

2024 Nominating Committee Meeting 2:00 PM

Main Office - 12350 Oakwood Drive and Via Zoom

September 28, 2023

AGENDA

- I. Open Forum
- II. Approval of December 9, 2022 Nominating Committee Meeting Minutes
- III. Review Election Timelines
- IV. Review Candidate Application
- V. Electronic Voting Vendors
- VI. Open Forum
- VII. ADJOURNMENT

Next scheduled Nominating Committee Meeting - November 16, 2023 at 2:00 PM

Requests for link to join the meeting via Zoom must be received by 3:00 PM on September 27, 2023.

E-mail THunter@LakeRidgeVA.com

LAKE RIDGE PARKS AND RECREATION ASSOCIATION, INC. (LRPRA)
MEETING OF THE 2023 NOMINATING COMMITTEE MEETING
December 7, 2022, Minutes

This meeting of the Nominating Committee of Lake Ridge Parks and Recreation Association, Inc. (LRPRA) was held virtually using ZOOM conferencing software.

COMMITTEE MEMBERS:

Bill Milne, Chair (electronic)

Tina Herndon (electronic)

Jean Lohier (electronic)

STAFF:

Melissa Ferrone, Administration & Human Resources
Director (electronic)

OTHER ATTENDEES:

A. MEETING CALLED TO ORDER: Mr. Milne called the meeting to order at 6:15pm.

B. OPEN FORUM: There was no discussion at this time.

C. APPROVAL OF NOVEMBER 16, 2022 MINUTES: Ms. Herndon made a motion to approve the minutes. Mr. Lohier seconded the motion, which passed with 3 AYE/0 NAYE/0 ABSTENTION.

D. REVIEW OF “MEET THE CANDIDATES” QUESTIONS: Ms. Herndon approved of the submitted seven questions but requested that the questions be reframed as “sample” questions. Mr. Milne and Mr. Lohier agreed, and it was determined that candidates would be provided the seven sample questions as examples of what may be asked but to be prepared to answer and respond to additional questions posed by Board members and residents.

E. REVIEW ELECTRONIC BALLOT: Mr. Milne asked that the electronic ballot include an explanation of the two votes per lot, citing Article VI, Section 2 of the Lake Ridge Association Bylaws.

F. OPEN FORUM: There was no discussion at this time.

H. ADJOURNMENT: Ms. Herndon made a motion to adjourn the meeting. Mr. Lohier seconded the motion, and it was approved unanimously. The meeting adjourned at 6:55pm.

LAKE RIDGE

Parks and Recreation Association.

12350 Oakwood Drive
Lake Ridge, Virginia 22192-1298
Local (703) 491-2154
Metro (703) 550-9597
Fax ((703)497-7145

2023-2024 Annual Meeting Administrative Schedule

Date	Description	Requirements
8/11/23	Contact Nominating Committee Chair	Contact Nominating Committee, finalize date for first meeting
8/14/23	Begin Voting Vendor Outreach	<ul style="list-style-type: none"> Contact vendors, request proposals Request September 5 deadline for proposals
9/12/23	Board of Directors Meeting	<ul style="list-style-type: none">
9/14/23	Complete Voting Vendor outreach and collections of proposals	<ul style="list-style-type: none"> Compile quotes Prepare proposal for Nominating Committee
9/15/23	Agenda & Package for First Nominating Committee Meeting	<ul style="list-style-type: none"> Agenda and package for first meeting sent to the nominating committee
9/28/23	First Nominating Committee Meeting 2:00 p.m. Admin Building Conference Room and Via Zoom	<ul style="list-style-type: none"> Approve last Nominating Committee meeting minutes Approve method of voting/voting vendor Approve election timeline Review Candidate Application
9/29/23	Legal Review of Documents	Staff collaboration with legal team
10/2/23	<i>Compile Annual Meeting materials</i>	<ul style="list-style-type: none"> Finalize Call for Candidates Finalize Candidate Applications Finalize Annual Meeting Announcement
10/3/23	Publish call for candidates, application information	Posted on marquee, website, Facebook, Friday Newsflash
11/3/23	Candidate applications due by 5:00 p.m.	Covenants/Finance reviewing candidates for approval—reviewal to be completed by 11/9.
11/14/23	Board of Directors Meeting	
11/16/23	Second Nominating Committee Meeting 2:00 p.m. Admin Building Conference Room and Via Zoom	<ul style="list-style-type: none"> Approve last Nominating Committee meeting minutes Present qualified candidate slate/candidate briefings Finalize Annual Meeting agenda
11/17/23	Legal Review of Documents	Staff collaboration with legal team
11/30/23	Candidate info submitted to <i>Lake Ridge Today</i> for the Jan/Feb issue	<ul style="list-style-type: none"> Submit Meet the Candidates Night details Submit candidate info
12/1/23	Announce Candidates & Annual Meeting	<ul style="list-style-type: none"> Post Candidate profiles on website/News Flash Post Annual Meeting information on website/News Flash Post Meet the Candidates information on website/News Flash
12/4/23	Begin drafting Meet the Candidates Night script	<ul style="list-style-type: none"> Prepare for Meet the Candidates Night materials to be finalized 12/19
12/14/23	Third Nominating Committee Meeting 2:00 p.m. Admin Building Conference Room and Via Zoom	<ul style="list-style-type: none"> Approve last Nominating Committee meeting minutes Approve questions for Meet the Candidates Night Review ballots
12/15/23	Legal Review of Documents	Staff collaboration with legal team
12/15/23	Mailed Notice of Annual Meeting	<ul style="list-style-type: none"> Notice of Annual Meeting published and mailed via <i>Lake Ridge Today</i> magazine

12/19/23	Finalize Meet the Candidates Night Script	<ul style="list-style-type: none"> Finalize script, finalize agenda, compile items list
12/19/23	Eligible voter list compiled	<ul style="list-style-type: none"> Establish Class List Review accounts not in good standing
1/3/24	Online voting opens	Vendor links disseminated
1/3/24	Meet the Candidates Night at Tall Oaks	
1/8/24	Begin drafting Annual Meeting Script	<ul style="list-style-type: none"> Complete for legal review by 1/22 Prepare for <i>all</i> Annual Meeting materials to be finalized 2/1
1/19/24	Halfway election reminder	Verify/add newly eligible voters
1/22/24	Legal review of Annual Meeting script	Staff collaboration with legal team
1/25/24	Confirm Annual Meeting attendance	Confirm special guests, association legal counsel, minute taker, support staff
2/6/24	Annual Meeting preparations	Compile/review proxy forms. Prepare ballots. Purchase supplies. Arrange meeting room. Print finalized script.
2/8/24	Electronic polls close at 12:00 PM	
2/8/24	Annual Meeting of the Membership, 8:00 PM	Approve 2022 Annual Meeting minutes
2/13/24	Begin Welcome process	<ul style="list-style-type: none"> Update members on website, Vantaca Order new name plates Send welcome packets, phone calls Follow-up on questions