

EASTERN SANDOVAL CITIZENS ASSOCIATION

Minutes, December 3, 2018 Board Meeting

The meeting was called to order at 6:00 pm by George Franzen, President, at the Placitas Community Library.

Members present were Susan Fullas, Jim Harre, Diane Pellechio, Jacques Ramey, Richard Reif, and Dick Ulmer. Absent was John McNerney. A quorum was present.

Minutes of the November 8, 2018 board meeting were accepted as distributed.

Guests present were Wayne Gaede, Scott Gullett, Chris Daul, Bob Wilkins, Tony Pellechio, and Katherine Bruch.

REPORTS & SPEAKERS

Treasurer's Report: Susan Fullas moved that official treasurer's reports for September and October be attached to the official minutes of the September and October meetings respectively to replace provisional summaries. The motion was seconded and passed. Susan reported an end balance for ESCA of \$27,102.72 and to the Land Protection Trust (LPT) a balance of \$33,911.73. A summary of income and expenses for November 2018 is attached to the minutes.

Membership and HOA report: Diane Pellechio reported that MembershipWorks shows 221 members, but 94 are past due. Of the 221 members, 185 are single memberships and 36 are joint memberships. After discussion regarding lapsed memberships, Dick Ulmer moved that Board members for districts be given contact information to send email reminders to district members 50 days past due, and that MembershipWorks send email reminders to those 180 days past due. The motion was seconded and passed. The membership report is attached to the minutes.

IT Report: Jim Harre reported that IContact has refunded fees that were not used. Discussion followed regarding the need for separate PayPal/Stripe accounts for ESCA and LPT. Jim will look into the possibility of multiple accounts and report at the next Board meeting.

BLM Report: No report

LPT Report: Dick Ulmer reported that the County has not been able to arrange the annual review of the reclamation process around the Vulcan mine because of schedule conflicts. He also reported that the County Commission will hear, at the next Commission meeting, an appeal of the Planning and Zoning ruling that overrode covenants regarding Bed and Breakfast operations.

OLD BUSINESS

Office Guidelines: George Franzen distributed copies of the document "Practices for Board of Directors and Committee Chairs" to the Board. Jim Harre moved that the document be adopted until changes are needed. The motion was seconded and passed. A copy of the document is attached to the minutes. – Closed

Election of New Board Members: George Franzen reported the results of the election of Board members. Richard Reif, Peter Adang, George Franzen, Jacques Ramey, and Wayne Gaede were elected to the Board; a summary of results is attached to the minutes.

NEW BUSINESS

Chris Daul Resignation: Chris Daul's resignation from the Board was announced and accepted with regrets. George Franzen presented an award to Chris for his service. – Closed

Appointment of Scott Gullett: Dick Ulmer moved that Scott Gullett be appointed to the Board as District 2 Director, to replace Chris Daul. The motion was seconded and passed. – Closed

Eligibility of Peter Adang as Board Member: The eligibility of Peter Adang was questioned, as his position on the Sandoval County Planning and Zoning Commission may constitute a bylaws conflict (bylaws prohibit persons holding public office from serving on the Board). – Open – Board

Improvement to Insurance Coverage: Dick Ulmer reported that ESCA coverage of ESCA financial reserves for “wrongful acts,” at \$25,000, was well below account totals. Dick moved that coverage be increased to \$75,000 for five individuals (all signatories). The motion was seconded. Dick pointed out that the increase in premium would be \$35 per year. The motion passed. – Closed

2019 Budget: The proposed 2019 ESCA budget was distributed to the Board via email. Susan Fullas moved that the proposed budget be adopted; the motion was seconded. In discussion that followed, Jim Harre proposed a friendly amendment to decrease the Internet and Software line to \$700. Dick Ulmer proposed that the KUPR contribution of \$300 be moved to advertising expenses and removed from meeting expenses, and that any surplus be listed as reserves. The motion as amended passed unanimously. The proposed budget and a summary of changes are attached to the minutes. The final budget will be distributed to Board members.

The LPT budget for 2019 was distributed via email and presented by Susan Fullas. Rich Reif moved to accept the budget; the motion was seconded and passed. – Closed

Approval of New LPT Board Member: Dick Ulmer introduced Bob Wilkins as a possible member of the LPT Board and distributed Wilkins’ resume. Dick moved that the Board approve Wilkins as a member of the LPT Board. The motion was seconded and passed. Wilkins’ resume is attached to the minutes. – Closed

Extend LPT Board Members for 2019: Dick Ulmer moved that the appointment of existing LPT Board members be extended through 2019. The motion was seconded and passed.

OPEN DISCUSSION:

Crime in Placitas: Discussion is on hold until the January meeting.

December Signpost Article: George Franzen announced that there will be no ESCA summary article in the December Signpost. It was suggested that a summary of ESCA accomplishments, as prepared by Dick Ulmer, be submitted for the January issue of the Signpost.

Susan Fullas introduced discussion regarding succession of the treasurer position. Wayne Gaede was suggested as a possibility. George Franzen will follow up.

Discussion ensued regarding meeting dates and times for 2019. George Franzen suggested a start time of 4:00 pm. Rich will check availability dates for the Collin Room.

George Franzen presented service awards to Susan Fullas and Diane Pellechio.

There being no further business, the meeting was adjourned at 7:38 pm.

The next board meeting will be at 4:00 pm on January 14, 2019, at the Placitas Community Library.

Minutes prepared by Richard Reif, Secretary

NOVEMBER RECAP

2018 ESCA FINANCIAL REPORTS

ESCA

11.30.18 Balance 27,102.73

INCOME

Dues (22) 901.69
Interest 1.10
Total Inc. 902.79

EXPENSES

MWorks Nov. 29.00
Legal 392.67
Total Exp. 421.67

LPT

11.30.18 Balance 33,911.73

INCOME

Donation 193.29
Interest 1.39
Total Inc. 194.68

Membership Report

221 Members

94 past

36 joint

185 standard

December is our largest membership month so may get quite a few renewals at that time

Voting

Election Results



ESCA At-Large Directors Election 2018 ▾

[Notices](#)
 Results

[or volunteering](#)

Candidates

| | <i>Is Write-In</i> | <i>Count</i> | <i>Percent</i> | <i>Rank</i> | <i>Graph</i> |
|----------|--------------------|--------------|----------------|-------------|--------------|
| Reif? | No | 53 | 20% | 1 | |
| Adang? | No | 52 | 20% | 2 | |
| Franzen? | No | 52 | 20% | 2 | |
| Ramey? | No | 52 | 20% | 2 | |
| Gaede? | No | 51 | 19% | 3 | |

Forward

2019 ESCA Budget - 2019

1/1/2019 through 12/31/2019 Using 2019 ESCA Budget

12/1/2018

Page 1

| Category | 1/1/2019 Actual | - Budget | 12/31/2019 Difference |
|------------------------|--------------------|-----------------|--------------------------|
| INCOME | 0.00 | 8,000.00 | -8,000.00 |
| Donations | 0.00 | 100.00 | -100.00 |
| Dues | 0.00 | 7,888.00 | -7,888.00 |
| Stripe | 0.00 | 4,500.00 | -4,500.00 |
| Other Dues | 0.00 | 3,388.00 | -3,388.00 |
| Interest Inc | 0.00 | 12.00 | -12.00 |
| EXPENSES | 0.00 | 8,000.00 | 8,000.00 |
| Advertising | 0.00 | 500.00 | 500.00 |
| Fees & Charges | 0.00 | 210.00 | 210.00 |
| Bank Fee | 0.00 | 30.00 | 30.00 |
| Filing Fee | 0.00 | 20.00 | 20.00 |
| Post Office Fee | 0.00 | 110.00 | 110.00 |
| Trade Commissions | 0.00 | 50.00 | 50.00 |
| Financial | 0.00 | 150.00 | 150.00 |
| Accounting | 0.00 | 150.00 | 150.00 |
| Gifts & Donations | 0.00 | 400.00 | 400.00 |
| Gift | 0.00 | 400.00 | 400.00 |
| Insurance | 0.00 | 1,500.00 | 1,500.00 |
| Internet and Software | 0.00 | 900.00 | 900.00 |
| Legal | 0.00 | 500.00 | 500.00 |
| Meeting Expenses | 0.00 | 1,600.00 | 1,600.00 |
| Membership Promotion | 0.00 | 1,840.00 | 1,840.00 |
| Office Supplies | 0.00 | 100.00 | 100.00 |
| Reserves | 0.00 | 0.00 | 0.00 |
| Web Site | 0.00 | 300.00 | 300.00 |
| Net Difference: | 0.00 | 0.00 | 0.00 |

Changes to budget (Susan)

| | <u>Orig.</u> | <u>Change</u> |
|-------------------|--------------|---------------|
| Advertising | 500.- | 800.- |
| Internet software | 900.- | 700.- |
| Meeting expenses | 1,600.- | 1,000.- |
| Reserves | 0 | 500.- |

2019 LPT Budget - 2019
 1/1/2019 through 12/31/2019 Using 2019 LPT Budget

12/2/2018

Page 1

| Category | 1/1/2019 Actual | - Budget | 12/31/2019 Difference |
|------------------------|--------------------|-----------------|--------------------------|
| INCOME | 0.00 | 5,030.00 | -5,030.00 |
| Donations | 0.00 | 500.00 | -500.00 |
| Individual donations | 0.00 | 200.00 | -200.00 |
| Online Donations | 0.00 | 300.00 | -300.00 |
| Interest Inc | 0.00 | 20.00 | -20.00 |
| LPT Reserves | 0.00 | 4,510.00 | -4,510.00 |
| EXPENSES | 0.00 | 5,030.00 | 5,030.00 |
| Legal | 0.00 | 5,000.00 | 5,000.00 |
| Online transaction fee | 0.00 | 30.00 | 30.00 |
| Net Difference: | 0.00 | 0.00 | 0.00 |

Robert Wilkins is a graduate of Marquette University (B.A. 1985) and The University of Detroit Mercy School of Law (J.D. 1988). He is admitted to the New Mexico, New York, New Jersey, and Michigan State Bars. Prior to moving to New Mexico in 2017, he was employed as a civil litigator representing corporations, individuals, homeowners associations and governmental and quasi-governmental entities with an emphasis on defense of property and casualty liability claims, employment practices litigation and subrogation recovery, on behalf of multi-national insurance companies and private law firms. Bob and wife, Amy, relocated from New Jersey to Placitas in 2017. They enjoy outdoor activities and traveling, and they look forward to working to preserve the value, beauty and friendliness of Placitas. Bob is a member of the Sundance Mesa Homeowners Association Newcomers Welcome Committee and Eastern Sandoval Citizens Association (ES-CA).

**Eastern Sandoval
Citizens Association
Practices For
Board of Directors and
Committee Chairs**

12/3/18

INDEX
Eastern Sandoval Citizens Association Practices
For Board of Directors and Committee Chairs

PRACTICES PURPOSE..... 4

SECTION 1

ESCA PRESIDENT..... 5

ESCA VICE PRESIDENT..... 6

ESCA TREASURER..... 7

ESCA SECRETARY..... 10

LAND USE PROTECTION TRUST CHAIR..... 12

ESCA IT COMMITTEE CHAIR..... 13

ESCA IT AND DATABASE MANAGEMAMENT..... 13

ESCA MEMBERSHIP CHAIRPERSON..... 17

ESCA HOA COORDINATOR..... 17

ESCA ADOPE-A-HIGHWAY CHAIRPERSON..... 18

SECTION 2

POSITION, ON OIL & GAS ORDINANCE..... 22

POLICY, WHAT ESCA CAN EMAIL TO MEMBERS..... 23

POLICY, ESCA RULES OF ENGAGEMENT..... 24

ATTACHMENTS

- 1. Annual Meeting Checklist..... 27
- 2. Standard sign-in form for all ESCA Meeting..... 28
- 3. Election Year Forum Rules and Procedures..... 29
- 4. Sample Agenda..... 33
- 5. Sample Minutes..... 34

FINAL DRAFT 3 Dec 2018

Eastern Sandoval Citizens Association Practices For Board of Directors and Committee Chairs

8 NOVEMBER 2018

The Eastern Sandoval Citizens Association (ESCA) Office Guideline document is not a replacement for the Articles of Incorporation and Corporation Bylaws. It is the responsibility of each member of the Eastern Sandoval Citizens Association Board of Directors (ESCABOD) and other appointed committees to have an appropriate working knowledge of the above-mentioned documents to carry out their duties and responsibilities to the Association. The information present in this document is primarily operational or policy in nature and does not replace the official documents of the Association. The operational information and policies may be changed, deleted or modified as new members of the board are elected and improved methodology is developed.

The document mention above will have two sections plus attachments

Section 1: ESCA Board Officers, Members and Committee Chair Duties, Responsibilities, and Procedures

Section 2: ESCA Policies and Board Approved Documents

Attachments:

1. Annual Meeting Checklist
2. Standard sign in form for all ESCA meeting
3. Election Year Forum Rules, Procedures and Checklist
4. Sample of Agenda Format
5. Sample of Meeting Minutes

SECTION 1

ESCA Board Officers, Members and Committee Chairs Duties and Responsibilities

ESCA PRESIDENT

1. Preside at all meetings of the ESCA Board of Directors (ESCABOD) and the ESCA Annual Meeting and/or special meetings.
2. Insure the orders and resolutions of the Board are carried out.
3. Sign all written instruments on behalf of the Association.
4. Manage the content of the Website, approving changes and postings.
5. Cosign all checks with the Treasurer of an amount of \$500.00 or higher for the ESCA account.
6. Coordinate with board members to set a date, time, and place for the ESCABOD meetings, Annual/Special meeting and Election year Forum.
7. Coordinate with board members to set a date, time, and place for the annual meeting.
8. Build an agenda based on items that remain “open” from either the previous board meeting or the annual membership meeting and items brought to the attention of the ESCABOD as well as any items that a board member feels should be discussed.
9. Forward agenda to all Board members and post on the association website not less than ten (10) days prior to either the ESCABOD meeting or the ESCAM annual meeting.
10. During meetings, insure each agenda item under old business, new business and open discussion is assigned a status of either “Open” or “Closed”. This status will be reflected in the minutes. In addition, in the minutes, each “open” item should have the name of a board member who is responsible for further action.
11. Ensure that a draft copy of the minutes be e-mailed to each board member for changes and corrections prior to the president’s final approval and posting.

12. Provide the accepted minutes from the previous meeting and any supporting documents to each board member not less than ten (10) days prior to the ESCABOD meeting, either via e-mail or other means.
13. Custodian of the "ESCA at work" road signs.
14. Complete a monthly accomplishment document for ESCA each month of each year, for inclusion in the list of yearly accomplishments of the Corporation.
15. Ensure that all Officers and Committee Chairs are appointed by the Board at the January Board meeting.
16. Ensure that new checking account authorization cards are signed when either the president or treasurer is replaced.
17. Ensure that a document is produced each January with the Official Board of Directors list with name and title (District or At-Large), address, phone and email address. Also, as an attachment, list each Committee/trust chair and members of the committee/trust with similar information as the Directors.
18. Invite County/State officials, local organizations, and people of interest to speak at the monthly board meeting and annual meeting on subjects of interest to ESCA members.
19. Coordinate with Sandoval County District One Commissioner who represents the Placitas area, other government officials, and other Placitas organizations.
20. Maintain and update as necessary the "Annual Meeting Checklist." (Attachment 1)
21. Ensure that ESCA funds are protected against "dishonest acts" should they occur by the President, Treasurer and Chair of the LPT.
22. Ensure that ESCA is covered by general liability and "wrongful act" (D&O) policies and the policies are maintained on a yearly basis.
23. Annually ensure an independent financial review of ESCA financial records and an inventory of blank check supplies.

ESCA VICE PRESIDENT

1. Perform any and all duties of the President, in the event of the President's absence, or inability or refusal to act.
2. Coordinate legal information and discussions with legal professions.

3. Conduct an annual review of ESCA insurance policies to insure proper coverage.
4. Perform such other duties as required by the Board of Director.

ESCA TREASURER

Banking responsibilities:

1. Maintain at a banking institution one account for ESCA and one account for the Land Use Protection Trust (LPT).
2. Reconcile bank accounts monthly.
3. Maintain online banking with a banking institution.
4. Ensure bank account signature cards are kept current.
5. Ensure a yearly independent review of all accounts is completed at the end of the calendar year.
6. Save in Dues file, scans of checks deposited for dues, and send a copy to Membership Chair.
7. Save in Donations file, scans of checks deposited for donations, to LPT and send a copy to LPT chair for “thank you” acknowledgments.
8. Transfer Stripe and PayPal dues and/or donation payments into ESCA checking account and send notification to Membership Chair automatically.
9. Transfer Stripe and PayPal LPT donations into LPT checking account and forward notification to LPT chair for “thank you” acknowledgments.
10. Scan and file all invoices under ESCA or LPT Invoices
11. Pay bills through a banking institution set up for direct payment for various vendors
12. Obtain approval of payment of all bills from President prior to payment, and obtain approval of payment of LPT bills from LPT Chair and President; approval to be submitted to Treasurer within 24-48 hours
13. Ensure that ESCA checks over \$500 have two signatures on check (signatories on file to be President and Treasurer).

14.Ensure that LPT checks over \$200 have two signatures on check (signatories on file to be LPT chair and Treasurer).

FINAL DRAFT 3 Dec 2018

Account reporting responsibilities:

1. Maintain Quicken subscription to manage accounts.
2. Prepare and maintain a thumb drive of saved files and account information to be exported to new treasurer's computer
3. Maintain up to date entries for ESCA and LPT
4. Prepare monthly summary and transaction reports for ESCA and LPT for Board and present them at monthly meetings
5. Prepare year- end summaries for Board and present them in January for the past fiscal year
6. Prepare a yearly draft budgets for ESCA and LPT and present them at November meeting for approval
7. Prepare year end Budget vs. Actual expenditures for prior year and present them to the board

Income tax reporting responsibilities:

1. Gather information for yearly 990-N Postcard tax preparation
2. Send information to accountant (Clay Benedict CPA, Baca & Howard PC 505 200-3800 clay.benedict@bacahoward.com) after April 15; returns are due May 15.
3. Submit to accountant required documents: yearly summary report for ESCA and LPT, yearly transaction report for ESCA and LPT, copy of interest statement from a banking institution, list of current board of directors, and list of yearly accomplishments of corporation.
4. Secure link to access Postcard Confirmation from IRS website sent by accountant.
5. Scan copy of Postcard Confirmation proof of filing and file under Taxes.

Corporate reporting responsibilities:

1. File Annual Non-Profit Corporation report and update corporation information with Office of the Secretary of State (www.sos.state.nm.us – Corporations – E-File Corporate Report)
2. Submit payment of renewal cost (\$10.00 per year) by May 15.
3. Function as Registered Agent of the Corporation.

4. File Statement of Change of Registered Agent when agent position changes.
5. Submit payment as needed to maintain current insurance policies: A.
 - A. Directors & Officers Insurance Western Assurance PO Box 94600 Albuquerque NM 87199 – Nancy Young, Agent 505 265-8481, Cincinnati Insurance Companies #BCN-0012933 – 3 year policy 01/05/2016 to 01/05/2019, billed on a yearly basis.
 - B. General Liability – CNA Insurance #B 4031574268 – 1 year policy 04/03/2018 to 04/03/2019, billed on a yearly basis.

Miscellaneous responsibilities:

1. Register as user of a banking institution credit card.
2. Contact Cardmember Service (866-485-4545) when change of users is needed.
3. Set up automatic renewals for yearly subscriptions (mainly software renewals).
4. Maintain copy of passwords used for financial transactions (a banking institution, Stripe, PayPal, MembershipWorks, FatCow, QuickBooks, Secy. of State)
5. Perform such other duties as required by the Board of Directors.

ESCA SECRETARY

1. Record, distribute, and store minutes and proceedings of ESCA. The minutes should include: *
 - A. Start time, date and location of meeting.
 - B. Board members present and absent, and guests present.
 - C. All motions, who made the motion, whether the motion passed or failed and the vote count.
 - D. Substance of each issue.
 - E. Insure that each item of old business, new business and open discussion items are designated either “open” or “closed”, and if “open” who is responsible for further action.
 - F. Time, date and location of the next meeting, if known.
 - G. Time of adjournment.
 - H. Minutes should say what was done, not what was said.
2. Prepare draft minutes and attachments consistent with format and requirements listed in Secretary responsibilities. *
3. Forward draft meeting minutes and attachments, within ten (10) days after the meeting to all board members for additions, corrections, deletions, and comments. *
4. Forward final corrected minutes to President, within 15 days after the meeting, for approval. *
5. Incorporate any notes from board members or others who offer feedback about the minutes. *
6. Forward final corrected minutes to President, within 15 days after the meeting, for approval. *
7. Send the approved minutes and attachments to the IT Chair for posting on the ESCA website. *
8. Distribute approved minutes and attachments to all Board members. *
9. Maintain on file all corporate records, insurance policies and documents.
10. Maintain a second mailbox key as a back-up to the treasurer.
11. Produce the Official Board of Directors list with name & title (District or At-Large), address, phone, and email address. Also, as an attachment, list

each committee/trust chair and members of the committee/trust with the similar information as Directors.

12. Collect and hold all official correspondence of the corporation, including emails.
13. Assist in the planning of the annual meeting and donor recognition.
14. Unlock and set up the Board meeting location (with Board Help) and lock the facility after the meeting.
15. Secure facilities, sound system, video equipment and refreshments for the Annual/special Meetings and the ESCA candidate forum.
16. Draft official correspondence for the Corporation.
17. Call role at each Board meeting.
18. Provide extra copies of the agenda available at ESCA meeting.
19. Provide a sign in sheet for guests attending all ESCA meetings.
(Attachment 2)
20. Maintain possession of PO Box key #215 located in Placitas NM and, as a minimum, check mail twice a month. Scan, mark "for deposit only" and deposit all checks received and forward scanned copies of the checks to Membership Chair and Treasurer and deliver other mail content to appropriate director or chair as needed.
21. Perform such other duties as required by the Board of Directors.

The duties above marked with an asterisk (*) may be covered by volunteers or contract agency. However, it is the Secretary's responsibility to see that the actions are accomplished in a timely fashion and in accord with these practices.

LAND USE PROTECTION TRUST CHAIR

1. Solicit ESCA Board approval, where required by ESCA Bylaws or LPT Mission, Purpose, and Operating Rules (MPO), changes to the LPT MPO.
2. Recruit and gain ESCA Board approval of LPT Director appointments and/or term extensions.
3. Obtain ESCA Board approval prior to initiation of legal action by LPT is necessary.
4. Communicate with LPT Board (by email or meetings) to determine officers, Issues to be addressed, strategy and tactics, recruitment of additional LPT Board members and subject matter experts as needed, and the selection and oversight of legal or other professional help as required.
5. Communicate to ESCA Board (at monthly ESCA Board meetings) and LPT stakeholders (by email to donor list):
 - a. LPT issue status
 - b. LPT needs, fundraising and financial status
 - c. Maintenance of LPT webpages on ES-CA.org website
 - d. Requests to stakeholders for participation in letter writing or meeting attendance to show level of support for ES-CA/LPT positions
 - e. Booth at Placitas Appreciation Day event
 - f. Mailers or handouts as needed
 - g. Meetings with community HOA groups
6. Maintain a current list of agencies and contact information that is important to carry out the responsibilities of the Land Use Protection trust

IT COMMITTEE CHAIR

1. Administer and maintain the www.es-ca.org website
 - a. FatCow web host www.fatcow.com
 - i. Website & email hosting
 - ii. Nightly site backups
 - iii. SSL certificate
 - iv. Domain Registration
 - b. Google calendar and MembershipWorks calendar
 - c. WordPress software (public face)
 - i. MembershipWorks forms for membership and donations (Stripe)
 - ii. Askimet for WordPress spam control
 - iii. BackupBuddy backup software for WordPress
 - d. Membership MembershipWorks database
 - e. PayPal and Stripe
 - f. Coordinate personnel for website:
 - i. Content Manager: currently Dick Ulmer
 - ii. Site Technical help: currently Kathy Kitts
 - iii. Site Managing Editor: currently George Franzen
2. Maintain MailChimp service
 - a. bulk email announcements
 - b. member/community surveys
 - c. member voting
3. Maintain ESCA dropbox (www.dropbox.com)
4. Maintain vendor/services usernames & passwords spreadsheet

IT AND DATABASE MANAGEMENT

PHILOSOPHY

Essential IT components for ES-CA are free services where possible. To provide consistency in the organization, a fee-based package, MembershipWorks is used to provide membership, calendar, event, and other services. Since staff is unpaid, web-based IT components were selected where available to help distribute the workload between staff members and reduce webmaster responsibilities.

Essential IT components are listed below, with general explanations of operation.

Passwords, other security and access details are contained in a separate document (ESCA Accounts.xlsx) with limited distribution.

WEB HOSTING

FatCow.com is the web host and is paid in advance. We also subscribe to FatCow's nightly backup service and they also provide our SSL certificate. The backups and SSL are separate from the cost of hosting.

DOMAIN HOSTING and NAME SERVERS

The ES-CA.org domain is registered with FatCow.com and renews each year in August. Log in here to change name servers if necessary (currently ns1 and ns2.fatcow.com).

WEBSITE MANAGEMENT

Our website, <https://www.es-ca.org> is implemented as a WordPress site. This provides a consistent interface to users and administrators. All editing is done through WordPress.

MAILBOXES (info@es-ca.org, etc.) and EMAIL FORWARDING

The mailing address for business and housekeeping purposes. Create and edit mailboxes in FatCow Mail Central component of their control panel.

Access email through the FatCow admin login and Mail Central link.

Existing email addresses can also be forwarded to multiple recipients via settings in Mail Central.

We use mailbox forwarding to move mail addressed to es-ca.org accounts to Directors' personal email accounts. This shields the personal email addresses from the web and allows us to change the recipient easily when officers change. Forwarders do **not** retain mail on the es-ca.org server to prevent cleanup headaches.

MEMBERSHIP DATABASE

The database is constructed and maintained by the vendor, MembershipWorks and resides on the membershipworks.com servers. Maintenance is through their web interface at <https://membershipworks.com/admin/>

ES-CA FORUM (BLOG)

The Forum is managed through WordPress. Persons having Editor or Admin access can edit.

CREDIT CARD SERVICES: STRIPE and PAYPAL

Stripe and PayPal have been set up and linked with an ES-CA bank account. While the PayPal account still exists, it is currently unused. Members can purchase a sustaining membership or donate through our MembershipWorks pages on the website.

MembershipWorks sends emails of every transaction to the official email address for membership (members@ES-CS.org). This mail can be forwarded to the ES-CA Treasurer.

To administer the PayPal account, log into paypal.com with user name "paypal@es-ca.org" and password. The Stripe account is administered online at stripe.com. Login with the username webadmin@es-ca.org and password. These passwords should be safeguarded since it allows access to ES-CA funds.

ONLINE VOTING

ES-CA voting is done through a non-profit site called BallotBin.com. An ES-CA account is already set up at BallotBin,.

The Board may wish to make a donation to this site, if satisfied with its performance.

To set up an online poll or election, log into BallotBin.com with the user name "esca" and the password. Surveys and ballots are very easy to set up via a wizard-like set of questions.

You will need a separate text list of voters' emails for each of the 4 ES-CA districts, if district ballots are different. These lists are available via login to the ES-CA membership database Reports page. You can copy and paste text lists of email addresses into each district ballot. These lists and ballots can be saved on the BallotBin site.

You can attach pictures of candidates, if the images are first placed on a website. Dennis Fortier is the currently designated at BallotBin administrator.

NEWSLETTERS and INFO (MASS EMAILS)

ESCA uses MailChimp.com as its free newsletter application. MembershipWorks automatically maintains the list, "ESCA members - current and recent" for us.

ONLINE MEMBER SIGN-UP

New members may sign up through the online forms provided by MembershipWorks. To access, click the "Membership" link on the menu bar, then "Join ESCA".

Existing members can maintain their information and renew online by clicking the "Membership" link on the menu and then "Member Sign In". They log in using their email address on file and password. If the password is unknown (as will be the case for most members), clicking the radio button "Request Password" and providing their email address will prompt the system to email the password to them.

MAINTAINING THE ES-CA CALENDAR

The calendar is a MembershipWorks feature, along with other features, that is maintained through the MembershipWorks “Dashboard” at:

<https://membershipworks.com/admin/#dashboard>

FINAL DRAFT 3 Dec 2018

MEMBERSHIP CHAIR

1. Maintain spreadsheets of current paid members and past members on MembershipWorks.(MW)
2. Monitor and save all MembershipWorks emails from members
3. MembershipWorks (MW) will:
 - A. Automatically send members a 30 day and a 15 day renewal notice prior to their membership expiring
 - B. Automatically send a remind 8 days after membership has expired.
 - C. If necessary, send another remind 30 days after membership has expired.
4. Will send a personal Letter or email to the past member requesting they renew their membership.
5. A past member will be maintained on the member list for one year. After that year the name will be removed from the list
6. Chair membership committee meetings (which may be conducted via email).
 - A. Solicit members for the membership committee.
 - B. Plan advertising and organize membership drives.
 - C. Have an ESCA presence at Placitas Appreciation Day
 - D. Develop brochures, mail outs, newspaper ads and flyer, as necessary.
8. Treasurer sends the membership chair copies of any checks received for dues
9. Review information in MembershipWorks database; update as necessary.
10. Facilitate solutions of problems members may have when renewing membership or joining as new members.
11. Report membership data at board meetings; submit a written report prior to the meeting.

HOA COORDINATOR

1. Maintain a spreadsheet of HOAs participating in the ESCA communication network. Information to include HOA address, phone, president or chair, contact person, website, email address, and date when elections are held.
2. Update spreadsheet as necessary.
3. Contact HOAs after their elections to obtain updated contact information.
4. Provide HOA spreadsheet information to ESCA board.

ESCA Adopt-A-Highway Program Committee Chair

1. ESCA Cleanup-Coordinator to choose tentative dates for Adopt-A-Highway Cleanup
2. Submit dates to ESCA President for final approval by the Board. Current permanent dates are the 4th Saturday in April and the 4th Saturday in October.
3. Time of Cleanup: 9 AM to 11 AM
4. ESCA does the cleanup two times per year (Fall and Spring)
5. Cleanup area is the first mile of Highway 165
6. The meeting location is the large parking area at the *Women Veterans of New Mexico Historical Marker* at mile marker 0 on Highway 165.
7. Contact NMDOT District 3 Traffic Tech-B; AAH Coordinator Olga Barton (olga.barton@stare.nm.us; Work 505-798-6613, Mobile 505-553-2549) 3 weeks before the scheduled Cleanup so that State is aware of the Cleanup date.
 - a. Inform her of the date of cleanup
 - b. Estimate of number of safety vests and trash bags
8. The only document the DOT requires is the notarized hold harmless agreement that the ES-CA president signs when the organization joins the program. The DOT has this document on file. (New president signs and has it notarized)
9. Send the DOT document to Olga Barron 7500 Pan American Freeway NE 87109
10. Send out notification to all ES-CA members about the upcoming Cleanup, asking for volunteers along with ES-CA Cleanup Coordinator's contact information
11. Send text for Cleanup announcement to ES-CA president who will then notify the ES-CA Membership Chair to send out the global announcement to the full ES-CA membership
12. Three (3) weeks before the Cleanup, make call for volunteers.
13. One (1) week before the Cleanup, make 2nd "call for volunteers" (usually needed).
14. Day of Cleanup have volunteers print name and sign waiver form, see below.
15. The week of the Cleanup send out logistics for the Cleanup day:

- a. Meeting location
- b. Time
- c. Reminder to bring cell phones, gloves, hats, sunscreen, etc.
- d. Precautions

Contact the keeper of the large ESCA signs to bring them to the Cleanup meeting spot, so they can be placed on the side of the 1- mile Cleanup area. (The president currently keeps the signs)

Maintain contact with Traffic Tech – Coordinator, NM DOT District 3

- Arrange for pick-up of trash bags and safety vests from the DOT
 - Located on 7500 Pan American Freeway NE Albuquerque NM 87109
 - Pick up at least 2 days before the Cleanup

Send a report to ESCA president with names of ESCA volunteers and any other pertinent information about the Cleanup.

Notify the Traffic Tech Coordinator at the DOT the business day following the Cleanup

- Approximate number of bags for DOT pickup and location of bags
- Number of ESCA volunteers for the Cleanup day.
- Return vests & remaining trash bags to the DOT next business day following Cleanup

Send e-mail “THANK YOU” to all of the ESCA volunteers

Adopt-A-Highway Letter to Participates

Dear ES-CA Volunteers,

Following are the plans for our cleanup on Saturday, (month, date and year)

- Meet at 9:00 AM at the *Women Veterans of New Mexico Historical Marker*
 - The marker is just east of mile marker 0 on Highway 165 and the ES-CA blue *Adopt-A-Highway* marker (right off of I-25)
 - There is plenty of room to park
- Wear good gloves
- Protect yourself from the sun (we recommend using sun screen and sun hat)
- Drink water (Irene will bring extra water)
- Watch where you put your hand and keep the possibility of snakes in mind
- Never pick up weapons or dead animals
- Do not handle or pick up bottles containing any fluids
- Should you find a weapon or dead animal, call the **Sandoval County Sheriff's non-emergency number 867-4581**
- Each team needs a cell phone to call 911, if needed
- Park the cars well of the road and have emergency flashers on when going to your assigned zone
- Teams must always walk toward the on-coming traffic
- Caution should be used when crossing State Route 165

SECTION 2 – POLICY AND POSITIONS

Position Oil & Gas Ordinance:

To Sandoval County Commission

3/15/2018

The Eastern Sandoval Citizens Association Board of Directors has approved a position on the Sandoval Oil and Gas Ordinance preparation. The board unanimously supports:

1. A “Citizen Work Group” (CWG) of nine local stakeholders to formulate an “Aquifer Source Water Protection and Oil and Gas Ordinance” for Sandoval County.
2. The CWG should report directly to the County Commission.
3. The Oil and Gas Ordinance must prohibit any vertical or horizontal drilling and any other related activities to Oil and Gas in the geological formation known as the Albuquerque Basin and is partially located in Sandoval County.
4. The CWG should coordinate with other Counties in New Mexico who either are developing their own O&G ordinance or currently have an ordinance in effect that deal with the Albuquerque Basin.
5. The primary focus of the CWG must be to protect the water supply of the Albuquerque Basin and Sandoval County.

George Franzen
President of ESCA

Policy: What ESCA can send to members

1/30/18

Surveys addressing issues that in anyway could affect Sandoval County as a whole or particular to the ESCA area. The result can and should be used to express the positions, of the people participating, to their governmental and political officials.

Surveys should be worded in multiple choice style questions for ease of tabulating the result. Essay questions may be used if all the responses are included in the results.

Open letters or information, not directly related to a political campaign, to the citizens from elected or appointed officials of Sandoval County, State of New Mexico and/or Federal Government who represent citizens of the ESCA area.

Notices of non-partisan forums to be held for all candidates running for an elected office of Sandoval County, State of New Mexico and/or Federal Government who represent citizens of the ESCA area.

Open letters or information, that is not directly endorsing or opposing a candidate for election, to citizens from ES-CA or its appointed spokesman (e.g. committee chair, legal representative, etc.) related to issues potentially effecting the social welfare of the citizens of Eastern Sandoval County.

Notices of ESCA Board, Special, Annual meetings and Candidate Forum

What ESCA cannot send to members and the coalition of citizens.

Campaign literature, flyers, material or notice of fund raisers for candidates, of any party, running for an elected office. Material from an individual which implies or lists their accomplishments while in office, if they are running for an office or could possibly be running for an elected office, unless such accomplishments are directly related to those done for, or in support of, ES-CA requests.

Policy ES-CA Rules of Engagement

- o **Discover and discuss** issues widely using the Forum and other discussion venues.
 - o **Identify** issues of consequence from the discussion.
 - o **Solicit** possible actions – through issues notices, and advisories to members.
 - o **Develop** courses of action with escalating options, such as exhausting administrative and procedural remedies first. Alternatives arise from the range of preferred actions expressed in the ongoing discussion. Alternatives may contain requirements for subsequent member votes at key milestones.
 - o **Submit** alternative plans of action to member vote for selection.
 - o **Report** the results of the membership vote.
 - o **Refine** the approved plan of action if necessary. Conduct any required ratification votes and publish the final plan to members and/or the public.
 - o **Implement** the final plan, and keep membership apprised of progress. Initiate any key votes required by the approved plan, including as a last option authorization to take legal action.
-
- o **Notify** members of any intent involving legal engagement and set up a special fund to receive donations.



Expanded Step-by-Step Outline

The following outline is in two sections: The first section provides alternatives for establishing ESCA positions and courses of action short of litigation; the second applies only to situations in which litigation is deemed to be the appropriate option.

A. Alternatives for arriving at an ESCA position and course of action (short of litigation) on a particular issue:



1. The Board may make decisions as needed without a vote of the membership.
 - a. The Board shall first vote to take action without a vote of the membership.
 - b. A simple majority vote of the Board is necessary to proceed.

c. The Board shall keep members informed of issues and actions taken by the Board.

2. The Board may act pursuant to a vote of the membership

a. Provide information to members (not necessarily all at one time)

- a brief explanation of the issue
- more detailed analyses of the issue and its implications, as needed
- background materials (official documents, submissions by interested parties, applicable sections of law, etc.)
- an initial list of possible ESCA positions and actions

b. Solicit member views regarding both the issue itself and possible ESCA positions and actions; tabulate and synthesize the results.

c. Report back to members on views expressed; revise the list of ESCA options accordingly.

d. Call for members to vote on what ESCA's position should be and what ESCA should do.

e. Report on the results of the vote, and then take the actions that members have approved (to the extent feasible within ESCA's resource limitations).

B. Additional procedure if litigation appears to be both feasible and a relevant (or the only) option:

[NB: This is written as if options other than litigation have been tried and have failed—i.e., such options as opposing a proposed development before the cognizant County bodies.]

1. Provide information on the litigation option to members

- purpose and nature of litigation (complaint, grounds, requested remedies, etc.)
- relevant statutes, ordinances, case law; summary of evidence
- prospects for success; estimated cost and duration; risks (e.g., being countersued)
- update of issue information laid out in A.1

2. Solicit member views regarding the desirability of litigation and willingness to support it financially.

3. Report back to members on views expressed.

4. If a reasonable number of members appear supportive, call for a member vote on whether to proceed with litigation and, if so, on willingness to contribute to a special legal fund.
5. Report on the results of the vote; if members vote to litigate, establish the special fund; commence the litigation process.

ATTACHMENTS

Attachment 1: Annul Meeting Checklist

Attachment 2: Standard sign in form for all ESCA meeting.

Attachment 3: Election Year Forum Rules and Procedures

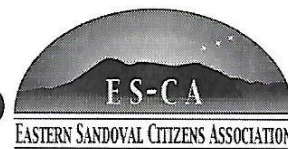
Attachment 4: Sample Agenda

Attachment 5: Sample Minutes

Attachment 1

ESCA ANNUAL MEETING CHECKLIST

1. The board determines the date, time and location of the ESCA Annual Meeting.
2. Appoint a Board member as the chair for the ESCA Annual Meeting.
3. Place an article in the Sign Post
4. Update the website home page and calendar with date, time and location. Remove same after meeting.
5. Determine who will be the speaker(s) and send invitation(s).
6. Determine the refreshments and entertainment.
7. Secure a sound system with portable microphones, video play/screen and other equipment as necessary.
8. Plan a sign in table with ESCA brochures, membership forms and a computer for either on the spot membership sign up or for renewal.
9. Provide a table and person to register voters.
10. Produce an Agenda and send to the membership 20 days and 10 days prior to the Annual Meeting.
11. Place ESCA bread board signs in front on the meeting location.



Sign in sheet – please print legibly

Meeting Date: _____ Meeting Place: _____

Name: _____ E-mail _____

Address: _____

Phone: _____ Check here IF YOU ARE NOT an ESCA member

Name: _____ E-mail _____

Address: _____

Phone: _____ Check here IF YOU ARE NOT an ESCA member

Name: _____ E-mail _____

Address: _____

Phone: _____ Check here IF YOU ARE NOT an ESCA member

Name: _____ E-mail _____

Address: _____

Phone: _____ Check here IF YOU ARE NOT an ESCA member

Name: _____ E-mail _____

Address: _____

Phone: _____ Check here IF YOU ARE NOT an ESCA member

Name: _____ E-mail _____

Address: _____

Phone: _____ Check here IF YOU ARE NOT an ESCA member

ES-CA: A WATCHDOG ORGANIZATION STRUCTURED FOR ACTION

Election Year Forum Rules and Procedures

**EASTERN SANDOVAL CITIZENS ASSOCIATION
CANDIDATE FORUM RULES
PLACITAS PRESBYTERIAN CHURCH
7 PASEO DE SAN ANTONIO RD, PLACITAS
SATURDAY SEPTEMBER THE 8TH
2:00 TO 4:00 PM**

The Forum rules are:

- 1) The Forum will begin at 2:00pm. The order of opening comments will be Candidates for House district 22, County Commissioners district 1, County Assessors and County Sheriff. The candidate to speak first, within in each campaign, will be in alphabetical order by last name.*
- 2) Each candidate will be given three-minutes to make their opening comments. There will be no questions from the audience during the opening comments.*
- 3) The Moderator will advise the audience that applaud is only appropriate at the end of the opening and closing statements only.*
- 4) The ESCA Board will determine one question, during the previous month Board meeting prior to the forum, for each campaign to be asked by the Moderator after the 3 minutes opening statements are completed.*
- 5) While the questions from the ESCA Board are being answered, four (4) Board members will collect the questions from the center aisle, starting at the front and middle of the church, to the rear. At the rear, the question cards will be divided into questions for particular campaigns, and four (4) questions will be select for each campaign.*
- 6) The four (4) Board members, with the selected questions, will be place in the front of the church, with the hand microphone and be responsible for reading the questions for the campaigns/candidates to answer.*
- 7) Each candidate will be given an opportunity for a three-minute closing comments. The order for closing comments will be in reverse order of the opening comments*

- 8) *A member of the ESCA Board of Directors will time opening comments, answers and closing comments to ensure each candidate within each campaign is given equal time to speak. A sign indicating a **1 minute** and a **30 second** warning will be given when time is about to run out. A **stop sign** will be shown when time has run out.*
- 9) *The Moderator will be responsible for ending the questioning to allow sufficient time for closing comments by each candidate and any final remarks from ESCA.*

CANDIDATE FORUM PROCEDURES

1. The Board will appoint a Director who will have the responsibility planning and inviting candidates to the forum.
2. At the opening of the forum the Moderator should acknowledge elected officials, VIPs and other candidates present.
3. Photos, Recordings or Videos of the Forum will not be permitted during the forum.
4. There should be an ESCA brochure or palm card to hand to each person attending the forum.
5. The Moderator will have the sole responsibility of arranging the candidates, seating and location of microphones.
6. Printed cards should be handed to each person entering the forum for their questions, a 4X6 card would work best. (see below)
7. The ESCA Board will determine one question, during the previous month Board meeting prior to the forum, for each campaign to be asked by the Moderator after the 3 minutes opening statements are completed.
8. The Moderator will be responsible for ending the questioning to allow sufficient time for closing comments by each candidate.
9. A Board member will be needed at a sign in table.
10. Ask a voter register to be available to sign up new voters.
11. Campaigns need to be advised of the campaign material that will be allowed at the forum.
12. The ESCA bread board sign should be put out in front on the forum location.

On the blank side of the card:

Please circle one Campaign that you wish to answer your question. Each Candidate within that Campaign will be given the opportunity to answer the question.

Campaign xxxxxxxxxx

Campaign xxxxxxxxxx

Campaign xxxxxxxxxx

Campaign xxxxxxxxxx

On the lined side of the card

Please print your question below and **then pass it to the center aisle.**

FINAL DRAFT 3 Dec 2018

ELECTION YEAR SANDOVAL COUNTY CANDIDATE FORUM CHECKLIST

1. The board determines the September date, time and location of election year forum.
2. Appoint a Board member as the chair for the election year forum.
3. Determine the campaigns that will be invited to in the Forum.
4. Determine the rules for the forum.
5. Secure a sound system with portable microphones.
6. Determine the refreshments.
7. Send an invitation to each candidate along with a copy of the forum rules.
8. Produce a quarter page advertisement for the forum and place it in the September Sign Post newspaper, deadline 20th of August.
9. Update the website home page and calendar with date, time and location. Remove same after meeting.
10. Produce a flyer to be sent to Democrat, Republican and non-partisan organizations. (Sandoval County Republican Party, Sandoval County Democrat Party, Las Placitas Association, Garden Club Placitas Democrats and Friends and Placitas Chamber of Commerce as examples. The flyer should also be sent to each candidate, so their campaigns, can send it to their supporters.
11. Plan a sign in table with ESCA brochures, membership forms and a computer for either on the spot membership sign up or for renewal
12. Provide a table and person to register voters.
13. Produce an Agenda and send to the membership 30 days and 10 days prior to the election year forum along with a copy of the flyer.

SAMPLE AGENDA

EASTERN SANDOVAL CITIZENS ASSOCIATION BOARD MEETING AGENDA

8 Nov 2018

6:00 PM

Placitas Community Library, HWY 165

1. Call to order
2. Roll Call
3. Acceptance of minutes
4. Introduction of Guests
5. MONTHLY REPORT –ISSUES - UPDATES
 - A. Treasurer’s Report – Diane
 - B. Membership Chair & HOA Coalition Report - Diane
 - C. IT Report – Jim
 - D. BLM Recreation - Richard
 - E. LPT Report– Dick
6. OLD BUSINESS
 - A. Office Practices and Policy for ESCA – George
 - B. Policy on membership roster – Jim - Diane
7. NEW BUSINESS
 - A. Review Budget to date and proposes Budget numbers of 2019 - Board
8. OPEN DISCUSSION
 - A. Replacement Board member for 2019
9. Next meeting December 3, 2018, at the PLACITAS COMMUNITY LIBRARY, AT 6:00 PM
10. Adjournment

SAMPLE MINUTES

EASTERN SANDOVAL CITIZENS ASSOCIATION

Minutes, September 10, 2018 Board Meeting

The meeting was called to order at 6:03 pm by George Franzen, President, at the Placitas Community Library.

Members present were Jim Harre, John Mc Nerney, Diane Pellechio, Richard Reif, and Dick Ulmer. Absent were Susan Fullas, Jacques Ramey, and Chris Daul (leave of absence). A quorum was present.

Minutes of the August 6, 2018 board meeting were accepted as corrected.

Guests present were Mark Brown, Katherine Bruch, Chris Daul, Scott Gullett, Lisa Wilhelmsen, and John Wilhelmsen.

REPORTS & SPEAKERS

George Franzen distributed an after-action report on the candidate forum held on September 8, 2018. After discussion, the board decided to edit the report and include it in the Office Practices and Procedures.

George also introduced the notion of hiring a recording secretary as a contract employee.

Treasurer's Report: Diane Pellechio reported an ESCA balance of \$26,307.01 and a LPT balance of 33,520.36. A summary of income and expenses for July 2018 is attached to the minutes.

Membership and HOA report: Diane Pellechio reported that ESCA currently has 86 memberships listed on the MembershipWorks database who have not renewed within the past three years: 15 three years late, 33 two years late, 13 one year late, and 25 have missed renewing this year. Diane requested that a decision be made regarding what to do about those who are two or three years past due. Jim Harre and Diane will draft a document outlining the sequence of MembershipWorks emails to be sent out regarding renewals. The membership report is attached to the minutes.

IT Report: Jim Harre reported that the HOA contact coalition has been set up with MailChimp.

BLM Report: George Franzen reported that Dick Ulmer, Sandy Johnson, and he met with staff of Senators Heinrich and Udall, and Congresswoman Michelle Luhan-Grisham to develop a document regarding mining on BLM land.

LPT Report: Dick Ulmer contacted Sandoval County to request an October status update from Vulcan Materials. Diane Pellechio continues to be in contact with a Vulcan spokesperson and provided an update on previous communications. Dick also provided an update on issues regarding the County's properly supporting HOA covenants in B&B disputes and LPT plans to appeal Planning and Zoning rules permitting B&B conditional use in a restricted community. Dick also reported that Las Placitas Association and ESCA/LPT representatives met with staff for Senators Udall and Heinrich and Congresswoman Luhan-Grisham, as reported above. Meetings with Congressmen Pearce and Luhan staff are planned.

OLD BUSINESS

Office Practices: George Franzen reported that work on the Practices is still in progress; final draft will be submitted in October for review by the board. The practices will be distributed at the October board meeting. - Open - George

Signpost Ad: Dick Ulmer made a motion for ESCA to pay for the Signpost Forum ad. The motion was seconded and passed unanimously. - Closed

Survey Procedure: The board decided to continue with the current survey generator and procedures - Closed

NEW BUSINESS

Membership Roster Policy: Diane Pellechio and Jim Harre will develop a policy statement on use of the membership roster. – Open – Diane

Annual Meeting Date: Since the annual meeting and Adopt-A-Highway were originally scheduled for the same day, the board decided to move the annual meeting to October 20, 2018, from 2:00 p.m. to 4:00 p.m. Rich Reif will look into meeting at the winery. Further discussion focused on possible speakers for the annual meeting. – Open - Board

Adopt-A-Highway Date: The board decided to keep the Adopt-A-Highway clean-up day as October 27, 2018. - Closed

OPEN DISCUSSION:

UNM Hospital mil levy: Since ESCA is a non-partisan organization, the issue of taking a position on the proposed mil levy was discussed. ESCA will provide links to the Sandoval County website for members to access information on the mil levy without stating a position.

The next board meeting will be at 6:00 pm on October 1, 2018, at the Placitas Community Library.

Dick Ulmer moved to adjourn; the meeting was adjourned at 7:20 p.m.

Minutes prepared by Richard Reif, Secretary