

**Board of Directors Meeting Minutes
Wednesday January 8, 2024
7:00pm – 8:30pm
Meeting Location: Kathy’s House
375 Locust Ave.**

Board members present: Kathy Burwell, Sheila Guthrie, Sam Timilsina, Greg Brockbank, Penn Mullen, Lydia Truce, Becky Gayman
Community member: JP Guittard

I. Board Secretary Report – Becky

- a. Review of November 4, 2023 special BOD meeting minutes and Semi-annual meeting
- b. Motion seconded and approved

II. Treasurer Report – Sam / Sheila

- c. Review status of accounts for 11/2023 and 12/2023
- d. Year End Summary was discussed noting lower than anticipated collection of association dues. Discussion regarding methods to engage more neighbors, increase dues, lower the number of printed newsletters to 35, explore less expensive printing options.
- e. Review budget proposal for 2024 with the above noted means of lowering costs with the hope of increasing membership after updating with paypal, revival of post pandemic civic involvement, increase in dues.
- f. Proposed budget was moved, seconded and approved.
- g. Nomination of Sam into Treasurer role accepted. It was moved, seconded and carried to appoint him as Treasurer.
- h. Discussion regarding the diminishing revenue from membership of neighbors.

III. President message- Kathy shared with the Board the need for her to step down, affective after the February 10th cocktail party. Her organization, enthusiasm and leadership will be sorely missed! At this time, no Board Member has stepped forward to replace her.

IV. Calendar 2023 Activities and Events - Kathy

- a. Cocktail Party – February 10, 2024 @ 301 Locust Ave from 5:30-7:30pm
- b. Admission fee discussed, set at \$10. and a BYOB
 1. Board members will each brings a beverage and dessert
- c. Discussed and estimated that to plan for about 75 neighbors with catered finger food from “Wrap and Kabob” a local Indian food restaurant
- d. Needed items for set up distributed among board members:
 2. Tables: Kathy -2 round high, 2 long folding, Becky- 1 round high
Tablecloths: Becky Chairs: Kathy - 2, Lydia- 4, Becky- 2, Greg-4
Path Lighting: Marion
Trash bags: Kathy Trash cans: Becky-1, Sheila-1
Utensils/glasses/plates/napkins: Kathy and Becky
- e. Greg offered to be a resource for mobility challenged neighbors: his phone number will be offered as a contact to members to assist/drive them up to Marion’s house at 301 Locust. A limit of 6 parking spaces on a step driveway.

V. Distribute announcements- Greg

- a. Volunteer walkers- Greg is going to be engage all walkers to distribute the flyers for the Cocktail Party / DU Engagement Card / Membership Form w/ updated membership fee / envelopes w/ mailing labels ASAP, within the next week or two. Several board members also volunteer to take routes to distribute information to each household.
- b. Volunteers for assembling the sheets- Board members volunteered to assist Greg

VI. Committee Chair Reports

- a. Dominican University- Becky/Sheila briefly noted two upcoming events
 1. Mid to late January the DU Board will invite neighbors. Becky will communicate with the chair of the committee for specific information, date and time.
 2. Mid April will be the official opening of the restructured library, art gallery which will be opened to the public/neighborhood.
- b. Membership – no report at this time Lydia
- c. Communications / Social Media Kerry
 1. Unable to attend, communication via email for the MailChimp reminders
- d. Safety & Crime Sheila
 1. The comments received on possible speed humps and safety concerns on three streets- Grand, Villa and Mountain View- had limited feedback. After discussion, Sheila proposed requesting the City of San Rafael to institute a few traffic “calming” measures. The board agreed to try again, with the City’s support, to encourage safe driving habits on these specific residential streets. All agreed.
- e. San Rafael Federation of Neighborhoods- no report at this time Greg

VII. Save Dominican Valley Update – JP Guittard gave the Board an update of the incomplete application the developer submitted to the City of San Rafael. Discussion of next steps in the City oversight and permitting process as the committee continued investigation into the developers plans, the limitations of proposed housing sites, as well as neighbors concerns. The committee continues to have legal council and support from a land use specialist.

VIII. Review To Do List -

Kathy

IX. Adjourn at 9:20pm

Next Meeting: Wednesday February 7, 2024 @ 7pm @ Marion’s House 301 Locust Ave