

Regency Cooperative Association

Minutes May 12, 2026 Executive Board Meeting

Attendance - Board Members: Debra Mastaler (President), Roger Halls (Vice-President), Mary Lu Belote (Treasurer), Julie Gerkens (Recording Secretary)

The President called the meeting to order at 9:30 am.

Purpose: Review the job descriptions proposed for the four Executive Board Members, as well as other Directors. These job descriptions will be helpful in recruiting new board members, as they communicate roles and responsibilities for each position.

President

Manage incoming email (info@regencycoop.org) and responses.

Manages all vendor recommendations from start to finish/ updates vendor spreadsheet.

Checks the mailbox (Thursday - Sunday), deposits checks, adjust membership spreadsheet.

Book the monthly meeting room with CMC.

Handles all resident complaints.

Creates and executes the monthly Co-op newsletter.

Updates the website when needed.

Creates and includes membership and committee flyers to Regency Times.

Backups up: Vice President.

General oversight to Board and administrative duties.

Vice President

Manages the monthly vendor COI program.

Updates the website when needed.

Manages year-end vendor agreement program.

Backs up: President and **Vendor Director**

Recording Secretary

Responsible for taking and updating all Board minutes.

Writes two articles annually for the Regency Review.

Attends and represents the Co-op at Life @ Regency.

Backs up: Treasurer.

Treasurer

Responsible for depositing all checks from new members.

Checks the post office box Monday - Wednesday.

Reconciles bank statements.

Updates SCC information annually

Files IRS 990 annually.

Provides a copy of the bank statement for the agenda.

Text the new member form to the **Membership Director**.

Hand over all membership paper copies to the **Membership Director**.

Keeps historical file (white notebook)

Backs up: Recording Secretary.

Vendor Director

New vendor outreach follow-up (phone) as given by the President. (third outreach)

Email a [discount reminder letter](#) to vendors once a quarter.

Writes an article for the Regency Review 2x year.

Provides COI follow-up to the Vice President. (third outreach)

Maintains the National Discount page for accuracy and looks for new senior discounts.

Backs up: **Vice President**

Membership Director

Gets text and paper membership application from Treasurer, updates.

Update the [membership spreadsheet](#) with the new, paid resident information.

Sends a welcome email/letter to the new member.

Updates the monthly agenda with new member totals.

Attends Life @ Regency meeting as a backup to the Secretary

Back up: **Outreach Director**

Outreach Director

Update the [membership spreadsheet](#) with the new resident information pulled from the Regency Times.

Email new condo residents with an invitation to join (2x). (We do not hand deliver to condos)

Hand-deliver membership invite to all SFH and GT on the membership spreadsheet 2x. (30-day intervals)

New residents -> check addresses on PWC and remove residents who have moved from Regency. Update the spreadsheet.

Email Co-op members who have moved to Vice President to remove them from the website.

Back up: **Membership Director**

Action Item:

All Executive Board Directors approved these job descriptions as written.

Other Business:

We are planning a “Passing of the Rake” ceremony at the next meeting. Old board members hand the ‘rake’/responsibilities to the new.

We will welcome Beth Ward and John Clement and say goodbye to Bill Pedersen and Charles Tucker. Photo op.

Debra suggested that we create/make and purchase color brochures that advertise the Regency Co-op. John Clement could use them for new resident outreach and if we have a clubs fair in the fall, they could be available as handouts.

Debra asked Mary Lu to check SEC regulation to see whether we can change our charter from 5 to “5 to 7” members.

Roger reviewed a few wording changes to the by-laws.

The meeting was adjourned at 10:45 am.