



# **RAC Council Handbook**

**UPDATES**

**July 2022**

**Oct 2022**

**Jan 2023**

**Feb 2023**

**Mar2023**

**Apr 2023**

**July 2023**

**Aug 2023**

**Nov 2023**

# 1. Introduction

The Freedom Plaza Residents Association Council (RAC) is a group of elected Residents of the Plaza and Golf View Terrace who serve as a communication link between Residents and Management.

In the words of a former RAC President, Ray Adams:

“There is no more important function of the RAC than to be cognizant of the entire environment affecting the life of our Residents. To this end, the RAC Council and Committees are dedicated to the safety and welfare of all our Residents.

Our purpose, our mission, is to serve. To this end, we commit ourselves to vigilance in supporting all who work and reside here.”

## Composition of RAC

The RAC Council is composed of 14 Plaza RAC Reps, three (3) GVT Reps, and the Immediate Past President.

The Council has an Executive Committee (ExComm), made up of officers elected by the Council and consisting of the President, Vice-President, and Secretary. It also includes the Immediate Past President. They meet at the call of the President.

“The primary input to all our effort is communication!” – Ray Adams

# The RAC Council - 2023

## Executive Committee (ExComm)

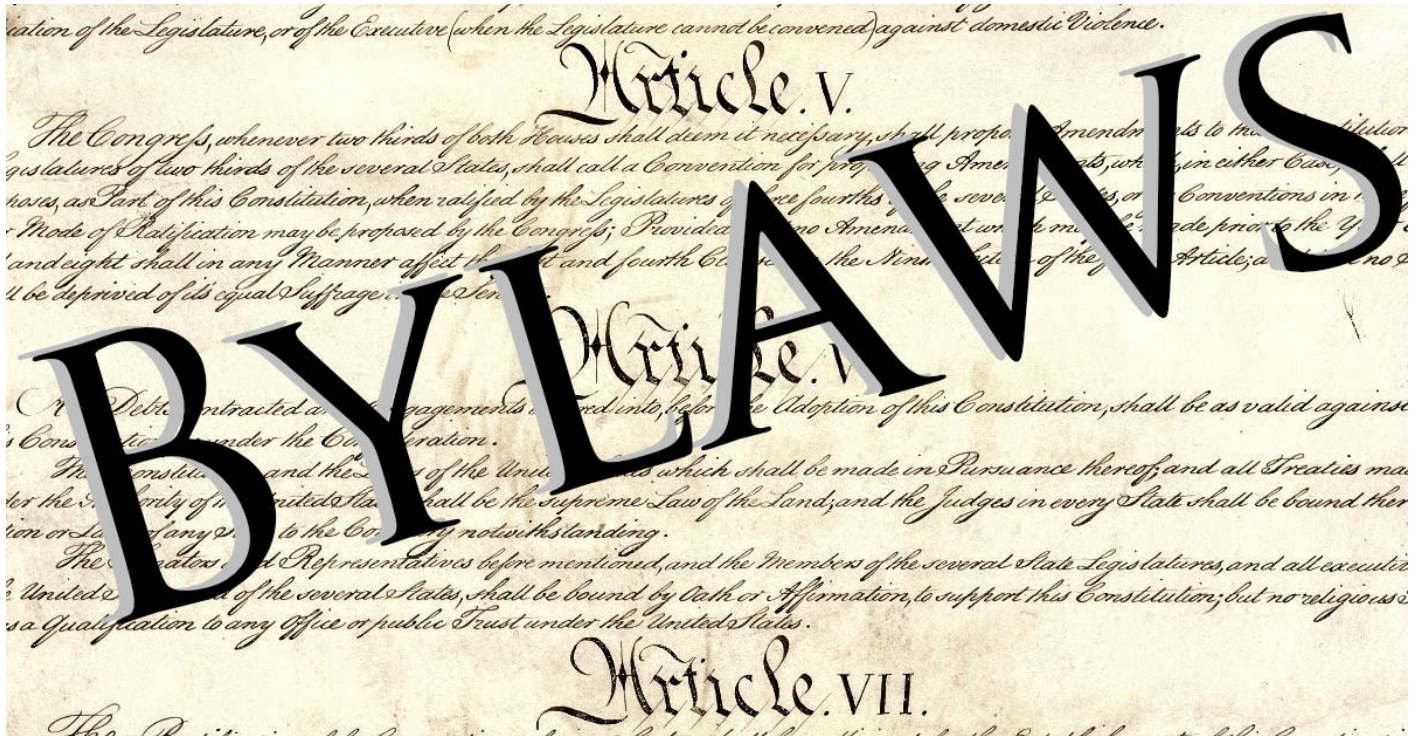
<b>Sweet, Ron (President)</b>	813-391-7667	RAC_President@aol.com
<b>Turcotte, Bill (Vice President)</b>	813-383-7627	dturcotte79@gmail.com
<b>Warren, Janet (Secretary)</b>	813 634-6692	flasungirljw3@aol.com
<b>Harris, Janis (Past President)</b>	813-642-0285	janiseharris32@gmail.com

## RAC Reps by Area

<b>1BC Turcotte, Bill</b>	813-383-7627	dturcotte79@gmail.com
<b>1DE Cummings, Pam</b>	262-227-1409	gorpam@yahoo.com
<b>2BC Aragon, Alice</b>	303-829-6580	alicearagon121@gmail.com
<b>2DE Roth, Chuck</b>	813-642-0679	chuckroth38@gmail.com
<b>3BC McCutcheon, Joyce</b>	941-330-7797	rjmccutch@comcast.net
<b>3DE O'Brien, Carol</b>	813-331-3492	Cobrienvt.47@gmail.com
<b>4BC Cape, Veanna</b>	813-390-4988	veannacape@hotmail.com
<b>4DE Roberts, Al</b>	813-649-9155	alwrob111@gmail.com
<b>5BC Nenarella, Jeanne</b>	813-642-9885	jnenarella@yahoo.com
<b>5DE Heym, Doug</b>	813-727-8483	heynhaus@gmail.com
<b>6BC Carter, Ron</b>	813-733-7483	rg4golf@aol.com
<b>6DE Schuldt, Sue</b>	847-274-3717	suzieschuldt@yahoo.com
<b>7BC Jones, Letha</b>	813-260-3673	lmjcog@gmail.com
<b>7DE Warren, Janet</b>	813-634-6692	flasungirljw3@aol.com

<b>GVT 5-6 Vore, Kathy</b>	813-336-9883	kathy@topoftranquility.net
<b>GVT 7-8 Georges, Nuri</b>	813-642-9878	geornur@hotmail.com
<b>GVT 9-10 Clark, Carolyn</b>	201-281-5708	carolyn23@tampabay.rr.com
<b>Technical Representative Don Vore</b>	813-336-9882	don@topoftranquility.net

## 2. RAC By-Laws



# **BYLAWS OF THE FREEDOM PLAZA SUN CITY CENTER FLORIDA**

## **RESIDENTS' ASSOCIATION AND RESIDENTS' ASSOCIATION COUNCIL**

### **PREFACE**

Freedom Plaza is an entry fee Life Plan Community committed by contract with Residents to provide a specific environment and services in and about the PLAZA and GOLFVIEW TERRACE. Satisfactory fulfillment of these contracts and their success and the success of the enterprise are important to the well-being of the Residents.

### **DEFINITIONS**

**Council:** See Residents' Association Council (RAC). The terms, Council, Residents' Association Council, and RAC, are used interchangeably.

**Executive Committee:** the officers (president, vice president, and secretary) and immediate past president.

**General Meeting:** a non-business meeting of the Residents for the purpose of hearing reports and presentations relevant to residential life and providing a forum for questions by Residents.

**Golfview Terrace:** the six buildings numbered 5, 6, 7, 8, 9, and 10, together with any additional residential buildings built in the same area in the future.

**Plaza:** the main, seven-story building at Freedom Plaza.

**RAC Representative:** the person elected by the Residents to represent each of the several floors at the Plaza and all buildings at Golfview Terrace (hereinafter, RAC Rep).

**Resident:** any person residing at the Plaza or Golfview Terrace who holds a contract for continuing care with Plaza Freedom. Persons living at the Inn at Freedom Plaza, Plaza West Health Center Skilled Long-Term Care, Freedom Plaza Assisted Living, or Freedom Plaza Memory Care are not members of the Residents' Association.

**Residents' Association:** all Residents of the Plaza and Golfview Terrace.

**Residents' Association Council (RAC):** all RAC Reps together with the Immediate Past President.

## **ARTICLE I – PURPOSES**

The purposes of RAC are to:

- Section 1** Ensure that both RAC and management are at all times in conformity with Chapter 651 of the Florida Statutes.
- Section 2** Ensure that the Plaza and Golfview Terrace provide safety, satisfaction, enjoyment, and pride for Residents at a cost as reasonable as possible.
- Section 3** Facilitate communication and mutual cooperation among the Residents, Management, and Staff.
- Section 4** Maintain procedures for receiving suggestions and complaints from Residents, for which RAC committees shall seek resolution, working with appropriate staff department heads.
- Section 5** Review and evaluate all committee reports. Take necessary action to address all significant matters not resolved at the Committee level. Pursue and re- solve such matters with the executive director of Freedom Plaza or, if necessary, corporate-level management.
- Section 6** Review and respond to proposals by management for changes in facilities or services.
- Section 7** Adopt rules, policies, and procedures related to the business of RAC.

## **ARTICLE II – MEMBERSHIP AND GOVERNANCE**

- Section 1** The members of the Residents’ Association shall be all residents of the Plaza and Golfview Terrace who hold a contract for continuing care with Freedom Plaza.
- Section 2** The business of the Residents’ Association shall be managed by a council which shall be composed of the elected RAC Reps together with the officers and immediate past president.
  - (1)** Association members residing on each floor of the Plaza shall have the right to elect two RAC Reps.
  - (2)** Association members residing in each two buildings of Golfview Terrace shall have the right to elect one RAC Rep for those two buildings.

**Section 3** RAC Reps shall be elected for a two-year term of office. A RAC Rep may be reelected for one additional, consecutive two-year term.

**Section 4** RAC Reps shall hold floor/building meetings on a regular basis to keep the Residents of their floor/buildings informed of changes and to answer any questions that might arise.

### **ARTICLE III - OFFICERS AND EXECUTIVE COMMITTEE**

**Section 1** The officers of RAC shall consist of the following: president, vice president, and secretary. These officers and the immediate past president shall comprise the Executive Committee, which the president chairs.

**Section 2** The term of office for each officer shall be two years. Any of the officers may be elected for one additional term.

**Section 3** A vacancy in any of the three offices shall be filled by the Council with such appointee serving for the remainder of the unexpired term of office. Any appointee may be elected for two additional terms.

**Section 4** The Executive Committee shall:

- (1) Act for RAC between regular meetings.
- (2) Prepare the agenda for RAC meetings.
- (3) Call special meetings of RAC when necessary.
- (4) At the request, in writing, of three RAC Reps, call a special meeting.

### **ARTICLE IV - DUTIES OF OFFICERS**

**Section 1** The president shall:

- (1) Preside at all meetings of RAC and the Executive Committee.
- (2) Exercise the powers provided by these bylaws.
- (3) Interact with the executive director and staff on issues raised by their actions or as received from Residents or referred by the Council or RAC committees.

**Section 2** The vice president shall:

- (1) Assume the duties of the president in the absence or inability of the president to perform his/her duties.
- (2) Serve as the chairperson of the elections committee.
- (3) Perform other duties as may be assigned by the president.

**Section 3** The secretary shall:

- (1) Record the minutes of all regular and special meetings of RAC.
- (2) Furnish the office of the executive director with the minutes of all general meetings, all meetings of the Council, and all committee meetings for reproduction and distribution.
- (3) Maintain the official records of RAC.
- (4) Place RAC bylaws, standing rules, mission statements, minutes of RAC meetings, committee meetings, and special reports in a facility accessible to all Freedom Plaza Residents.
- (5) Notify all Residents of Residents' Association General Meetings and RAC Reps of Council meetings.
- (6) Perform such other related duties as may be assigned by the president.

**ARTICLE V - ELECTION OF COUNCIL MEMBERS AND OFFICERS**

**Section 1** Each year, the president shall appoint an elections committee of at least three Council members, including the vice president, who shall chair the committee. The committee shall conduct an election in such a timely manner that it may report at the February meeting of the Council the results of the election for the position of RAC Reps whose term is expiring. Following the acceptance of the report, the newly elected RAC Reps shall be sworn in by the current president.

**Section 2** At the February Council meeting, the newly elected RAC Reps and those RAC Reps and Council Members whose term did not end shall, where there is a vacancy, elect the president, vice president, and secretary, each of whom shall be a Council Member at the time of initial election or appointment.



2.1 If all Council members have been canvassed, and no candidate from the Council has been found to stand for the office of RAC Vice President by the last day of December prior to the year the Vice President is to leave office, the election committee may canvass, in this order, the Immediate Past President, all former RAC officers, the ranks of the RAC Committee Chairs, the Committee Secretaries, Committee members, and finally the RAC members. Two candidates must be found, and the Council must elect one of them in February at the next regular election of officers.

2.2 In the case that the current Vice President is not assuming the position of President, s/he may be extended in that office for a period of up to one Year, by majority vote of the Council at the January meeting, in lieu of the above procedure.

**Section 3** At the beginning of the March General meeting, the immediate past president shall formally install, by administering the oath of office, the newly elected officers.

## **ARTICLE VI - MEETINGS**

**Section 1** The Council shall, by resolution, establish a schedule for both General and Council meetings. Such meetings shall be not less frequent than bimonthly.

**Section 2** General Meeting place: Freedom Plaza auditorium unless otherwise specified by RAC.

**Section 3** Quorum: a majority of the RAC Reps shall constitute a quorum for trans- acting business at any RAC meeting.

**Section 4** The executive director or an authorized representative of management shall be invited to attend the General Meetings of the Residents' Association.

**Section 5** Residents:

(1) All Residents' Association General Meetings are open to all Residents.

(2) Any Resident wishing to make a specific presentation at a General Meeting shall give in writing at least seven business days in advance of such meeting, a notice of the presentation.

## **ARTICLE VII - COMMITTEES**

**Section 1** The Council may establish such RAC Standing Committees and RAC ad hoc committees as it deems appropriate.

- (1) All Residents are eligible to be committee members.
- (2) The Executive Committee shall appoint one Council member as Liaison to represent the RAC on each RAC Standing Committee.
- (3) The term of each committee member begins on 1 July of the year of the member's election.

## **ARTICLE VIII - AMENDMENTS**

**Section 1** Amendments to these bylaws may be proposed by any Council member and shall be presented in writing and discussed at a regular meeting of the Council.

**Section 2** A second reading shall occur at the next regular meeting of the Council. Adoption requires a two-thirds majority of the Council.

## **ARTICLE IX - ADMINISTRATIVE PROCEDURES**

**Section 1** *Roberts Rules of Order* shall govern all business proceedings at meetings of RAC when not inconsistent with these bylaws.

**Section 2** The President shall have the authority to appoint a qualified person, subject to approval of the Council, to serve as parliamentarian of RAC.

**Section 3** RAC may adopt standing rules to provide for the application and interpretation

# Standing Rules

## **STANDING RULES OF THE FREEDOM PLAZA SUN CITY CENTER FLORIDA RESIDENTS' ASSOCIATION AND RESIDENTS' ASSOCIATION COUNCIL**

### A. PURPOSE AND INTRODUCTION

1 The purpose of these Standing Rules is to provide detailed procedures and policies, as determined by the Residents' Association Council, for the implementation of the Bylaws.

2 The structure of the Standing Rules follows that of the Bylaws. Reference to the Bylaws is by converting, for example, Article VI. Section 5 (1) to 6.5.1.

3 The Bylaws (2.2) provide that the immediate past president is a member of the Council. An immediate past president who is not then a RAC Rep shall continue as a member of the Council and as a voting member of the Executive Committee.

4 The Bylaws (2.2.1) provide for the election of two RAC Reps for each floor of the Plaza. One shall represent Wings B&C and one, wings D&E. Wings A are to be considered part of the adjoining larger wings on the same floor.

5. The Bylaws (2.2.2) provide one RAC Rep for two buildings in Golfview Terrace. The current combinations are buildings five and six, seven and eight, and nine and ten. Representation of additional buildings will be provided by Council action when required.

6. A RAC Rep who is unable to attend a RAC meeting or committee meeting may designate a proxy. The proxy shall have the same privilege of voting as the RAC Rep. Paper proxies are not permitted.

7. A RAC Rep who is unable to attend any RAC meeting or carry out related duties for a period in excess of one month may request the President to designate a substitute who, with the consent of the Council, may carry out the duties of said RAC Rep for a maximum of six months, after which the Council shall declare a vacancy to exist.

8 If a vacancy on the Council occurs, such vacancy shall be filled as follows:

The President shall appoint, if available, the nominee who received the second-highest number of votes from the floor or unit where the vacancy exists. If that nominee is unavailable, the President shall, with the consent of the Council, appoint any Resident of that floor or unit.

If there is no such Resident available from the floor or unit, the President shall, with the consent of the Council, appoint some other Resident to fill the vacancy.

9 A RAC Rep appointed to fill a vacancy on the Council shall serve for the remainder of that term.

*Note: Section B thru D are reserved*

## **E ELECTION OF COUNCIL MEMBERS AND OFFICERS**

1. The Bylaws provide for the election of RAC Reps (5.1) managed by an elections committee. The committee shall provide nomination forms for the use of Residents of the floors and buildings scheduled to elect new RAC Reps. The committee shall collect and tally the nomination forms. If more than one Resident is nominated for any position, the committee shall conduct an election according to the requirements of the Bylaws and report the results to the Council.

2. An officer may, but need not, resign as a RAC Rep. An officer making this choice shall be replaced as a RAC Rep as provided in these Bylaws. Any officer who does resign as a RAC Rep shall, nonetheless, continue as a voting member of the Council. The retiring president, who becomes the immediate past president, shall continue to be a member of the Council and shall continue to be a voting member of the Executive Committee in that office.”

3. The choice of the President to resign as a RAC Rep may only be exercised once and must be exercised on or before 1 September of the year in which the election occurs.

## **F MEETINGS**

1 The Bylaws (6.5.2) provide time during General Meetings for Residents to make specific presentations. The Resident shall be allowed a reasonable time at the meeting to address the Association. The Resident's written request shall indicate the length of the presentation, and RAC considers ten minutes "reasonable." RAC requires advance copy or summary of any presentation to be delivered at least 24 hours before the meeting; however, RAC reserves the right, to be exercised by the President or his or her designee, to halt any presentation deemed inappropriate or disruptive, in the sole discretion of the President. By submitting a request to make a presentation, a Resident is thereby assenting to these conditions.

2 The President shall allow a reasonable time for responses from the Residents.

3 The format shall be as follows:

- Any Resident, upon raising his/her hand and being recognized by the presiding officer, shall be given three minutes to respond to the previous presentation.
- A Resident shall not be given a second time to speak until other Residents who wish to speak have done so, with the same three-minute time limit.
- The President in his/her discretion may call for a motion to end the discussion. If seconded and passed by a majority of the Residents present, the next presentation for which a request was received in writing in a timely fashion shall be discussed following the same format.

- Upon termination of discussion on the presentations for which requests had been received in writing, the floor shall be open for discussion on any other topic, following the same format and time limits.

4 The minutes of RAC and RA General meetings shall primarily reflect what was done at the meetings rather than what the members said. A copy of the minutes of RAC and General meetings for the most recent three years shall be available to all Residents in a facility accessible to all Freedom Plaza Residents.

## **G COMMITTEES**

1. RAC Standing Committees shall include, but are not limited to, the following: Administrative Services, Associate Appreciation, Community Activities, Movie Sub-Committee, Dining, Casual Dining Sub-Committee, Finance, Golf, Health Care, Housekeeping, Maintenance, Racket Sports, Technology, and Visually Impaired Persons. Each RAC Standing Committee shall have a mission statement and responsibilities that it has approved, and that the Council has confirmed.
2. RAC Standing Committees shall meet on scheduled dates that will allow time for the committee secretary to prepare minutes and have them available to all RAC members prior to the next scheduled RAC meeting.
  - 2.1. Each RAC Standing Committee may refer issues and questions flowing from the exercise of its responsibilities, when appropriate, to RAC. The RAC committee liaison or the committee chair will normally bring such matters to RAC at the next following meeting, and the RAC liaison will deliver a prompt summary of the response(s) of RAC, which will be confirmed in writing once the minutes of the meeting(s) where the matter was on the agenda have been approved.
  - 2.2. In order to avoid any potential conflict with RAC or Freedom Plaza policies or guidelines and to ensure that RAC communications with the Residents be uniform in approach and branding, all communications from a RAC Committee to the Residents as a body must be approved in writing by the Executive Committee in advance of distribution.

3. Each chairperson or a committee member alternate representative shall attend each General Meeting.
4. The Bylaws (7.3) provide for the appointment of a RAC Rep as a committee liaison, one for each committee. That person shall serve as a full-fledged voting member of that committee.
5. A Committee member is selected for a term of two years. A member may choose to serve a second consecutive two-year term of two years, for a total of four years. If a RAC committee member or sub-committee member serves consecutive time on both a parent committee and a subcommittee of that parent committee, the aggregate time is counted toward time of service. A third two-year term is only available at the request of the committee chair and with the majority vote of the Council.
  - 5.1 Any resident may serve as a non-voting advisor to the Committee at the invitation of the Committee Chair during that Chair's term.
  - 5.2 Any Committee member whose terms are up may reapply to the same committee for membership at the next annual selection, i.e., a year after his terms are up.
  - 5.3 Any member deemed vital to the function of the VIP Committee or the Technology Committee by his Committee Chair is not term limited. The Chair shall give the list of those exempted to the Chair of the RAC Elections Committee on request.
6. Only one resident of an apartment shall ordinarily serve on a committee. That restriction may be waived for Members of the VIP and Technology Committees upon request by the Chair of the committee. Exceptions for other committees require a request by the Committee Chair and approval by the Council.
7. A Resident may serve on no more than two committees at the same time.
8. RAC Standing Committees shall normally have a maximum of nine members, including the Council appointed member. If any committee requires more than the nine members to fulfill its responsibilities, it may request an exemption from the Executive Committee. Such exempt committees are described as RAC Working Committees. Current RAC Working Committees are:
  - Administrative Services,
  - Community Activities,
  - Housekeeping, Maintenance
  - Technology.

9. Committee chairs shall maintain a list of committee members and the start dates of each member's initial and current term. In the spring of each calendar year, the RAC Elections Committee shall undertake to fill committee vacancies.

9.1. The elections committee will undertake to survey all Residents of the Plaza and Golf View Terrace, soliciting volunteers for membership on RAC Standing Committees.

9.2. Committee chairs shall provide the Elections Committee with the names of any committee member whose term is expiring who requests to serve an additional term with a recommendation as to whether the Council should grant the request, keeping in mind the need to maintain adequate turnover in committee membership.

9.3 Once the Council has reached a decision with respect to granting additional term requests, the chairs will select from the lists of volunteers developed by the Elections Committee to fill vacancies on their committees. Interim vacancies shall be filled by the same process using the bank of volunteers maintained by the vice president.

10. After the new members have joined their respective committees, each committee shall elect its own chair and secretary.

11. In the event the replacement of a RAC Committee member is required, Council may take this action by a two-thirds vote of the RAC Reps present at any regular or special meetings of the Council.

---

These Standing Rules were adopted on 22 August 2014 and amended at the following RAC meetings: November 2014; May, June, and October 2015; January and February 2016.

These Standing Rules were overhauled in 2019, and this revised version was adopted in June 2020.

Standing Rules (G1, G2.2 revised, G8 added) were amended and adopted on October 23, 2020.

Standing Rules G5, G5.1, G5.2 were amended and adopted on November 19, 2021

Standing Rules G5.3 and G.6 were amended and adopted on March 1, 2022.



# The RAC Council - 2023

## Executive Committee (ExComm)

<b>Sweet, Ron (President)</b>	813-391-7667	RAC_President@aol.com
<b>Turcotte, Bill (Vice President)</b>	813-383-7627	dturcotte79@gmail.com
<b>Warren, Janet (Secretary)</b>	813 634-6692	flasungirljw3@aol.com
<b>Harris, Janis (Past President)</b>	813-642-0285	janiseharris32@gmail.com

## RAC Reps by Area

<b>1BC Turcotte, Bill</b>	813-383-7627	dturcotte79@gmail.com
<b>1DE Cummings, Pam</b>	262-227-1409	gorpam@yahoo.com
<b>2BC Aragon, Alice</b>	303-829-6580	alicearagon121@gmail.com
<b>2DE Roth, Chuck</b>	813-642-0679	chuckroth38@gmail.com
<b>3BC McCutcheon, Joyce</b>	941-330-7797	rjmccutch@comcast.net
<b>3DE O'Brien, Carol</b>	813-331-3492	Cobrienvt.47@gmail.com
<b>4BC Cape, Veanna</b>	813-390-4988	veannacape@hotmail.com
<b>4DE Roberts, Al</b>	813-649-9155	alwrob111@gmail.com
<b>5BC Nenarella, Jeanne</b>	813-642-9885	jnenarella@yahoo.com
<b>5DE Heym, Doug</b>	813-727-8483	heynhaus@gmail.com
<b>6BC Carter, Ron</b>	813-733-7483	rg4golf@aol.com
<b>6DE Schuldt, Sue</b>	847-274-3717	suzieschuldt@yahoo.com
<b>7BC Jones, Letha</b>	813-260-3673	lmjcog@gmail.com
<b>7DE Warren, Janet</b>	813-634-6692	flasungirljw3@aol.com

<b>GVT 5-6 Vore, Kathy</b>	813-336-9883	kathy@topoftranquility.net
<b>GVT 7-8 Georges, Nuri</b>	813-642-9878	geornur@hotmail.com
<b>GVT 9-10 Clark, Carolyn</b>	201-281-5708	carolyn23@tampabay.rr.com
<b>Technical Representative Don Vore</b>	813-336-9882	don@topoftranquility.net

## **RAC Committee Liaisons 2023**

<b>Committee</b>	<b>RAC Liaison</b>	<b>Phone No.</b>
Administrative Services	Ron Carter	813-733-7483
Associate Appreciation Fund	Doug Heym	813-727-8483
Community Activities	Sue Schuldt	813-274-3717
Dining Services	Kathy Vore	813-336-9883
Finance	Veanna Cape	813-398-1038
Golf	Carolyn Clark	201-281-5708
Health Care	Janet Warren	813-634-6692
Housekeeping	Pam Cummings	262-227-1409
Maintenance	Carol O'Brien	813-331-3492
New Resident	Alice Aragon	303-829-6580
Sports Committee	tba	
Technology Committee	Ron Sweet	813-391-7667

### **3. Responsibilities of RAC Reps**

The most important attribute of a RAC Rep is caring about your neighbors. As long as that caring is accompanied by communication and the extension of hospitality and fellowship, you will be a good RAC Rep. There are some formal duties mandated by the RAC Bylaws.

#### **RAC Reps Attend Meetings:**

One of your responsibilities is to attend all official RAC and RA meetings. You will be given a schedule of these meetings. Traditionally they are held on Friday mornings.

RAC Council Meetings are held monthly with RA General Meetings held on alternate months following Council meetings (Jan-Nov). Council Meetings are for RAC Reps official business. They are usually held in the 3rd floor Plaza Club Room.

General Meetings are for the Council and residents and involve Freedom Plaza Management. These are held in the Auditorium.

If you are unable to attend any of these meetings, be sure to send a proxy, and notify the RAC Secretary in advance.

If you have been given the responsibility of being the RAC Rep assigned to a RAC Committee (RAC Liaison), then you are expected to attend their monthly meetings as well. You are a full voting member of that committee. You are their liaison to the Council and should strive to be helpful in any way you can. The details of these responsibilities are covered in the RAC Liaison Orientation Meeting. But be aware, if there are problems associated with the Committee it is your responsibility to report them to the RAC Executive Committee (ExComm).

Attendance at Town Hall Meetings (THMs) and other Management sponsored informational meetings is encouraged so that you will stay informed and be a good source of accurate information for your Residents.

#### **RAC Reps Distribute and Collect Documents:**

On a regular basis you will receive a packet of documents from the RAC Secretary. These will include Council meeting minutes, and attachments. It is your responsibility to read these and respond back to the RAC Secretary.

From time to time Management requests that RAC Reps assist in collecting important forms or verifying data such as the Emergency Evacuation

forms or updating the Freedom Plaza Phone Directory. In these cases, someone from the RAC ExComm will ask for your cooperation. If you are unable to assist, please recruit someone from your floor who can and report that to the ExComm.

### **RAC Reps Are Observant:**

If you see that there are maintenance issues in your common spaces, please report them promptly to the Work Order Desk. That includes burned out lights, hall thermostat issues, and laundry room malfunctions. Do the same with Housekeeping. If someone has spilled something or you encounter any situation which needs attention in excess of your simplest efforts, please get the proper department to address it. Step up and don't wait for someone else to report it. Note: Administrative Services removes critters. Call the Front Desk.

## **4. RAC Reps Hold Neighborhood Meetings:**

As a RAC Rep, you have a responsibility to your floor/building residents to keep them informed, answer their questions, and secure their cooperation in keeping your common spaces neat and organized. One way to accomplish this is by holding meetings. Meetings may be held as frequently as you like. The bylaws require that floor/building meetings be held at least quarterly. These meetings may take the form of any activity that suits you and your neighbors. The purpose of the meeting is to keep channels of communication open between residents and the Council as well as among neighbors and to encourage camaraderie.

The ExComm can assist you with information about organizing these activities. It is actually quite simple to do since Dining Services and Housekeeping can do much of it, if you when you ask. Parties on your floor or for your building are usually "potluck" and BYOB.

Whether you have been elected, selected, appointed, or you volunteered, your actions are a key part of the sense of community on your floor. It is an honor to serve in this manner and you are a key person in your area of responsibility and on our campus. In the past the RAC Rep title was "Floor Leader" which speaks to your responsibility with your neighbors.

For starters, you need a list of your neighbors. That list should be provided to you by your predecessor. If that is not the case, see the RAC Secretary or other member of the ExComm for assistance. Please keep it updated with apartment numbers, telephone numbers and email addresses. Share this list with your floor/building.

Once you take office, you and your predecessor may be able to work together to get started. You can ask for a list of the meetings and activities held in the past. You can inquire of your people as to what days and times they prefer and what they would like you to organize. Don't hesitate to involve other willing neighbors. The more we work together, the stronger our neighborhoods will be.

### **Determining Activities for Your Meetings:**

Ask your residents about their ideas for programs and formats. Some suggestions follow: Get acquainted with our FP Managing Directors – have them speak to your group. Plan a field trip to Assisted Living, Memory Care or some other part of our campus. Schedule a luncheon or dinner downstairs. This is easy – there is a “how to” document included in this document. Resident meal plan will cover cost.

Have a coffee. Have a party in someone's apartment or even in the hall. Housekeeping will set up tables and chairs for you. Potluck and BYOB make it easy.

Freedom Plaza Directors all have e-mail and use it. You can set up meetings, parties or arrange for any assistance you need by sending an e-mail. Then you have a written record of what was agreed. Let the Housekeeping Director know how you want the chairs, etc. arranged. Stephanie O'Fallen, Executive Assistant, keeps the calendar for all meetings and for the spaces used for public meeting. Be sure to check with her if you intend to schedule an event or need a room. If you reserved the Sun Deck or other common space it is a good idea to post a sign about your event at the location on the day of the event.

Many residents have hearing problems, so for certain types of events, you may need a microphone. You can get a microphone and speaker from Resident Programs, but it is wise to reserve it in advance. Check to see if you need an extension cord.

You can e-mail invitations to those who have e-mail and drop off printed ones for those who do not. Ask for RSVPs and send a reminder shortly before the event to keep things on track. If outside people are involved, remind them prior to the date.

### **Resident Meetings:**

Formal Floor/Building Resident Meetings should last 1 hour or less. A speaker should take no more than 20 minutes in a presentation. If you are the “speaker” share tidbits of building news and information about upcoming events and changes on the campus. This is an excellent opportunity to clear up rumors and tell stories of good works by members of our community. Remember you are the master/mistress of ceremonies at your meetings. Be sure to ask people to stand up and introduce themselves if there are new people.

You may also have floor or building business to discuss. You may need to remind people to clean out the common area dryer lint traps or discuss the proper use of the recycle bins. Always be prepared to take resident’s questions. If you don’t know the answer, say so; research the question, find the answer, and can get back to the floor with the answer.

It is nice to send a follow up note to your residents after an event, whether it is a meeting or a party. Not everyone will have been able to attend, and they will appreciate learning what they missed.

Be sure to delegate when you can. Involve others. People want to be a part of things, and they want to help.

If attendance is an issue, make arrangements with another RAC Rep and invite his floor or building to join your group.

Note: Roberts Rules of Order (RONR) governs all RAC Business proceedings and that includes your floor meetings, so if issues such as leaving up the flags arise, Take a vote. Majority rules.

**Other Duties:**

New Residents: When a new resident is expected on your floor, the RAC coordinator for the orientation will provide information to you which includes the name of the persons, apartment number, date of closing, a biographical description, and, when available, a move-in date. You should get this information as soon as the potential resident schedules their move with the Freedom Plaza Marketing Department, and you will be updated as the move-in date grows near. It is important to provide a good move-in experience for your new floor resident.

Prior to the move-in you should have gotten a package of orientation materials from Stephanie O'Fallon, Administrative Assistant located on the third floor. Familiarize yourself with all these materials and be prepared to answer questions your new resident may ask as you go through the materials with them at a time when they are available and ready.

Be available the first day of move-in to welcome your new residents and set a time for you to provide an orientation to Freedom Plaza. Try to introduce yourself right away so they won't feel alone when they first move-in. Establish a relationship, so they know who you are and that you care. Invite them to discuss their concerns with you. If you are not available, ask someone to do this for you, then follow up with your own visit. There are several documents they may need immediately such as the Freedom Plaza Telephone Directory, Floor Diagrams, and Insider's Scoop. All the documents in the Orientation Package are listed on a following page, as well as a list of other helpful handouts and the features of the [www.RACRep.org](http://www.RACRep.org) website. Eventually, plan to help them access this website for valuable information and to request services. There may be a need for immediate information with regards to contacting maintenance, scheduling lunch and dinner, or needing a door key. Check to see. Make sure you give them a card with your name, apartment number, telephone number and email, so they can contact you, when needed.

*Note that some new residents are overwhelmed the first day of move-in. Be sensitive to this in determining how much information they are ready to receive but do follow-up within the week to distribute and go over the rest of the materials with them. Introduce your floormates to the new residents. A list of possible activities and services follows. Make your new resident feel at HOME.*

## **Communications**

There is a RAC Bulletin Board in the trash room. That is a good place to post notes, or any other communication you want to share. Please keep the bulletin board tidy and updated. Many RAC Reps prefer to post Birthday notices on the outside trash room door or on the credenza opposite the elevators. That is up to you and the preferences of your floor. Who creates these notices? You or your volunteer!

Keep track of your people: It makes people feel special when they are acknowledged. For birthdays and anniversaries, it is nice to send a card, note or e-mail. It is also nice to note trips and to let the other neighbors know if someone is ill. It may be a good idea to recruit a "Sunshine Person" for your floor to post birthdays, send notes, and help out with visits to Plaza West.

Deaths in our Freedom family are a fact of life. Attend memorial services if you can. It always means a lot to the family. It is important that you get to know your residents and they get to know you. You will be neighbors for a very long time, perhaps for the rest of your lives.

Note: Please remember it is standard RAC Procedure to turn over your official RAC material to your replacement upon the completion of your term.

Communication up and down the line is a very important part of your job!



## **RAC Rep Orientation Summary**

**Role of the RAC Representative: Establishes a sense of community, good will, and camaraderie among floor residents—neighbors helping neighbors.**

### **Attends meetings**

RAC Council fourth Friday, 9:00 a.m., monthly, third floor club room

RAC general meeting fourth Friday, 10:00 a.m., auditorium alt. Months

Committee meetings as liaison

Community meetings: Town Hall, Aps with Angie, floor/mgt. meetings, floor meetings

Provides a proxy if unable to attend a meeting, notifying the RAC Secretary in advance of the meeting.

### **Distributes and collects documents; keeps residents informed**

Distributes and collects forms, surveys, questionnaires from Council management, or other floor representatives

Sends emails and/or places notices in residents' mailboxes as needed

Posts notices and announcements on RAC floor bulletin board

Posts notices about birthdays, anniversaries and new residents

Informs floor of special circumstances (illness, celebrations, etc.)

Provides summaries of information/minutes from floor/mgt. meetings

Keeps floor residents informed, answers questions and secures their cooperation in keeping living spaces neat and organized.

Explains to residents the purpose of the Resident Association Council

Encourages attendance at general and community meetings.

Explains to residents the purpose of ROC (Retired Officers Corporation)

### **Collects data and information through observation and discussion or surveys of residents and acts on information received**

Checks trash room, laundry and halls regularly and reports maintenance and housekeeping issues to department heads or to the RAC Council

Establishes a list of floor residents, keeps it updated, and shares with residents.

Solicits floor residents for program ideas and gatherings

As RAC representative, reports any unresolved issues or floor resident concerns to the RAC Council at RAC Council meetings.

Follows through with recommendations made by the RAC Council

**Holds floor meetings or informal gatherings once each quarter or when desired by residents. Parties or luncheons count as a gathering.**

Organizes and holds floor meetings on a quarterly basis or when needed  
Establishes working committees for informal gatherings and parties  
Schedules date, time and place in a selected venue  
Works with dining services to plan and organize food service.  
Celebrates personal highlights and accomplishments of residents  
Engages speakers to provide helpful information about events, changes on the campus or to entertain  
Invites residents to share issues of concern or ask questions  
Acts proactively to minimize problems and effects problem resolution  
Keeps communication lines open and responsive

**Welcomes and provides an orientation and services to new residents “Sweet Peas” and periodic review for established residents**

Welcomes new residents the first day of move-in. (may or may not be formed by marketing, so stay alert).  
Provides information to new resident in a manner which they can handle.  
Provides handbooks and information (phone directories, emergency handbook, RAC Orientation Handbook “Inside Scoop”, wellness center handbook, the weekly, etc.) See following suggested documents list.  
Makes an appointment to provide an orientation, furnishing information and answering questions at a time convenient for the resident.  
Invites the new resident to dinner or lunch, or coffee in the grill if interested.  
Provides a tour if interested or needed  
If away, engages a friend or another person on the floor to provide a greeting and initial information to the new resident  
Provides instruction on how to receive services through [www.racrep.org](http://www.racrep.org) and/or by contacting departments personally or by phone  
dining reservations and times; dress code  
transportation requests; transportation policy  
maintenance requests; work orders; charges for extra services  
housekeeping request for services once a week  
technology assistance through roc and technology committee  
Provides information about clubs and freedom plaza groups (see list)  
Explains “the weekly” and attached menu, events, etc.  
Explains Touch Town, Channel 732,  
Explains the function of the Wellness Center and location  
Explains RAC as the Resident Association Council, organization and services, your role as a RAC floor representative, bi-monthly general meetings.  
committee minutes on [racrep.org](http://racrep.org) and third floor resource room  
Explains ROC as the Retired Officers Corporation which provides services

### **Other topics for discussion**

Racrep.org as source of much freedom plaza information (see list)  
Parking policy, parking in the circle and parking space assignment  
Electric mobility vehicles policy (if appropriate)  
Touch town  
Swift Reach  
Freedom Plaza internet channel 732  
Community Activities Office; sign-up system; bulletin boards;  
The Employees' Appreciation Fund  
The Scholarship Fund  
FIIICRA membership advantages  
Front desk security; tram transportation; pass keys; emergency assistance, EMT services; apartment authorization form (extra key); off campus form transportation office scheduling for doctor's appointments etc.  
Technology requests for computer, phone, Alexa, trouble shooting  
Safety, emergency, hurricane information; fire detection policy, (handbooks)  
Morning check-in system before 10:00 (emergency cords and master bath sensor)  
Alcohol policy; no tipping policy;  
SCC Community Association membership for Freedom Plaza residents  
Recycling policy  
Innovative services available

### **Points of interest if providing a tour: provide a copy of the Freedom Plaza floor diagrams or use the diagrams found in Insider's Scoop**

Introduce Stephanie O'Fallon and Department Heads  
Show locations of Freedom Plaza Departments:  
Community Activities bulletin boards  
Residents' information bulletin boards  
Third floor Resident Resource Room  
audio books; RAC minutes; computers; photocopy machine  
Billiards table and puzzle corner  
Fitness room and equipment; sign-up sheet for assistance  
Physical therapy department within Fitness Center  
Library and book check-out procedures  
Work order desk, and maintenance,  
Accounting/finance offices  
Sports areas: tennis, pickle ball, shuffle boards on gvt grounds  
Wellness center and services (Wednesday lab; visiting physicians, etc.)  
Dog park  
Garden  
Pool at plaza and GVT; Fitness Room at GVT

## Host Program Documents for Distribution to New Residents

From Stephanie O'Fallon: Set of Documents to Give to New Residents

- Freedom Plaza Independent Living Resident Handbook
- Resident Association Council Orientation Handbook "Insiders' Scoop" 2022
- FP Safety and Emergency Information Handbook
- FP Wellness Center Handbook
- Freedom Plaza Resident Pictorial (Needs updating each year)
- Freedom Plaza Resident Quick Guide Directory
- Freedom Plaza Floor Diagrams
- Technology at Freedom Plaza
- ROC Hello Neighbor Brochure
- Resident Association Council Brochure
- Innovative Services Brochure

## Helpful Handouts

- FP Community Life Activities
- FP Parking Policy (more detailed than in the handbook)
- FP Transportation Services (includes fees and hours of service)
- FP Electric Mobility Vehicles Policy (important for those with scooters; detailed)
- FP Campus Hurricane Season Preparedness June 1- November 30, 2022
- Administration: Responsibilities (given out at Sweet Pea Orientation)
- Forms: Freedom Plaza Off Campus Form and Apartment Access Form
- FIICRA Information Brochure
- Hillsborough County: Recycling, Unflushables, What Not to Put in Garbage Disposals

On RacRep.org Website Tiles: Show residents how to access the website.

- Sweet Pea Orientation: with Department Heads April 1, 2022
- Health Talk: "Where Do You Go for Help?" Lisa Frank July 20, 2022
- Wellness Center Handbook; Health Care Tiles: Newsletters, Exercises, Recorded Seminars
- TouchTown: Events, Community Activities, Menus, General Information
- Town Hall Meetings: Latest recorded meeting
- The Weekly: Current copy
- All RAC information: Council, Committees, Minutes, Last General Meeting recorded, Lists
- Dining Reservations Dining Experience Ratings
- Maintenance Requests
- Housekeeping Requests
- Transportation Requests
- Technology Requests Also: Past Technology Workshops recorded, Using Echo to access
- Library Bibliography
- Movies of the Month: Up-to-Date Listing
- Associate Appreciation Committee Activities
- Suggestion Box (Residents make suggestions)
- Associate of the Month Nomination Form (Also found at Maintenance Office)
- Refer a Friend, Get an Award: From Marketing
- Google Leave a Review About Freedom Plaza: From Marketing (Residents Leave a Review)
- SCC Events and Ads Freedom Plaza Weather: Daily and Weekly Predictions

### **Serves as a liaison assigned to a RAC Committee**

Attends monthly meetings of assigned Committee.

Acts as a working member and full voting member of the committee.

Facilitates the accomplishment of the committee's goals and responsibilities.

Reports to the RAC executive committee any concerns or need for support from the council

Interprets the RAC bylaws and standing rules procedures for the committee

Ensures that minutes are submitted to the council to be posted for every.

meeting or report submitted if no meeting took place.

Keeps communication lines clear and positive.

accurate source of information

## 4. RAC Committees

<u>Committee Name</u>	<u>Supports Dept. Name</u>
Administrative Services	Administrative Services
Associate Appreciation	-----
Community Activities	Community Life Services
Dining Services	Dining Services
Casual Dining Sub Committee	
Finance	Financial Services
Golf	Golf & Tennis
Health Care	Resident Services
Housekeeping	Environmental Services
Maintenance	Plant Services
New Resident	Marketing
Sports	Golf & Tennis
Technology	-----

## 5. Committee Mission Statements



## **Mission Statement**

### **RAC Administrative Services Committee**

Work with Director of Administrative Services Department to ensure the operations and procedures for the Front Desk, Transportation, Security and Safety at Freedom Plaza are optimized, and that we adhere to these optimal standards.

Responsibilities:

1. Review security, transportation, front desk and interdepartmental operations and communications to make sure these serve the best interests of the residents.
2. Collect resident concerns in these areas and work with management to improve procedures to address those concerns.
3. Provide minutes of all meetings to RAC ExComm in a timely manner.





## **Mission Statement**

### **RAC Associate Appreciation Committee**

The Associate Appreciation Committee solicits contributions to provide annual bonuses to eligible Associates.

Responsibilities:

1. Establish a means for residents to contribute monthly, quarterly or yearly.
2. Encourage and remind Residents to contribute to the Fund.
3. Ensure all contributions are confidential and voluntary.
4. Assure the rules of eligibility for recipients are followed.
5. Distribute the funds yearly according to established criteria.
6. Hold meetings on a regular basis to formulate plans for administering the Fund and to keep all committee members informed.
7. Oversee the Fund bank account at Wells Fargo Bank.
8. Provide minutes of all meetings to RAC ExComm in a timely manner.



## **Mission Statement**

### **RAC Community Activities Committee**

Serve in an advisory capacity to the Community Life Services Department in developing social and leisure activities that enhance life at Freedom Plaza through physical, emotional, social, intellectual, spiritual and purposeful programs.

#### Responsibilities:

1. Ensure a wide variety of both physical and intellectual activities are offered regularly.
2. Actively solicit resident input regarding existing and proposed programs.
3. Ensure programs and activities are provided which can be enjoyed by individual participation as well as in groups.
4. Ensure that all major holidays are marked by some special recognition.
5. Encourage resident participation in scheduled events.
6. Support Community Life Services Department as necessary.
7. Provide minutes of all meetings to RAC ExComm in a timely manner.



## **Mission Statement**

### **RAC Dining Services Committee**

Act as an active liaison between the Residents of Freedom Plaza and the Dining Services Department to ensure that the highest standards of hospitality, dining, and service are maintained.

Responsibilities:

1. Regularly review and evaluate the menu cycle and provide recommendations on food quality, variety and presentation.
2. Observe and report dining service issues.
3. Solicit and provide Resident perspective on proposed changes in operations prior to implementation.
4. Create Comment Card Report for discussion and follow up at monthly Dining Services Committee meeting.
5. Be a proactive, unbiased and objective vehicle of communication to the Dining Services Department.
6. Provide minutes of all meetings to RAC ExComm in a timely manner.



# **Mission Statement**

## **RAC Dining Services**

### **Casual Dining Sub-Committee**

Establish an ongoing review process of the Casual Dining (CD) functionality. Identify and recommend new CD menu offerings and potential new CD areas and liaise with the Dining Services (DS) Committee and appropriate Dining Services Department Management to enhance and expand the Casual Dining experience.

#### **Responsibilities:**

1. Hold Sub-Committee meetings monthly.
2. Review and evaluate CD menus.
3. Recommend additional CD menu offerings to DS Committee and appropriate DS Department management.
4. Recommend additional CD venues to DS Committee.
5. Maintain minutes of CD Sub-Committee Meetings and provide to DS Committee in a timely fashion.



## **Mission Statement**

### **RAC Finance Committee**

Work with management at all levels to review financial reports and report significant problems to RAC

Responsibilities:

1. Review compliance with financial aspects of FS651.
2. Participate in Freedom Plaza financial meetings as appropriate.
3. Support RAC President in understanding and dealing with legally required financial reports.
4. Monitor that the prepaid medical allocation letter goes out to residents no later than November of each year.
5. Provide minutes of all meetings to RAC Executive Committee in a timely manner.



## **Mission Statement**

### **RAC Golf Committee**

Work with management to ensure that Freedom Fairways provides an enjoyable golf experience for residents and the public.

Responsibilities:

1. Identify the concerns and needs of all Freedom Fairways golfers with emphasis on the residents of Freedom Plaza.
2. Make recommendations for improving the condition of Freedom Fairways.
3. Make inputs to management regarding green fees and membership rates.
4. Assist the director and Freedom Fairways staff in scheduling and managing special golf events and related activities.
5. Meet with relevant Directors and staff to support golf related issues which require financial commitment from management.
6. Provide minutes of all meetings to RAC ExComm in a timely manner.



## **Mission Statement**

### **RAC Health Care Committee**

Work in concert with the Resident Services Director to ensure health care information and access to services are available to residents.

#### **Responsibilities:**

1. Exchange information; discuss needs and concerns of Residents.
2. Plan activities and programs for residents including presentations of physicians, medical specialists and other experts in various fields.
3. Hold support group meetings in areas of interest to residents.
4. Identify and report health related issues requiring management action.
5. Preview and evaluate management health policies, practices and procedures for Residents and recommend improvements.
6. Provide assistance for resident health programs organized by management.
7. Provide minutes of all meetings to RAC ExComm in a timely manner.



## **Mission Statement**

### **RAC Housekeeping Committee**

Work with Director of Environmental Services to assure the highest quality of housekeeping is provided for The Plaza, The Plaza Club, and Golf View Terrace.

#### Responsibilities:

1. Assign inspectors to common areas of Freedom Plaza and Golf View Terrace.
2. Provide immediate feedback of findings requiring prompt attention to Director of Environmental Services.
3. Provide written inspection reports to the Chairman by the 1<sup>st</sup> Thursday of every month.
4. Provide minutes of all meetings to RAC ExComm in a timely manner.





## **Mission Statement**

### **RAC Maintenance Committee**

Work in concert with the Plant Services Department to ensure the Plaza Building, Plaza West Health Care Center, Golfview Terrace, The Plaza Club and all associated common area grounds and landscaping, are well maintained.

Responsibilities:

1. Inspect assigned areas and report maintenance deficiencies to the Plant Services Department.
2. Devise solutions to maintenance issues through detailed observation, recommendations, discussion and follow up.
3. Provide minutes of all meetings to RAC ExComm in a timely manner.



**Mission Statement**  
**RAC Sports Committee**  
***(Tennis and Pickle Ball)***

Encourage resident interest in racket sports and provide the opportunity for healthful and safe activity.

Responsibilities:

1. Assist the Director of Golf and Tennis as required.
2. Make recommendations regarding the physical aspects of the courts.
3. Ensure the use of proper tennis equipment and etiquette.
4. Promote the Freedom Plaza lifestyle through invitations to non-resident guests and by sponsoring racket sports events.
5. Provide minutes of all meetings to RAC ExComm in a timely manner.



## **Mission Statement**

### **RAC Technology Committee**

Facilitate, encourage, support, educate, and familiarize the residents of Freedom Plaza with the use of technology both proactively and in response to the needs of individuals, RAC Committees, and the Council.

Responsibilities:

1. Schedule presentations from experts in areas of technology. e.g. Cell Phones, Computers, Smart Speakers etc.
2. Provide for demonstrations of new technological devices.
3. Work in conjunction with ROC to give support to Residents with their electronic devices.
4. Consolidate and re-train all current AVL operators and develop a ROC approved AVL squad to provide support for specific FP activates requiring AVL assistance.
5. Provide minutes of all Committee Meetings to RAC ExComm in a timely manner.



## 6. Current Committee Chairs

### **Administrative Services**

Carol O'Brien      813-331-3492      cobrienvt.47@gmail.com

### **Associate Appreciation**

Janet Blackshire      813-260-3105      jtblacks@aol.com

### **Community Activities**

Bill Turcotte      813 383 7627      dturcotte79@gmail.com

### **Dining Services**

Anita Ciota      813 642-8155      mfhalcl1@tampabay,rr.com

### **Dining Services Casual Dining**

Schmidt, Judy      813 938-5123      jbschmidt185@gmail.com

### **Finance**

Neil Rothfeld      813-642 9925      neilcpa@gmail.com

### **Golf**

Marty O'Neill      813 642 9816      seatimbers1@gmail.com

### **Health Care**

Janet Warren      813 634 6692      flasungirljw3@aol.com

### **Housekeeping**

Letha Jones      813 260 3673      lmjcog@gmail.com

### **Maintenance**

Ron Carter      813 773 7483      rg4golf@aol.com

### **Sports**

Joe Birnbaum      813 633 5981      joenpearlfl@gmail.com

### **Technology**

Mike Anderson      813 634 8434      manderson6257@tampabay.rr.com

## 7. RAC Presidents

1991 Prior to opening	Volunteer Council
1992 Opening year	Volunteer Council
1993 First elected President	Cliff Fleearty
1994	Ed Miller
1995	Bill Quesenberry
1996	Gene Brown
1997	George Grange
1998	Ardis Grezaffi (Nash)
1999	Harold Bartley/Charles Dana
2000	Jim Tatum/Paul Forsyth
2001	Jim Tatum
2002	Barton Cook
2003	Barton Cook
2004	John Garretson
2005	Dee DeOrsey
2006	Dee DeOrsey
2007	Ty Sturdevant
2008	Ty Sturdevant
2009	Ray Adams
2010	Sam Fuller
2011	Sam Fuller
2012	Gloria Wentling
2013	Sarah Chambers
2014	Sarah Chambers
2015`	Sarah Chambers
2016	Pearl Birnbaum
2017	Pearl Birnbaum
2018	Janis Harris
2019	Janis Harris
2020	Ron Sweet
2021	Ron Sweet
2022	Ron Sweet
2023	Ron Sweet

## NOTES