



**Board of Directors Meeting Minutes
Dominican University - Edgehill Mansion, Legacy
August 13, 2025**

Board Members Present: Sheila Guthrie, Lydia Truce, Greg Brockbank, Steffanie Burkhard, Becky Gayman
Neighbors Present: Window Snyder, David Brown

I. Welcome to Meeting Attendees - Sheila Guthrie

a. Open Session to hear from Association Members -Sheila Guthrie presented Window Snyder for consideration as Director on the DBCNA Board.MSC . Window is interested in being our website administrator. She has some great ideas on how we may be able to auto-renew membership and create links to various areas of interest. David Brown was introduced as an interested neighbor.

II. Secretary Report: Sheila (Interim)

a. Review/Approve July 9th BOD mtg mins as written - MSC. Becky Gayman to take this month's minutes.

III. Treasurer Report: Sheila (Interim)

a. Review/Approve July 2025 accounts as presented - MSC

IV. Committee Reports:

a. DU Neighborhood Advisory Committee Becky Gayman & Sheila - Terrapin Roadshow (July 18, 19, 20) Debriefing. The success of the three day event was presented by Sheila, from her first hand report SRPD and discussion with neighbors in the surrounding area was shared. No issues of noise, traffic, parking or trash were noted. Most importantly, attendees expressed very positive reviews. Steffanie thought another parameter to consider would be any local economic benefit for the community from hotel, restaurant, and shopping use by attendees. A possible source to check could come from ticket sales and general location of attendees home.

b. Disaster/Emergency Preparedness Committee - Greg Brockbank

- Local Ham Radio Experts - General discussion regarding neighborhood Ham Radio Operator, with Window presenting her involvement.

~Emergency preparedness- Greg stated he plans to have a committee meeting within the next month. He has been in contact with SRFD rep Quinn Gardener.

~Ember Stomp Event- Briefly discussed communication of this September event with neighbors. Fire Wise Committee chairperson, Belle Cole, submitted a suggested communication and graphic. Greg stated he would review the communication and get back to Sheila for content and timing of communication. Suggestion of communication 2 weeks prior to event and then a reminder, via email given by Becky

c. Safety Committee - Sheila Guthrie

- *Disappearing Orange Flags* - Although curious, the flags are disappearing. Suggestions for tracking the movement of flags is to number them and then to see where they end up and/or which ones “disappear”. 40 more flags are needed and approved for purchase for ~\$76.00. Board members will then be asked to volunteer to assist with marking them - “DBCNA” and possibly numbering them.

d. Membership Committee - Lydia Truce

- Brief discussion regarding the percent of neighbors that submit dues about 10%. Historically, prior to COVID, it was 20%. Continued outreach with online quarterly newsletter, outreach of each board member to neighbors and events discussed. States currently have email addresses from 651 residents.

e. 2025 Events Steffanie Burkhart

- *Summer Scoop (Sunday, July 13) Debriefing*- General observation that there was lower than hoped for attendance. Signage specific to the event at the two entrance areas to the neighborhood about 2 weeks prior to the event, signage on the day of the event and also thoughts about a more visible location were shared.

- *Movie Night*- Discussion about short time line to plan for a Movie Night in the amphitheater on the DU campus, which Marin Shakespeare has use of for 22 weeks of the year. General consensus to move forward with date, movie, blessing from DU Advisory Committee, licensing fee for movie, equipment to run it, advertising to neighbors, concessions and more. The best date picked for the sunset/lighting and neighborhood event was September 27th. Sheila has experience with the licensing issues with movies and will follow up.

f. Fall Newsletter Sheila

- *Focus*- Discussed a general focus/theme to be communication. Such things as:

Our local Ham Radio operators (Window)-

How to communicate with/use Emergency Systems, what’s available

How to communicate with Neighbors, Family

How to coordinate with City and State services/organization

- *Board contributions*- Each Board member to think about how they can write an article i.e. battery backup, practice opening garage without power, discuss Nixle vs Alert Marin, etc

- *Articles due date* – end of Oct or first week of November? - Goal to be October 1st

- *Publication date?* Goal to be October 15th

V. Open Discussion Board Members - None at this time

VI. Meeting Adjourned - 8:35 pm

Next Board Meeting:
Wednesday September 10, 2025 at 7:00p