



SAMLARC Leadership Meeting Agenda

December 8, 2022 | 10:00 a.m.

LEADER ACTION ITEMS

1. Board of Directors

- a. Meeting Recap: Tuesday, December 6th
 - i. Accepted the Resignation of Director Louvar
 - ii. Director Wieckert appointed CFO
 - iii. Director Schnieders appointed to the CLC, Chamber, and Sports Council
 - iv. Director Horey appointed to Insurance Review, and alternate to Sports Council and Chamber
- b. Upcoming Meeting
 - i. Tuesday, January 24, 2022
 - 1. ES – Board Interviews (Board Appointment in February – either Reg or Annual Mtg)
 - 2. OS – Election, Annual Meeting Agenda, Lifeguards, Strategic Plan Update
 - 3. Populate OS Agendas – double-check Consent Calendar
- c. General Board Updates
 - i. Support of North Pole Hotline
 - ii. Board Christmas Gifts
 - 1. Sign Cards
 - 2. FSR/Concur, drop off at Board houses

2. Department Planning (*High-level project and event updates and future planning initiatives*)

- a. Projects
 - i. Concrete (wrap next Friday, trip hazards (wrap next Friday), Altisima (final walkthrough Friday)
 - ii. Q1 '23 - steel doors, Altisima wood trim, BC/Pools projects
- b. Communications
- c. Community Services
 - i. Covenant done for '22, ARC – Zoom
 - ii. December-January: Forms Updates, website content
 - iii. Dunn-Edwards design consultant conversation: paint palette identification
 - iv. December Drives: Follow-up, but no new violations
- d. Finance
 - i. November: small loss, minor dent in '22 net income – contingencies may drop if not used
 - ii. Collaborate with Chair to revamp BCFC meetings (format/materials/strategies)
 - iii. '22 summary: under annual budget by \$5M
 - iv. Update Brian on '22 projects, try to bill '23 projects in '23
 - v. Check queues promptly – Deadline is Monday to get vendors paid in '22
- e. Community Lifestyle
 - i. Kudos: Teresa, Tree Lighting team, North Pole cohort
 - ii. Tree Lighting
 - 1. CLC – Tree Lighting Feedback (shift format to increase time with Santa)
 - 2. Give Tree Lighting feedback to Lifestyle (email Angelia/Jerry/Teresa)
- f. Landscape
 - i. Monitor Andre performance during drives/inspections
 - ii. Tree contract may go to bid, general will go to bid
 - iii. Turf replacement projects begin in '23
- g. Contracts
 - i. Follow up with missing NPDES vendor paperwork
- h. Park Operations
 - i. Sports field lamp replacement (CV, TC) - some school impacts
 - ii. SMLL batting cage bids may be vetoed
 - iii. Sports Council – spring allocations
 - iv. New Goosinator
 - 1. Geese: migratory and local, adults – Fish & Game permit hazing as adults until nesting season
 - a. June – AK, PW/JC publish article/messaging in March
 - v. SMLL turf replacement at TC during spring break
- i. Beach Club Operations

- i. Kudos: Devin, Eric
- ii. New AEDs at pools
- iii. Q1 '23
 - 1. BC Projects
 - a. Deck Resurfacing: December 20
 - b. Turf inside BC
 - c. Sand 🏖️
 - d. Tarps – new color

3. Housekeeping (*FirstService and Essential SAMLARC Updates*)

- a. Team Celebration! 🎉
 - i. Prix fixe menu – JC will email
- b. Holiday Schedules
 - i. Offices Closed December 23rd, 26th, 30th and January 2nd
 - ii. Casual Dress December 19th –January 3rd
 - iii. Fill out vacation calendar for teams (flex/remote/vacation/hybrid)
 - iv. 2 bonus hours next week
- c. Self-Evals
 - i. What are we looking for, what are we seeing, tips & tricks
 - 1. Dynamic ratings feedback (do you agree with the staffer's rating? Why?)
 - 2. Are goals part of the job tasking or are they stretches?
 - 3. Developmental activities can be used as goals for '23
 - a. E.g., "attend committee meetings" can be shifted to "share crossover materials" or "learn about agenda-setting"
 - b. Certifications – discuss usefulness/relevance - is this a SAMLARC-impact cert or is it an FSR/staff-impact cert?
 - 4. How does my staffer's self-eval reflect my leadership skills?
 - 5. How do we leverage our weekly TBs to make sure that review content isn't a surprise? E.g., consistent feedback
 - 6. SMART goals
 - a. Specific
 - b. Measurable
 - c. Attainable
 - d. Realistic
 - e. Timely
- d. Review Timeline

Task	Timeframe
The Performance Management Module Opens in ADP	November 14 th
Associates complete their self-evaluation and submit to Leaders for review	November 14 th - December 5 th
Leaders review and complete the associate evaluation in ADP	December 5 th - January 9 th
Leaders conduct performance discussions	January 23 rd - February 24 th
Associates and Leaders eSign the evaluation in ADP	Due by February 24 th
The Performance Management Module Closes in ADP	April 3 rd
2023 goals inputted into ADP	April 21 st

- e. Collaborate with Chairs to revamp Committee meetings (format/materials/strategies)

4. Items for the Good of the Cause

5. Next Meeting (*2nd and 4th Thursdays at 10:00 a.m., unless otherwise noted*)

- a. January meeting – Annual Meeting content discussion