

Timberon Development Council Inc.
1841 Sacramento Dr. Timberon NM, 88350

Monthly Community Meeting

2/8/25

08 February 2025 / 10:00 AM / Community Bldg.

Call to Order

President Chance Guiles called the regular meeting of the Timberon Development Council Inc. at 10:00 AM, at the Community Bldg. Those in attendance and constituting a quorum were:

Board Members

Chance Guiles	President
Terry Ratley	Vice-President
Gerry Lara	Treasurer
Lorie Guiles	Finance Officer
Jessica Roberts	Events Coordinator
Cathie Johnson	
Paulette	Secretary (Retired)

ATTENDEES

Chance Guiles, Lorie Guiles, Terri Ratley, Lalita Byrd, Don Hi Kulesza, Kurt Preuss, Gerardo Lara, Josh McCurdy, Jefferey Merrick, Tim White, Kimberly Bufton, Clark & Paulette Clement, Cathie Johnson, Jessica Roberts

Proceedings

- ❖ Approval of Agenda:
 - Paulette Motions to accept the Agenda as read, 2nd by Kurt, Motion Carried
- ❖ Approval of Minutes:
 - Vice-President informed the attendees that due to the recent transition of Officers at TDC Inc., as well as the need to vote in a new Secretary, the last regular TDC Meeting Minutes were not uploaded to the open website for view by Board and Community members. However a printed copy of those Minutes has been provided at the meeting location.
 - Kurt motions to accept the last TDC Regular Meeting Minutes as read, 2nd by Paulette, Motion Carried
- ❖ Financial Report:
 - The Treasurer issued an Update on the Financial Report stating that the Bank is now requiring a notarized letter in order for him to have access to the TDC Inc. bank account, at (financial institution, address, contact).The Treasurer will be submitting the required paperwork to the bank after he consults with the President on the new requirements.
 - The Treasurer gave the Financial Report numbers as of the date of this meeting, as follows:
 - Account Balance: \$19,850.80
 - Golf Course Balance: \$ 6,473.65
 - Pool Balance: \$ 3,767.00
 - Bulletin Board Balance: \$ 56.48
 - Scholarship Prog. Balance: \$ 2,600.00
 - TDC Balance: \$ 6,953.67
 - Gary Adams has requested that no unauthorized persons be allowed to access the monies from the Golf Course account, they are

restructuring their group and have not determined who will have the authorization to access monies.

- The Vice-President suggested that the Treasurer place a hold/freeze on that account until Mr. Adams has updated the Treasurer on who has authorization to access the account.
 - Paulette offers a Motion to have the Treasurer freeze the access to the monies for the Golf Course until an authorized person can be named, Approved by the Treasurer and 2nd by Clark, Motion Carried
 - Pauleete issues a Motion to accept the Financial Report as read, 2nd by Clark, Motion Carried

Last Meeting Follow-up

- ❖ Welcome Center: Update by the Vice-President
 - A full inventory of Timberon Office and Merchandise at the Community Bldg, TWSD Lodge and at the Busy Bee market will begin on Feb. 20th at the TDC Inc. Community Bldg. Sales have been successful and Paulette was able to find old invoices and orders from previous Venders that will help with maintaining a full inventory.
 - In house spreadsheets of all current inventory, past venders, payables/receivables and forms for merchandise orders need to be created and updated weekly by the Secretary and sent to the Treasurer.
 - create receivables/payables spreadsheet
 - work on updating past inventory records
 - Create forms for receipts, orders, donations
- ❖ Pool Committee Report: No one from the committee was present
 - The President will meet with TWSD General Manager on Friday 28th of Feb. to discuss the funding and management of the Pool and what actions they would like TDC to manage, due to their low manpower this year.
 - Add a Motion to the Q&A portion of the next regular community meeting to add an update to the next Agenda for the April Community Meeting
 - The Pool Committee will work with the President regarding action items required to get the Pool ready for use. They will provide a

schedule for the work and an email list for experienced volunteers sent out by the next regular meeting.

- Budget, Schedule for Work Needed, List of Volunteers, Materials Needed
 - Action Items for Testing and Permits/Inspections
 - Establish a Pool Manager
 - Lifeguards
- Gary worked with Rebecca to print and send out the TDC Flyer for schools and post them around town at community billboards. We are still waiting to get some response back, but due to the recent transitions at TDC, that might not be up to date. As our new Board Members get caught up, reporting on results to our Community Outreach projects will be updated.
 - The Vice-President will print out flyers after the meeting to give to Gary to post around town.
 - The Committee Supervisor - Brandy, will send out the email list for Pool Volunteers that people can add their names to. They can either set up notifications or check the Facebook page for notifications.
- ❖ Grant Committee Report: Update by the President - In order to grow and accomplish more for the Timberon Community we need to structure our organization to be staffed by strategic, paid employees. This will allow for TDC to apply for grants and other services at higher amounts and for bigger and more diverse projects. It will also allow us to provide training to our BOD and our Community Members which will enable us to communicate, plan and implement the many Events, Community Outreach Projects and Cultural Enrichment Campaigns that the volunteers at TDC Inc. bring to all residents and visitors of Timberon.
 - As a point of notice, the contract with our current Grant Writer is ending in March and we will need to add an update and discussion on how we plan to proceed in our Grant Writing for the remainder of the year.
 - As of the date of this meeting the status of the T-Mobile Grant is pending and we should hear the determination on it soon.
 - The moratorium on the Federal Grant should be lifted Wednesday Feb. 26th, 2025
 - The Grant Writer is researching at least two grants that would allow TDC to have paid staff positions, dedicated to core

management officers as well as procedural structure functions and compliance positions.

- Vice-President to contact Brad about a summary on the requirements and rules that govern non-profit paid staff as well as suggestions of Positions, Salary, Benefits, Compliance Regulations and Deadlines
- ❖ Community Garden Report: Update Garden and Parks
 - Kurt reports that the menus should be done this week
 - Their representative has completed the Garden Master Class and is ready for next steps:
 - Need to order manure, currently have enough for the top layer
 - Will speak to TWSD liaison at Tuesday's Meeting about installing a water meter at the Garden, then will submit formal request to TDC Community Meeting with a statement on the benefits to the community
 - The Vice-President reports that she will be communicating with the County Attorney/Manager regarding the status of our MOU (Memorandum Of Understanding), giving TDC legal custody over the Park.
 - Once we have the MOU we will add the Status Report on this issue to the next regular meeting agenda.
 - We can, at that time, discuss installation of a water meter on that land.
- ❖ Event Committee Report:
 - The Events Coordinator reports that the Events Committee has created a schedule of Events and Projects for this year, and we have secured the lease agreements for the Annex covering all major dates for this year's events.
 - First - The Valentines Day Dance
Friday Feb. 14th, 2025, 7pm to 10pm.
The dance will be open to all ages and snacks will be provided through a donation by the Timberon Neighborhood Watch. Thank You to the volunteers at the Neighborhood Watch!
 - Second - The Easter Brunch
Saturday April 19th, 2025
The Brunch will be open to all ages, we will provide a

Breakfast Burrito Kit with a self-serve Toppings Bar, Water and orange juice will be provided for the minors and champagne mimosas is being discussed to be available to adults who are interested.

- The Committee Finance Officer will submit a Funding Proposal for the Easter Brunch including a Donation Request items list and email list
 - ◆ Candy, plastic eggs, packaging paper, eggs for painting etc.
- Music Festival: September 19th, 20th, 21st
 - Because this Committee is focused on emphasizing recreational, cultural and artistic growth within our community, the Events Committee has been working with Caleb on bringing a big Music Festival to Timberon which will be held Friday night, all day Saturday & Sunday morning. We would like to schedule it in such a way as to encourage attendance from the broader mountain community and to allow for our temporary residents to travel.
 - We will hold each concert at a different location each day, bringing attention to the other cultural and recreational projects that are being provided to our community by our dedicated volunteers.
 - We will aim to have different genres of music and to hold the concerts at different times, enabling everyone to attend all of the events being held that weekend.
 - Caleb has confirmed that he is currently in talks with at least three bands that are interested in performing. The Events Coordinator will continue to work with Caleb to increase that number and start to consider contract details.
 - Due to the complexity and workload of hosting such a big event at the end of the summer, we will need to add special meetings of the Events Committee, and possibly special meetings of the TDC Community meeting, in order to write and present a detailed proposal for the Music Festival.

- We would like to reach out to any community members who have contacts with musicians to build the Festival.
- Memorial Day Weekend: May 26th, 2025
 - The Events Finance Officer reports that we will be focused on
 - ◆ The Opening of the Pool - providing hamburgers and hot dogs
 - ◆ The Silent Auction - will be open Friday, Saturday, and Sunday with the announcement of the winners at the Pool Bldg. at the close of the Event.
 - ◆ The Garage Sale - next to the Pool Bldg.

Events Update Notes

- ❖ Fourth of July: We will be repeating what we did last year with the Parade and all the same schedule as before.
- ❖ Thanksgiving: We will work with Connie again as it worked out great last year.
- ❖ We would like to continue working with the bar regarding the coordination of the years main Events. This will help generate more interest from communities outside the mountain, by proving a full calendar of events that will cater to both adults and children.
- ❖ The Events Committee will focus their time on organizing the bigger events since we can put on smaller ones, like dances, in a much shorter period of time.
 - Organizing, Implementing and Communicating Events
 - The TDC Board will work together with our past volunteers to update and organize our ability to communicate our Calendar, website, needs and services to the broader community with an emphasis on two main postings:
 - Updating and posting of Monthly Events, Minutes and major announcements to our Main Calendar and the TDC website, at the beginning of the month.

- At the end of the month, we will send out a second email and post that focuses on outreach such as a call for needed Volunteers, Donations and other help from our residents that will help us to achieve our many goals and community services.
 - ◆ We have gotten some of our shelves and containers

Special Announcement: Arbor Day: April 25th, 2026

- The Events Coordinator presented an exciting project for next year's Calendar focusing on land management, disaster preparedness, and environmental enrichment for Timberon residents and visitors. This will allow us to help enrich both individual residents' private land, as well as the burn areas that have affected our public land.
- TDC Inc. would register with the Arbor Day Foundation. They will come out to host an event here and provide 10,000 free trees, of varying species to residents of Timberon
- They will present the community with training on proper planting and care of these trees to ensure the success of our program.

Action Items:

- Secretary to Generate: First of the month Events Summary, Calendar, Volunteer Phone and email lists with links to forms from Calendar, TDC Minutes, Donation requests and links to forms End of Month (asking/giving), minor emergency.
 - ◆ Due to the huge transition TDC has been undergoing, normal timeframes for posting updates and strengthening our communication lines may be delayed until access to the system is established for new Board members and volunteers.

- ❖ Bulletin Board Progress:
 - Kurt provided an update on installing the boards in town, the ground is still frozen so once the weather allows for it he will get that done.
- ❖ Community Classes - Ed Carlton: Agenda Item, Community Classes every month now
 - * Terri, printed what Jesse sent and are looking for more classes
 - * Hunter rescheduled March 15/16th Talon, busy ?
 - * Need to advertise, Jesse has flyers
 - * Request to put on Facebook, using entire annex

New Business

- Nominations for Secretary:
 - Due to Paulette retiring from the secretary position for the TDC, a need to fill the position was expressed by the Board Members to any resident interested in volunteering, who has experience in grant writing, record keeping and non-profit organization and documentation.
 - Two residents were present to speak on their experience and desire to volunteer for the betterment and growth of the Timberon Community.
 - Lalita BYrd, who moved with her family to Timberon 3 years ago, has 15 yrs experience working with The Morningstar Foundation non-profit in various capacities including, the Board of Directors Secretary, Assistant to the Treasurer, Grant Writing, Fundraising and Event Coordination.
 - Josh McCurdy, who is a new resident, has many years in the restaurant and Cannabis industries, he also has local political connections that can be of benefit to the Timberon Community.
- Vote for Secretary:
 - Paper ballots were passed to all attendees
 - Lalita Byrd received 10 votes, Josh McCurdy received 5 votes

- Lalita Byrd formally accepted the position of TDC Inc. Board of Directors Secretary with the official start date being February 9th 2025.
- TDC Garbage Cans – Removal of Trash:
 - Chance will pickup the trash 2/9/25 with Makayla, 1 garbage per Sunday on a weekly basis
 - Paulette confirmed its a weekly lease, also the current liners are not fitting.
 - Paulette has reminded the Board that we need volunteers for trash pickups, up to 6 people, at the following locations:
 - TDC, Stop Sign, Sacrament Dr., Riverside, Playground, Lake
 - Jesse will take the 2 trash cans at the Lodge, weekly
 - New resident Jeffrey Merrick (yogi?) will be in Timberon in March to help with acquiring a dump truck for TDC
 - ? will discuss with Larry at Bingo the status of the truck as well as what needs to be done to fix it so we can create a proposal for budget and funding
- Suggestions – from Suggestion Box:
 - Lease porta potty for the park
 - TWSD would prefer to have someone manage the bathrooms from Memorial Day to Labor Day, including repairs
 - Discussion on the use of cameras to help in the prevention of damage to the public bathroom facilities
 - Chance and Josh will work with TWSD on a proposal to TDC Inc. for managing the public bathrooms, including staff, materials (cameras, locks, cleaning etc.), liabilities and consequences for people who cause damage, possible insurance
 - We will need volunteers to work the Community Bldg. On Saturdays, Meredith Green has offered to help.
 - Lita will work with Nan on creating links on the Open Calendar for people who want to sign up as volunteers for the TDC Community Bldg as well as for Events.
 - We will need a cash box, debit card machine, receipt book/purchase slips and order request forms at the Community Bldg. to be updated weekly on TDC Board computer
 - The Secretary will work with the Treasurer on creating a system to deal with both opened and closed inventory receivables/payables,

venders, donations and forms that will go out the TDC Committees, TWSD, Neighborhood Watch etc. to be updated weekly

- Treasurer has agreed to set up an account for card purchases at the Community Bldg. using either Strip or PayPal.
- Canva Free vs. paid subscription:
 - Vice-President Motion to purchase the annual subscription of \$120.00 to Canva, a template software company, for TDC Inc. use in creating flyers, Calendars, forms, Event Newsletters etc. To be funded by the fundraising proceeds collected by the TDC Events Committee projects. Approved by the Treasurer, 2nd by Lita, Motion Carried
 - Treasurer will set up the subscription using the TDC email address
 - The Events Coordinator will work other members to help understand how to utilize the service.

NOTES:

- Vice-President Terri Ratley spoke to express the heartfelt gratitude and thanks of the TDC Board and the Community of Timberon for all of the amazing work done by Paulette and Clark Clement

NEXT WEEK'S AGENDA

The Board will work together with the new Board Members to produce a new Agenda, to be posted as soon as possible. Edits may be posted in the near future.

ADJOURN

Paulette makes a Motion to Adjourn this TDC Inc. regular Community Meeting, 2nd by Lorie, Motion Carried