



FOREST HILL HOME OWNERS INC.

January 12th, 2020

Blue cottage 2419 Lee Blvd. Cleveland Hts, OH 44118

Attendance: All ten trustees were present.

Gretchen Mettler, Eda Daniel, Bob Charlick, Tess Givens, Beryl Tishkoff, Tom Winston, Tony Rupcic, Mark Madland, Christopher Hubbert, Sam Kohn

Call to Order, Review of Roles and Responsibilities:

Meeting was called to order by Christopher Hubbert at 4:50pm. No previous agenda was discussed or agreed upon. The trustees collectively determined that the primary purpose of the meeting would be to fill the roles of the 2020 Executive Committee. The trustees were initially gathered that afternoon for a board member orientation at the Blue Cottage.

Before proceeding to nominations, Christopher explained in detail the responsibilities of each role as described in the current bylaws. Christopher clarified the role and authority of the Executive Committee in relation to the Board of Trustees. The Board of Trustees possess ultimate authority over the Executive Committee while the Executive Committee can more efficiently deal with the day-to-day business of FHHO.

Christopher went on to explain the unique role of the Secretary borrowing the language of a corporate secretary from the business world. Ze's role is to know ins and outs of the organization, and how to discern between relevant and irrelevant information to include in minutes. For example, minutes are to summarize the meeting, but as they are made public, not every conversation is always included, for confidentiality and candor reasons.

Meeting Proceed to Consider Nominations, Continued Role Explanations:

Mark Madland asked what role the Nominating Committee would play in the nomination process, and if it would be unusual to move to nominations without the committee meeting first. In response, Christopher explained that the Board of Trustees has the authority to appoint officers and the Trustees can act without the Nominating Committee. Multiple members suggested that since there was so much work to do, the executive roles should be filled as soon as possible. Gretchen Mettler stated and Eda Daniel confirmed that the Nominating Committee has not been asked yet to find Officer candidates. They predicted the Nominating Committee will be focused on filling empty Trustee positions, explaining they will have plenty to do even if the Executive roles are filled immediately.

The consensus was to move forward with discussing officer appointments.

Christopher proceed to review the roles of the Chair: typically, the liaison between the Executive Committee and the Board of Trustees. Christopher described the President as the Chief Executive Officer.

The trustees considered that the current Board of Trustees and Executive Committee meetings could be merged for foreseeable future meetings. Some trustees remarked that the Board of Trustees should be aware of the optics of this decision, considering past conflicts.

Appointment of Executive Positions:

After discussion, the trustees adopted the following actions:

Christopher moved to appoint Tony Rupcic to the position of Treasurer, seconded by Eda. A voice vote was taken with all present trustees voting in the affirmative.

Christopher moved to appoint Sam Kohn to the position of Secretary and Tom seconded. A voice vote was taken with all present members voting in the affirmative.

Next, Eda stated that she and Gretchen has been discussing that they would be willing to be Chair and President if they had the opportunity to work together in those roles. The board considered other residents who may have shown interest in filling the role of President.

Christopher moved to appoint Gretchen Mettler to the position of President, seconded by Mark. A voice vote was taken with all present members voting in the affirmative.

Mark moved to appoint Eda Daniel to the position of Chair seconded by Tony. A voice vote was taken with all present members voting in the affirmative.

Vice President Discussed, position left open.

Christopher explained that this is a position where someone is typically groomed for future officer roles. He went on to suggest that the Board of Trustees should collaborate with the Nominating Committee to work on recruiting someone absent an agreed upon candidate.

Bob Charlick volunteered for the position, mentioning that he would be gone for most of the next three months. When asked, Gretchen commented that she would like to work with a Vice President as immediately as possible, rather than in several months. Christopher suggested and the trustees agreed to table the matter.

Discussion of Next Steps for Nominating Committee and Standards Committee

Discussion proceeded on what instructions to give the Nominating Committee concerning identifying trustee candidates. To have them do another email blast, or post in the newsletter, or find their own way. It was mentioned that we already had an email blast, etc., last fall. Past accusations of the Nominating Committee "cherry picking" were mentioned, and the wish to avoid them now. The consensus was to direct the Nominating Committee to talk to their neighbors or use whatever means they can to get qualified candidates to fill empty roles, without requesting an all-member email blast.

Gretchen and Eda stated they intend to ask Sharon Leary to continue as the Newsletter Coordinator.

Tom stated he would work to recruit for the Standards Committee, and intends to start by asking Jo Fox to be co-chair and/or the liaison to Cleveland Heights City Hall.

Concluding Business and Future meetings:

Future meeting schedules were determined to be 7pm every second Wednesday of each month, to be joint Executive Committee/Board of Trustees meetings.

Meeting adjourned at 6:00 p.m.

Sam Kohn, Secretary