

Broadmoor Neighborhood Association Board Meeting Minutes
December 9, 2009

Present Board Members:

Michael Fitzgerald, President
Melinda Riebolt, Vice President
Patti Martin, Treasurer
Hillary Van Austen, Secretary
Mike Nolan, Web Master
Michael Greenslade
Gayle Hudson
Carol Kennedy

Absent Board Members:

Mia Ousley, Beacon Editor, City Liaison, List Serve Moderator
Claudia McHenry and Leslie Donoviel, Board Members

Visitors:

None

Meeting commenced at 7:30 p.m. at Zocalo Coffeehouse.

President Michael Fitzgerald chaired. Secretary Hillary V.A. took minutes.

Presidents Report

Michael F. recapped the Citizen's Advisory Committee meeting. (Secretary arrived late and did not get these comments for the minutes.)

Treasurer's Report

- 1) Introduction of new treasure, Patti Martin
- 2) Transfer of Record: Patti met with the past Treasure John Kaplan at the banking institution, Wells Fargo, and completed the paperwork transfer.
- 3) Monthly Report: A motion was made and passed that Treasurer Patti will generate a Treasurer's report for each board meeting. It will show the beginning balance, transactions made, and ending balance at the time of the report. A printed report is to be passed out to the board members for their review.

Old Business

1) Old Business

Passed Tabled Items: The board talked about having the BNA Web sites automatic hosting fee be charged directly to the BNA instead of the Secretary's personal credit card. The Treasurer will look into setting up the BNA accounting to handle this transaction. The issue of continuing or discontinuing the current credit cards issued to the Editor and Secretary was discussed as well as the Treasurer getting a debit card. Treasurer will look into the debit card. The credit cards topic was tabled until the next meeting.

New Business

1) Website

a. Webmaster Nolan explained how PayPal works for neighbors to use in paying their membership dues. He also explained how data is received and distributed to Carol for the membership database. Information needed for the membership database include first and last name of the adults in the household (up to two); email addresses for the adults; home address; optional would be phone numbers. He will set up the PayPal account for the upcoming 2010 membership drive.

b. Gayle explained how much work went into maintaining and updating a Web site. She made a motion to pay the Webmaster a monthly stipend. The stipend for time and materials would be equal to that paid the Newsletter Editor. The motion was seconded and passed. None apposed. Hillary abstained.

2) Membership Application

- a. Carol agreed to take over the membership. The Board agreed to transfer the current database from FileMaker Pro, the current software, to Microsoft Excel for administrator's ease of use. Mike Nolan made the transfer using Patti's laptop during the meeting. Carol will need training on using the software from one of the Board Members. A trainer was not selected.
- b. Determine cutoff due date: The board discussed having a cutoff date for dues in order to keep track and streamline the membership process. It was determined that the membership dues cutoff will be February 28. The 2010 fee for membership will remain at \$20. The 'low income' fee option will not be offered.
- c. Proposal to prorate dues: The Board agreed to prorate the dues as follows:
January 1 to June 30 = \$20
July 1 to December 31 = \$10

3) Beacon Newsletter

The Board determined that the next Beacon, a walk-around, would need to go to the neighbors in January. The date is determined by the new membership dues cutoff date. There was concern that the newsletter date could be a problem for Editor Mia. Hillary offered to produce the issue if needed. Gayle will contact Editor Mia to discuss.

4) BNA Board Meeting Schedule

The Board decided to change the regularly scheduled meeting from the second Wednesday of the month to the first Wednesday of the month. The time would change from 7:30 p.m. to 7 p.m. The change would facilitate the coordination of the new dues program with the Beacon Newsletter's production.

5) NexCycle

Gayle updated the Board explaining that the Police Chief was for removal of the Center but he cannot sign a letter to that effect unless the Mayor is onboard with it. The Mayor understands that if the Center were moved to Oakland, the current laws would then force the Washington Safeway to put a center there. The Mayor will not sign the letter because of this impact on the Washington Safeway. Gayle reasoned that the issue is beyond the Board. She feels it will take the support of the Broadmoor neighbors in rallying behind it. President Fitzgerald reported that he learned from the Health Department that no one wants to be responsible for the cleanliness of the area as the problem is too dense. He thought that both Safeways need exemptions from the Centers. He said there is yet another new manager at the Bancroft store. He explained the Mayor has said he would be willing to visit the NexCycle recycling center. It was agreed that the President would arrange for the Mayor, City Attorney, and our Council Member to visit the site with the BNA Board.

6) 2010 Meetings

- a. The Board discussed having a General Meeting in 2010. A date was not selected but the topic was tabled for the next meeting.
- b. Hillary suggested we have a candidate's night for the neighbors to meet and hear from the District 5 candidates. The Board liked the idea and the topic was tabled for the next meeting.

7) Board Communications

Gayle voiced her concerns about inconsistent communication between Board Members via email. Discussed was communication expectations. Webmaster Nolan explained and demonstrated how to set up filters in email to facilitate ease of culling and reading. He also explained how to best communicate via subject line labeling.

9 p.m.: Meeting adjourned.

Addendum

Michael Greenslade 12-10-2009 via Email.

At one point for the monthly meetings it was proposed that they be moved to the 1st Wednesday of each month. Gayle was going to check with Tim regarding the availability of Zocalo for meetings.

Annual membership drive, due date set for January at \$20.00 for full year
Also a proration for 1/2 year at \$10.00 (July 1st thru December 31st)