

R-Ranch POA Board of Directors
Working Session Minutes
Monday, October 2nd, 2023 at 6:00pm
via Zoom Only

1. Called to order at 6:05pm by Mark Grenbemer
2. Mark G read the following for the Record: **This meeting is being recorded. By attending, you are consenting to being recorded. Recordings can be made available to Owners in good standing.**
3. Roll Call:

Mark Grenbemer: President
Mark Osborne: 1st Vice President
Travis Morgan: 2nd Vice President
Patrick Iler: 4th Vice President (Joined at 6:11pm)
Curtis Hancock: Treasurer
Emilie Simmons: Secretary

Heath Kauffman: General Manager

5-6 Directors Present, Quorum was established.

4. Hearing no objections, Mark G set the agenda as presented.
5. The Board began review of the minutes from 8/19/23. **Patrick made the motion to table approval of the minutes to the next meeting. Mark O seconded the motion. Motion passed unanimously.**

Calendar and Announcements

6. Emilie reminded the Board that the next Quarterly Meeting will be Saturday, October 21st, at 10am in the TV Room & via Zoom.

Reports

7. Mark Osborne reported that the Board met for Owner Hearings and Executive Sessions, but will provide the dates and full report at the Quarterly meeting.

Unfinished Business

8. Emilie provided an update on the new version of the Owner's Handbook. All key staff have been interviewed and provided their input for the Handbook. The Board members have been emailed the outstanding questions. Further work in Open session with Owner input will be needed before the document is ready for adoption.

New Business

9. Initial Discussion about the 2024 Budget was held. Curtis presented what the bottom line would look like with different amounts for the assessment.

Disclaimer: These numbers were taken from the initial draft of a potential budget which is to serve as a starting point for Board discussion only. This initial budget

assumes there will be a 10% increase in insurance again, bringing it to \$440,780.00 for 2024.

Increase %	5% Increase	10% Increase	15% Increase	20% Increase
Annual Assessment	1330.50	1393.90	1457.25	1520.60
Total Income	1,494,100	1,552,292	1,608,040	1,663,788
Total Expenses	1,883,990.98	1,883,990.98	1,883,990.98	1,883,990.98
Bottom line	Loss: -368,307.78	Loss: -311,231.62	Loss: -256,598.58	Loss: -201,965

Curtis also presented that the gun range loss for 2023 was \$30,025.85, and the stables loss for 2023 was \$136,132.96. Discussion was held amongst the Board about expenses that can be cut, ideas for bringing in more income, and the possible need to reduce hours/payroll at the gun range and the stables to reduce the overall annual loss from those amenities. The Board asked for information to help them make informed decisions, including stats for number of trail rides for the year, number of clays shot at the gun range, and total number of nights used by each share. Further discussion will be held at the Quarterly meeting.

10. Mark G presented the charter for a Personnel Committee. Discussion was held.

Personnel Committee Charter	
Purpose	The purpose of the Personnel Committee (Committee) is to provide guidance and support to R Ranch Board as it develops and implements personnel oversight and performance management for the General manager and any employees supervised by the Board. The Committee will also serve to provide continuity and stability between Board elections and Board member transitions.
Composition	Committee membership is strictly limited to current Board members. The Committee will consist of at least three Directors and the Board President. The Chair of the Committee is appointed by the Board. The President will serve as ex-officio member of the Committee. The Committee may invite others with relevant knowledge or expertise but only Board Members may make decisions on matters pertaining to the Committee. Any Director may attend any meetings. All decisions of the Committee are recommendations to the Board and/or Board President. The Committee will strive to arrive at decisions through consensus but if that is not possible a simple majority vote will suffice.
Confidentiality	The proceedings of the Committee operate under the same dissemination and confidentiality

requirements as those of the Board.

Timeframe

The Committee will meet at least quarterly, or more often as circumstances require. Meetings involving confidential material will be conducted in Executive Session. The Committee will operate until disbanded by the Board.

Principal Responsibilities and Duties Include:

- A. Advise and assist in supervision of General Manager (and any other staff subject to Board oversight).
- B. Assist in identifying the expertise, roles and organization of roles needed to achieve R Ranch's strategic goals and other priorities.
- C. Ensure there is an accurate and fair performance review of the General Manager (and any other staff with Board oversight) by acting as an evaluation team in coordination with the Board, including development of performance assessment tools.
- D. Develop protocols to ensure that personnel files are maintained, kept confidential, and secure.
- E. Ensure that, if the Board deems it necessary, sufficient coaching is available to the General Manager and any other staff with Board oversight to enable them to fulfill the responsibilities of that role.
- F. Advise on employee recruiting and retention policies and procedures.
- G. Drive the General Manager search process when necessary.
- H. Recommend policies, expectations, and provide guidance and recommendations related to various aspects of employment, such as job descriptions, performance, salary administration, benefits and professional development.

Travis motioned to adopt the charter for the Personnel Committee as presented. Patrick seconded the motion. Motion passed unanimously.

Owner Comment Time

11. Owner Bob Coffin: Has a long history at the Ranch and can give perspective from a long-distance vacationer. Doesn't like the idea of things being closed. Instead we need to do better at collecting guest fees. Need a system. Offers to come teach staff how to use a system, and a paper work-order system.

Owner: Cathy Macay: Need to maintain a safe number of staff at the stables. We need more owners. We need the marketing budget to be increased to bring in more Owners.

12. There being no further business before the Board, and hearing no objections, Mark G adjourned the meeting at 8:53pm.

Approved by unanimous vote on 10/21/2023

Respectfully submitted by Emilie Simmons, Board Secretary

Emilie Simmons