accounting  
Brian Hofer, Maintenance/Project Manager  
Chris Nicholson, Accounting Assistant  
Heidi Younkin, Administrative Assistant  
Ken Pash, Property and Compliance Inspector



1. Call the meeting to order at \_\_\_\_\_ (Presiding Officer)

2. Board attendance roll call (recorded on separate sheet)

3. Establish board quorum \_\_\_\_\_

4. Appoint a temporary Secretary for this meeting:

Motion to appoint \_\_\_\_\_ as Temporary Secretary for this meeting:  
(Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_)  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved as Modified \_\_\_\_\_

5. Set the Agenda

Motion to set the agenda:  
(Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_)  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved as Modified \_\_\_\_\_

6. Nomination and Election of Officers for 2024:

6.a. Nomination of Officers:

- Motion to Nominate \_\_\_\_\_ as President.  
Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_)  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved as Modified \_\_\_\_\_
- Motion to Nominate \_\_\_\_\_ as Vice President.  
Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_)  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved as Modified \_\_\_\_\_
- Motion to Nominate \_\_\_\_\_ as Secretary.  
Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_)  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved as Modified \_\_\_\_\_
- Motion to Nominate \_\_\_\_\_ as Treasurer.  
Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_)  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved as Modified \_\_\_\_\_

6.b. Closing of Nomination by Presiding Officer

6.c. Election of Officers:

- Motion to Elect \_\_\_\_\_ as President.  
Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_)  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved as Modified \_\_\_\_\_
- Motion to Elect \_\_\_\_\_ as Vice President.  
Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_)  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved as Modified \_\_\_\_\_



- Motion to Elect \_\_\_\_\_ as Secretary.  
Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ )  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved as Modified \_\_\_\_\_
- Motion to Elect \_\_\_\_\_ as Treasurer.  
Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ )  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved as Modified \_\_\_\_\_

**7. Check signing authority:**

Motion to authorize the Treasurer and accounting staff to obtain updated signature cards (as needed) for the Foundation's operating and investment accounts:

(Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ )  
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved as Modified \_\_\_\_\_

**8. Establish a Board Meeting schedule for the first six months of 2024 with the following suggested dates:**

- Friday, January 19, 2024, 7:00 p.m.
- Friday, February 16, 2024, 7:00 p.m.
- Friday, March 15, 2024, 7:00 p.m.
- Friday, April 19, 2024, 7:00 p.m.
- Saturday, May 18, 2024, 9:00 a.m.
- Saturday, June 15, 2024, 9:00 a.m.

**9. Discussion of Committees for 2024 (Chairs and Members to be approved at the January meeting):**

- a. Executive
- b. Nominating and Leadership Development/Election
- c. Audit
- d. Finance
- e. Rules and Regulations
- f. Maintenance
- g. Architectural Control
- h. Social-Recreation
- i. Strategic Long-Range Planning (and related subcommittees TBD)

**10. Set Meeting Date to Establish Board Goals and Objectives for 2024**

**11. Next meeting date - Friday, January 19, 2024 at 7:00 p.m.**

**12. Adjournment**

Motion to adjourn meeting:

(Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ )

Approved \_\_\_\_\_ Not approved \_\_\_\_\_ Approved as Modified \_\_\_\_\_

Time of Adjournment \_\_\_\_\_