

## 2016.09.05 Special Meeting

In Attendance: Brian Beevers, Jon Hall, Cristiane Asiano, Rebeca Elliott, Rob Yackley

1. Procedure for special meetings
  - a. Review of the Bylaws Section 5.12 Special Meetings
  - b. If you're an officer, you are a board member and an officer until you are replaced.
  - c. Review of Bylaws Section 6.11 Officer Elections
  - d. Blair indicated he would resign after the Sept 10th Reader Burgers & Beer event.  
Motion: If Blair does not resign between the conclusion of the Reader event on September 10th and midnight on Monday, September 12th, the board will choose to vote him off of the board and his office of president for continued cause (resistance to fulfill the responsibilities of the president and to be held accountable to the board of directors).
    - i. Motion made by Rob
    - ii. Jon seconded
    - iii. Rob, Jon, Rebeca, and Brian voted in favor
    - iv. Cristiane abstained
2. Board Election procedure and balloting process
  - a. Review of Bylaws 5.1, 5.2, and 5.3
  - b. Review of how long each of the board members is choosing to stay on the board
    - i. Cristiane's recommendation: aim for at least 3 new board members due to Rebeca possibly leaving in December
  - c. Staggered elections
    - i. Philip's recommendation to Jon:
      1. 3 year term: Cristiane, Jon, Rob
      2. 2 year term: Brian, Rebeca
    - ii. Rotating off:
      1. September 2017: Brian's (seat 8) term will end
      2. September 2018: Rob (seat 4), Jon (seat 5), & Rebeca's (seat 6) term will end
      3. September 2019: Cristiane (seat 1) and new board members (2, 3, 12, and 13)
    - iii. Seats:
      1. Cristiane
      2. Empty
      3. Empty
      4. Rob
      5. Jon
      6. Rebeca
      7. Empty
      8. Brian
      9. 9, 10, 11, and 15 are currently empty

- iv. Groups/Term Ending: (and 3 years thereafter)
    - 1. 2019: 1, 2, 3, 12, and 13
    - 2. 2018: 4, 5, 6, 7, and 14
    - 3. 2017: 8, 9, 10, 11, and 15
  - d. Election and balloting procedures for board members:
    - i. Current members:
      - 1. Phillip Asiano
      - 2. Sherilin Heise
      - 3. John Files
      - 4. Blair Ward
      - 5. Sue Zinda
      - 6. Ethel Sims
      - 7. Thomas Sims
      - 8. Jon Hall
      - 9. Cristiane Asiano
      - 10. Rob Yackley
      - 11. Paul Broadway
      - 12. Rebeca Elliott
    - ii. Section 4.4.a
      - 1. Annual meeting: Written notice needs to be given 10 days before to members
        - a. Review of Section 3.7 membership dues
        - b. Email today will let them know about the meeting and then we'll send a follow-up email with additional details about who's up for a vote + CV/bio
    - iii. Anyone who shows up to the meeting and pays their membership dues is eligible to vote
3. Recommendations for new Board Members
- a. Brian's list:
    - i. David Sawicki - previously on the board, expressed interest in the board
    - ii. Owner of Haven
    - iii. Girl on the Go spa
    - iv. John Stoponopolus (sp?) - owner of Turf Club
    - v. Brady from Express Center
    - vi. Yoga studio on 28th
    - vii. Owner/manager of You Are Here
    - viii. Farmers market regulars
    - ix. Peter Schrock
  - b. Jon
    - i. Valentin and ? - I-94 FB page
  - c. Cristiane
    - i. Sue Zinda's recommendation
    - ii. Pawn Shop owner

- iii. Neighbors
- d. Rob's recommendation: go to people who might be interested and ask them to write up a short bio
- e. Board member responsibilities/expectations:
  - i. Membership
    - 1. \$25 Dues
    - 2. Application
  - ii. 3 year commitment
  - iii. Commitment to neighborhood
  - iv. Brief bio
  - v. Familiarity with bylaws (posted on website)
  - vi. Monthly meetings + 1-2 special meetings/month
  - vii. Approximately 10 hours/month volunteer work for CDC
  - viii. Involvement in putting on events (eg the street fair)

Other items:

1. Brian: Small business Saturday Christmas event
  - a. Simply Local + Brian's Farmers Market
  - b. CDC: sponsor the beer garden
    - i. CDC would receive all the revenue from the beer garden
    - ii. Possibly set up a committee
    - iii. Permitting and organizing
    - iv. Expectation: 4K people
2. Communication
  - a. Question: Include all board members on all emails?
    - i. Jon doesn't think that's necessary. It should be up to the discretion of committees to determine what needs to be communicated to the entire Board.
    - ii. Emails internal to committees.
    - iii. Board agreed that not everybody needs to be cc'd on all emails.
  - b. Board members cannot commit to immediate responses to texts/emails
3. Duplex/curb appeal
  - a. Cristiane requested that Rob (the treasurer) review the bills to see if management company is paying for landscaping (because it's in disrepair)
  - b. Cristiane doesn't feel that management company is doing a good job regarding landscaping and keeping the grounds clean. She said that independently of if we are doing the curb appeal project or not, the landscaping & cleanliness of the buildings should be maintained properly. She mentioned that the recycling bin is missing. Will review scope of responsibility.
4. Storage concerns (Cristiane)

- a. Cristiane suggested using the Golden Villas office or its storage area and the laundry room of the Felton duplex as storage areas. Brian is helping Cristiane to fix those places for our storage area.
5. Mailbox
  - a. Cristiane will give key to Bec
  - b. Bec will pick up mail
  - c. Cristiane put everyone's names on mailbox
  - d. Flyer on renewing
6. Marketing materials
  - a. Enough materials for a professional booth
  - b. Brian can provide a canopy and table
7. Documents/storage:
  - a. Need to track down IRS letter of "Non-Profit Status Acknowledgement" document (possibly 30 year old document)

Potential agenda items for future meetings:

1. Renewing mailbox
2. Farmer's market CDC booth
3. CDC office location

Action Items:

1. Jon: Send email to members notifying them about the election meeting
1. Jon: Send draft email outlining board member expectations/responsibilities and vision statement to forward to potential board members
2. Rebeca: Send Jon list of current members (and emails)
3. Track down IRS acknowledgement letter