

Purpose

The Pool Committee will examine SHCC pool rules, conditions, and waiver agreements to ensure that they reflect Washington code and current insurance requirements. Any rules which are not derived from these sources will be identified.

The Pool Committee will gather information from other community pools, look at data from the recent survey of homeowners, and identify other cost structures which can be considered by the SHCC Board. Recommendations will be offset with cost savings or additional revenue streams.

The Pool Committee will help the SHCC by recommending a preferred alternative. The preferred alternative will reflect consideration of various community goals, issues, environmental factors and concerns, and find the appropriate balance among competing interests.

Advisory Group Goals

Advise the SHCC Board about key aspects of the project, provide a community perspective on key considerations, and be a sounding board for pool policies.

Work towards consensus among Pool Committee members on the desired project goals and analyze alternatives, to include in the recommendations.

Project Outcome

The process will be considered a success if:

- The Pool Committee establishes clear, consensus-based recommendations on the best alternatives to include in their recommendations;
- Pool Committee meetings will be open to the public: Policy recommendations fit into the context of the surrounding community, including other pool communities on Whidbey Island and recognize and respect the unique needs of the SHCC;
- Pool recommendations will be in consideration of the current adopted budget of the SHCC);
- SHCC Board members will be kept apprised of the Pool Committee's deliberations through the minutes of the meetings.

Terms of membership

Members agree to volunteer until the recommendations are made to the board and possibly through some of the implementation of adopted changes.

A member's position on the Pool Committee may be declared vacant if the member:

- Resigns from the Pool Committee
- Fails to attend more than two meetings without prior notice

Advisory Group Operating Guidelines

Convening of Meetings

- Meetings will be held at the time and place chosen by the Pool Committee.

- It is anticipated that there will be four meetings leading up to the official proposal of recommendations. The Pool Committee can request additional meetings if they have not reached a recommendation. After, it is anticipated that the group will meet as needed to review pool feedback and can be reactivated if additional recommendations are needed.

Conduct of meetings

- Meetings will be open to all.
- Meetings will be facilitated.
- Informed alternates are acceptable and encouraged if the Pool Committee member cannot attend.
- All cell phones will be silenced during the meetings.
- After all meeting agenda items have been addressed, time will be provided for members in attendance to voice their opinions.
- Meetings will end with a clear understanding of expectations and assignments for next steps.
- Meetings are expected to be one to two hours and not exceed two hours. Extension of time, in 15 minute increments, will require the consent of the majority of members attending that meeting. Consensus will be indicated with a show of hands.
- The note taker will keep a record of meeting attendees, key issues raised, and actions required. Comments from individual members will generally not be attributed and a verbatim record of the meeting will not be prepared.
- The previous meeting record and a meeting agenda will be forwarded to members of the Pool Committee at least one week before the next meeting. Any changes to the record of the past meetings shall be in writing and forwarded to the Facilitators prior to the next meeting.

Meeting Ground Rules

- Speak one at a time – refrain from interrupting others.
- Wait to be recognized by facilitator before speaking.
- Facilitator will call on people who have not yet spoken before calling on someone a second time for a given subject.
- Share the oxygen – ensure that all members who wish to have an opportunity to speak are afforded a chance to do so.
- Maintain a respectful stance toward towards all participants.
- Listen to other points of view and try to understand other interests.
- Share information openly, promptly, and respectfully.
- If requested to do so, hold questions to the end of each presentation.
- Make sure notes taken are accurate.
- Remain flexible and open-minded, and actively participate in meetings.

Roles and Responsibilities

The Pool Committee is an advisory group to the Board:

Pool Committee members agree to:

- Provide specific local expertise, including identifying emerging issues;

- Review minutes or pool consensus documents and provide comments;
- Attend all meetings possible and prepare appropriately;
- Complete all necessary assignments prior to each meeting;
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- Articulate and reflect the interests that advisory group members bring to the table;
- Maintain a focus on solutions that benefit the entire community;
- Present its recommendations for the pool policies at the end of the planning process.. The Pool Committee shall select from among its members a presenter or team of presenters.

The Board agrees to:

- Provide Pool Committee members existing pool policies, including any budgetary constraints;
- Effectively manage the scope, schedule and budget;
- Keep Pool Committee partners informed of progress;
- Provide documentation to support recommendations;
- Provide technical expertise;
- Provide early notification of Pool Committee meetings and provide time to review and comment on reports and other documents;
- Manage logistics for meetings; and
- Explain the reasons when deviations are taken from Pool Committee recommendations.

Communication

The Pool Committee members will be informed of meetings through email

Meetings will be advertised on the Community Calendar

- Project documents and notices will be posted on the SHCC website.
- Email: The board sponsors should be copied on all correspondence, and if the board sponsors choose to open a dialogue via email, all Pool committee members will be copied.

Decision Making

The Pool Committee is primarily advisory. In those areas where it has some decision-making authority, members will strive to reach agreement by consensus at a level that indicates that all partners are willing to “live with” the proposed action. Partners will strive to work expeditiously and try to avoid revisiting decisions once made. If agreement cannot be reached on a particular issue, The Board Sponsors will retain final decision-making authority.

Conflict Resolution

When an issue arises that cannot be easily resolved, Pool Committee members agree to:

- Remember that controversial projects are unlikely to receive consideration and/or funding, so the intent of all parties is to resolve issues so the project can be adopted.
- Determine if the issue should be resolved within or outside of the Pool Committee and participate however is appropriate.
- Ensure the appropriate decision makers are at the table to resolve the issue.