





# Hot Springs Village Neighborhood Alliance

Ideas and Issues Management



# Communicate your idea or issue using this guide

- We are going to start off with **IDEA Management**:
- Describe the idea or issue in a simple way. **Example:** *We could all benefit from a “food court” centrally located in the village. Using Balboa club house would be a good place.*
- Who does that benefit? *Only you. Only your village block. Only your neighborhood. Only the East end of the Village. Only the West end of the Village. Only the central part of the Village. Only areas 1-20 of the Village. The entire Village.*
- How would it be paid for? *Each vendor within the food court would pay rent to house their sections of the court.*
- What needs to happen to make this a reality? *The Balboa club house will need to be updated to accommodate the kitchen space needed for the vendors, the décor needs to be updated, Central air and heat need to be updated.*
- Do you have any estimates on the cost to make this a reality? *No*
- What is your e-mail address? What is your mailing address? Are you a member in good standing?



# Issue Management: How to present an issue

- The next part of the process describes **Issue management**
- Describe the issue in a simple way. **Example:** *I don't believe that the cost to update the Balboa Clubhouse is the best use of our money.*
- Who does the issue affect? *Only you. Only your village block. Only your neighborhood. Only the East end of the Village. Only the West end of the Village. Only the central part of the Village. Only areas 1-20 of the Village. The entire Village.*
- What do you propose? *Fixing only what is broken*
- Do you have any alternatives to bring forward on the issue? *Only fix what is broken.*
- How would it be paid for? What needs to happen to make this a reality? Do you have any estimates on the cost to make this a reality? *No*
- What is your e-mail address? What is your mailing address? Are you a member in good standing?



# Next step after filling out the form

- Mail or email your form to your Neighborhood Representative. Be sure to include your name, email address and mailing address.
- At the next monthly meeting, your idea or issue will be presented to the other 19 Neighborhood Representatives, so the more information you give your Neighborhood Representative, the better job they will be able to do to sell your idea or issue. Arm them with as much information as you can. A powerpoint slideshow is an acceptable way to get the point across, but you can also just give a detailed explanation in a note. [See process flow](#)
- The 20 Neighborhood Representatives will then bundle all the ideas and the issues across the Village (lets presume 10 of the same basic ideas came from 7 different neighborhoods, and 3 of the same issues came from 3 neighborhoods, they would be combined into one basic premise to be voted on)
- The final listing of all ideas and issues will be voted on by the 20 representatives and the top 5 or 10 (combined issues and ideas) will then be moved to the appropriate committee for the next step.



# Next Step: Committee work

- Once the list is moved to the various committees, the Board of Directors (BOD) appointed committee chair will meet with your Representative and the member (you) that made the suggestion to package and review the presentation to the BOD.
- It might be that the committee had been working on your idea or issue but you didn't know that. In that case, you will work with the committee to further that concept.
- If it is a completely new concept, then your work and cooperation will be important and critical to making it a reality and a success.
- The committee member will then add your suggestion to the new business part of the BOD Agenda and you and your representative will present the idea to the BOD.





# Next Step: Board of Directors work

- COST is everything at this point, so we have to assume someone with some knowledge is going to have to put together a cost analysis. They take time and money in and of themselves. The BOD will have to give the approximate timing of such an effort which should be done within a week of the monthly BOD meeting.
- The BOD might want to prioritize the top 5 or 10 ideas by cost, effort, implementation, benefit, etc,,, when presenting your idea, be aware that we are looking for revenue at the least amount of cost, so we can assume that ideas that present themselves as most effective towards that goal will be moved to the top of the priority list.