

# La Jolla Community Planning Association MEMBERSHIP COMMITTEE

P.O. Box 889, La Jolla, CA 92038 - [www.LaJollaCPA.org](http://www.LaJollaCPA.org) - [info@LaJollaCPA.org](mailto:info@LaJollaCPA.org)

Tuesday, July 19, 2022 – 5:00 PM

## MEETING AGENDA

LOCATION: La Jolla Library – 7555 Draper Avenue, La Jolla, CA Seminar Room

1. **Call to Order / Roll Call-Quorum / Introductions / Modifications to the Agenda**
2. **Adopt Agenda**
3. **Approve Minutes:** Minutes of prior meeting (February 11, 2020) – copy circulated via email & online ([https://lajollacpa.org/wp-content/uploads/2020/03/March\\_2020\\_complete\\_agenda\\_pkg.pdf](https://lajollacpa.org/wp-content/uploads/2020/03/March_2020_complete_agenda_pkg.pdf))
4. **Non-Agenda Public Comment** – 2 minutes allowed per item, no discussion or action is permitted except to place the item on a future agenda. (Members of the committee may respond to the comment to seek clarification or ask factual questions but should not engage in dialogue on any item not on the agenda.)
5. **Review of Membership Records and Retention (ACTION ITEM)** – copy of Excel file circulated via email (one paper copy available at meeting), membership/attendance list on-line, and LJCPA Google Drive online storage of documents as electronic files
6. **Review Members/Status (ACTION ITEM)**
  - a. Review new members added since March 1, 2022
  - b. Decide when to remove expired members (ref: request for item for agenda from 2/11/2022 minutes)
7. **Discuss process to verify eligible community members (DISCUSSION ITEM)**
  - a. Responsibility for verification: address is within the community boundary
  - b. Responsibility for verification: business applicant is an eligible business with one designated representative per business.
  - c. Impact on membership of persons residing in LJCPA area for part of the year (not typical rental lease: property owner or business owners, such as students, vacation rentals, etc.).
  - d. Draft CP 600 24 contains more detailed verification descriptions (Terms and Conditions), which were not provided in the current CP 600 24 Administrative Guidelines
  - e. Interpretation of By-Laws and Membership Rules Guide: need for guide similar to Election Committee (by Tim Lucas) and concern individuals only interested in attending a meeting in order to solely influence the trustee vote and without a greater interest in involvement in the organization; insufficient review time/effort allowed for the Secretary to confirm that an individual was eligible for membership prior to a trustee election. Goal: to create a Membership Guide to assist future Membership Committees (ref: request for item for agenda from 2/11/2022 minutes)
8. **Discuss Membership Application record retention (DISCUSSION ITEM)**
  - a. What records to be retained and where they are kept
  - b. How records are made available to LJCPA Membership Committee and Election Committee
  - c. What data is required to maintain the Membership/Attendance document (Excel Spreadsheet)
9. **Adjourn to Next Meeting (TBD)**