



**White Mountain Lake Community Association  
Meeting Agenda**

Date: 10/21/2025 Time: 6:30

Location: 1785 Edmonds Circle, Show Low, AZ 85901

**1. Call to Order, Roll Call & Quorum established**

- Meeting called to order at 6:30 PM by President Mindy Zapata.
- Vice President Debbie Bismark and Member at Large Phyllis Schaeffer present; Treasurer Vicki Russell excused due to illness. Harold Albertson absent-unexcused.
- Pledge of Allegiance recited

**2. Call to the Public**

- Bob Riester suggested increasing advertising for the community post office; many residents are unaware of its existence. Proposal: Place a large, red-white-blue sign with flashing LED lights by the roadside to advertise the post office and available PO boxes. Consideration for neighbors, sign design (two-sided), and location. Issue brought up about insufficient outdoor lighting, especially for youth events: noted that some recently installed lights have burned out, and replacements are available. Discussion about deteriorating doors and suggestion to source replacements from a mobile home parts store in Tucson. Suggestion to replace the building's roll-on roof with a metal roof; to be added for future agenda consideration.
- Teresa Hoopman and Jennifer Robinson: Trunk or Treat event updates: 10 trunks signed up (with one cancellation and one addition), goodie bags prepared for the first 100 kids, local businesses donating prizes. Request for better communication and contact sharing among volunteers.

**3. Approval of 10/18/25 Minutes-with the edits to names**

Debbie Bismark made a motion to approve; Phyllis Schaeffer seconded the motion.

**4. Discussion and possible action WMLCA Operation/ Financial Improvement Plan:**

Treasurer absent; president led discussion on proposed financial improvements. Discussion: Adoption of QuickBooks accounting software for better financial transparency and record-keeping. Consensus to select the 3-user plan (\$75/month) for proper checks and balances.

Call for Action: Debbie Bismark made a motion to purchase and implement Quick Books; Phyllis Schaeffer seconded the motion. Motion passed to purchase and implement Quick Books, migrating all financial records. Executive members (including the treasurer and interested board members) will oversee the transition. Future action: Monthly updates on financial improvements and audit implementation progress.

Competitive bidding process emphasized for upcoming building



improvements (e.g., metal roof installation).

Ongoing work on financial policies, procedures, and bylaws with a roundtable planned for community input.

**5. Discussion and possible action WMLCA Mission and Vision adoption**

Drafts of new mission, vision, and values shared; aim to clarify the association's purpose and increase engagement. Values highlighted: Community engagement, inclusivity, stewardship, collaboration, transparency. Request for feedback from attendees and the wider community; plans to post drafts on Facebook, at events, and in community spaces. Suggestions to use a suggestion box (possibly at the post office) and to host social events (coffee, donuts) to improve meeting attendance and gather ideas.

**6. Budgeting and Financial Reports**

No detailed financial report due to treasurer's absence. Discussion and action regarding post office supplies. Debbie Bismark made a motion to approve \$100 for post office supplies, Mindy Zapata seconded the motion. Motion carried to approve up to \$100 for post office supplies. There was a suggestion to revisit and create more robust budgets for events and operations moving forward. Discussion on the need for event-specific budgets and more proactive planning, especially for upcoming holiday events.

**7. Records Management**

Discussed the necessary consideration and action for records management. Mindy Zapata made a motion to allow Treasurer Vicki Russell to take home and digitize association records (minutes, agendas, financials) dating back to 1988, for proper archival and future destruction of paper file. Debbie Bismark seconded the motion. Motion carried.

**8. Announcements:**

Sunday October 26, 2025-Join us for:

- 1-2 Trunk or Treat Event &
- 2-4 Pumpkin Carving, Ginger cookie, Hot Cocoa & Hot Cide

**9. Adjourn**

Mindy Zapata called for a motion to adjourn the meeting. Phyllis Schaeffer motioned to adjourn the meeting. Debbie Bismark seconded the motion. Meeting adjourned at 7:25 pm.

**Next Regular WMLCA Meeting:  
Thursday, November 20, 2025- 6:30 pm**

**Signed:**

**Signed:**