

**The purpose and responsibilities of the Long-Range Planning Committee, according to the Association's bylaws:**

- Encourage other Board committees to develop long-range plans in their areas of responsibility.
- Work with the Environmental Committee in developing a land-use plan for the Association that considers protecting the environmental resources of PFLA and potential future uses and needs of the Association.
- Engage in research and provide background information for informed decisions by the Board and the Association.
- Develop and recommend long-range plans to the Board and the Association pertaining to the life and property of the Association.
- The Committee may request the assistance of consultants in carrying out its work with permission of the Board. The President of the Association is a de facto member of the committee.
- The Long-Range Planning Committee reports to the Board as requested and to the annual meeting of the Association.

**Current committee members**

Ingrid Thranov, chair

Miriam Bauers (chair of the Tearoom Committee)

Patrick Connor (member of the Financial Committee)

Carol Hergenhan (member of the Environmental and Communications committees)

Donna Meyers

Kristy Knabe president of PFLA.

We were unable to find a member of the Property Committee to join.

**Requested in the manual:**

The Committee consists of up to five persons: The chair, who is a member of the Board of Directors; one member of the Finance Committee, one member of the Property Committee and two Association members at large, which may include Board members. The Committee may request the assistance of consultants in carrying out its work with permission of the Board. The President of the Association is a de facto member of the committee.

**Regular operational tasks and when they should be done:**

Only ad hoc tasks as stated under purpose and responsibilities below

### **Accomplishments in the current year:**

The membership interview survey — carried out in the summers of 2019 and 2020, performed by Miriam Bauers, Donna Meyers and Ingrid Thranov — was completed. Thorough analysis was performed by Carol Hergenhan. The whole survey was presented to the executive committee and the result of the standardized questions was presented to the Board and publicized in the weekly newsletter. A meeting with the Executive Committee was held August 2020.

At that meeting it was agreed that:

1. The Board needs to formalize the transfer of committee chairmanship through codified procedures and documentation of best practices.
2. Committee chairs need to be informed of the results of the subjective survey to help them develop their committee's operating and long-range plans.
3. The general membership needs to receive the compiled results in an understandable fashion.

### **Current projects**

We are working on establishing working guidelines for each committee that will serve several purposes.

The guidelines will supply committee chairs and members with all necessary information related to their committee, consolidated in one place. The guidelines will provide new chairs the information they need when taking over responsibility for a committee. The finished guidelines for will be saved as PDF documents and posted on the PFLA website in the Members' section each year, so that updated information can be accessed from year to year and older versions can also be found. Having this consolidated information will allow for a smoother transition when new chairs and members join the committees, and they will help organize planning from year to year. It also will help PFLA's president and Board keep track of all the moving parts of these interdependent groups.

- The guidelines should be a working document that each committee chair has on their laptop, uses and updates during the current year, and by June the current version should be available on the members' webpage. It should include committee members, details needed to run the committee such as regular required tasks, contact information, what the committee is currently working on, the current year's budget and proposed budget for the next year and proposed projects for the next year/longer term.
- In addition, they should include miscellaneous notes — standard operating procedures that are not detailed in PF's official rules and regulations, such as frequency of meetings, forms used by the committee, etc.
- There may be information that should not be shared on the Members' web page, such as account numbers. This information should be known by at least two members of the committee and be handed over directly to the next committee chair.

In addition, as has been standard practice, each committee chair will submit an annual report before the June annual membership meeting that will mirror the update to the annual guidelines. It will be standardized and published on the Members' page, so that all members know what is going on at PFLA and hopefully many will be inspired to join the Board and/or committees.

**Current year's budget**

None

**Proposed budget for next year**

None

**Future Goals**

- Within the next year we hope to have Zoom meetings with each committee/committee chair to present and discuss the result of the interview survey including the open questions.
- Work with the Environmental Committee in developing for the Association a land use plan that considers protecting the environmental resources of PFLA and potential future uses and needs of the Association.
- Consider another membership survey within the next 12 months due to the addition of new members and the major shift in demographics toward full-time residents