



VERRADO COMMUNITY ASSOCIATION, INC.
MINUTES OF NOMINATING COMMITTEE MEETING

September 18, 2017

Following are the Minutes of the September 18, 2017 meeting of the Nominating Committee of Verrado Community Association, Inc., an Arizona non-profit corporation (the "Association"). The meeting was held at the Association office located at 4236 N. Verrado Way, Suite A201, Buckeye, Arizona 85396.

Members Present: Suzanne Walden-Wells, Vice-President & Chairperson
Pat Martin, Victory District
Pam Haack, Main Street District
Debbie Sailer, Heritage District

Staff Present: Tabatha Long, Community Operations Manager

Others in Attendance: None

I. Call to Order

Ms. Long called the meeting of the Nominating Committee to order at 10:35 a.m.

II. Establish Quorum

A quorum was established.

III. Review the VCA Director Applications

- o Each of the seven candidate applications reviewed and all were accepted as being eligible.
- o Ms. Long will send an email to each of the candidates notifying them of the approval.
 - The email will include details of what the candidates need to prepare to present their bios, how long they have lived in Verrado, education, work, leadership and how they uniquely qualify for being a board member with a closing statement.
 - Each candidate will be given three minutes with a one minute warning.
 - Mr. Martin will be the time keeper.

IV. Meet the Candidates Forum Planning | October 16

- o Ms. Long reported that the Verrado High School has been approved.
- o The videotaping is still pending approval.
- o Ms. Walden-Wells asked and it was confirmed that it will start at 5:30 allowing 30 minutes for people to mingle and get settled before starting the meeting at 6:00.
- o The candidates will sit on the stage with a microphone to share.

- The committee will sit in the front row and will take turns asking the audience questions gathered.
- **6:00 – 6:30 Candidate introductions:**
- Ms. Long will introduce the candidates in the order pre-determined by drawing prior to starting.
- Each candidate will present themselves and provide a closing statement.
- Ms. Long will introduce Ms. Walden-Wells
- Ms. Walden-Wells will introduce the committee
- **6:30 – 7:00 Committee questions to candidates:**
- The committee will ask three questions for each candidate to answer:
 - 1) What is the biggest challenge you see for the board?
 - 2) What is the first thing you feel you need to prepare for the governance of the community and the budget?
 - 3) How will you balance the interests of the individual residents of the community and that of the HOA as a whole?
- **7:00 – 7:50 Open questions:**
- Ms. Haack was nominated to be the moderator giving each candidate one minute to respond to open questions that have been written by attendees and gathered prior to and during the meeting.
- The candidates order will fall consecutively to the next candidate so each will have an opportunity to answer first unless the question is asked to a specific candidate.
- **7:50 – 7:55 Next steps:**
- Ms. Long will review the voting process and methods to vote.
- Voting will conclude during the VCA Annual Board meeting November 14.
- If candidates agree, they may provide an email address that will be provided in a link on Verrado.com if residents have additional questions that were not answered during the meeting.

V. **Adjournment**

There being no further business, the meeting was adjourned at 11:55 a.m.

MINUTES PREPARED BY:
Debbie Sailer

MINUTES SUBMITTED BY:

Suzanne Walden-Wells, Chairperson