



WHITE MOUNTAIN LAKE COMMUNITY ASSOCIATION

MONTHLY MEETING MINUTES

Date: 12/16/25

Location: 1785 Edmonds Circle, Show Low 85901

1. **Call to Order:** Meeting was called to order by Mindy Zapata, WMLCA President at 6:31
2. **Roll Call & Confirmation of Quorum-**All executive members present, confirming quorum.
3. **Pledge of Allegiance.**
4. **Minutes: Action:** November 20, 2025, were reviewed. Phyllis Schaeffer motioned to approve the November 20, 2025, minutes, the motion was seconded by Vicki Russell. Motion carried

5. Discussion and possible action Terms of Officers

- 1 Year-Director-Phyllis Schaeffer
- 2 Years-President Mindy Zapata and Treasurer Vicki Russell
- 3 Years-Vice President Debbie Bismark and Vacant Secretary Position

Discussion: Clarified and restructured officer terms to ensure staggered expiration (1, 2, and 3-year intervals) for continuity. Key Points:

Phyllis to serve a 1-year term, others assigned to 2- and 3-year terms. Ensured terms are staggered to avoid loss of quorum and preserve leadership continuity.

Action: Phyllis Schaeffer motioned to approve the term limits WMLCA Officers, the motion was seconded by Vicki Russell. Motion carried

6. Discussion and possible action Financial Report/ Financial Actions

- **December Financial Report**

Discussion: December financials were presented and QuickBooks integration in progress; most transactions now categorized. Cash in bank: ~\$22,633.

Net profit for November temporarily shown as \$263 (likely closer to ~\$163 after full categorization). Transparency: Commitment to regular budget reporting and clear documentation. Grant Opportunities: Exploring basic needs grants for pantry support. Budget Controls: Spending is limited until budget is finalized.

Action: Debbie Bismarck motioned to approve the December budget report, the motion was seconded by Phyllis Schaeffer. Motion carried.

- **Proposed/ Pending Purchases:**
 - Ink Cartridges for Association printing-Approved (budget up to \$50).
 - GoDaddy Web URL purchase-Approved (\$9.99 annually)

➤ **Post Office Supplies-Approved- (up to \$50)**

- **Cleaning Contract Extension-Table topic (need to gather more information)**
 - **United Food Bank Contract Extension-Approved- (renewal)**
- **Action:** *Debbie Bismarck motioned to approve the proposed-pending WMLCA purchases and United Food Bank contract extension and to table the Cleaning Contract to gather more information, the motion was seconded by Phyllis Schaeffer. Motion carried.*

7. Discussion and possible action WMLCA By-Laws and Policy and Procedures update was shared by Mindy Zapata, President:

- *Membership Notice Period December 12, 2025-January 12, 2026*
- *Membership Q& A: Regular Meeting January 20, 2026, 6:30 pm*
- *Vote for Adoption of By-Laws/ Policy & Procedures: Regular Meeting February 17, 2026, 6:30 pm*

8. Events Coordinator-Jennifer Robinson Presented Winter Event Outcomes

Discussion: *December Event was very successful Breakfast with Santa (75 children, 33 families). Positive feedback and thanks to volunteers and donors.*

9. Public Comment

Membership Outreach: *Membership costs \$20/year, grants voting rights and communications access. Noted need for new, clean application forms; discussion on improving outreach to nearby communities. Current membership: 48 members (need for growth). Emphasis on collecting accurate emails for communication. Suggestions to rotate posting flyer colors for visibility; yellow and pink chosen. Encouragement for more effective publicity and recruitment efforts.*

10. Announcements:

Discussion:

- **Meeting Logistics Scheduling:** *Proposal to move monthly meetings to Thursday at 6:00 PM to improve attendance. Next meeting scheduled for January 15th at 6:00 PM. Phyllis Schaeffer motioned to approve the meeting day and time change, the motion was seconded by Vicki Russell. Motion carried.*
- **Board Changes & Announcements by Mindy Zapata Board Vacancy & Gratitude:** *Harold Albertson was acknowledged and thanked for his WMLCA Board service; as he has transitioned from the Board after 3 consecutive meeting absences.*
- **Food Pantry:** *Open Tuesdays 4–5:30 PM; volunteers commended.*

11. Adjournment: *Debbie Bismarck motioned to approve adjourn the meeting, the motion was seconded by Phyllis Schaeffer. Motion carried. Meeting adjourned at 7:40 PM*