**Thousand Oaks Neighborhood Association Board**

**MEETING AGENDA DRAFT**

**Wednesday, November 28, 2018 – 7:00 PM – 8:30 PM; Location: Home of Sam Ho**

**Board Members**

**Mary Bitter, Ted Earle, Sam Ho, Marsey Kahn**

**Check-In: 7:00 p.m.**

**Adoption of the Agenda**

 Mary makes motion to adopt agenda

 2nd by Marsey

 In Favor 4, Against 0, Abstain 0

**Approval of 8.22 and 10.2.2018 Meeting Minutes**

 Sam makes motion to approve meeting minutes

 2nd by Ted

 In Favor 4, Against 0, Abstain 0

1. **Committees Update (membership, roles and responsibilities, meetings)**
2. **Crime & Safety (Ted)**
* Neighborhood Watch Presentation?
	1. Sean did end up showing up late to our October General Meeting so Ted had the chance to talk to him and really enjoyed the discussion. Ted feels like we should really try to have Sean come back and try again to talk at our next General Meeting.
	2. Ted thought we might want to post something on Nextdoor about preparing for the Holiday Season and how to prepare for the crime and safety topics of Package Deliveries, cyber security (e.g. Cyber Monday) and car break ins
1. **Park Preservation & Development (Marsey)**
* John Dixon came with crew- cut dead branches
* Left as much as possible for Woodland Area
* Calling Marsey to check on what we want to do. He is really taking it to heart
* Arborist wants to talk to John about the health of the trees
* Marsey and Jennifer will meet with the Park Foundation to discuss future plans (related to our fund-raised money). We might want to use our own money to pay for the study ourselves
* They will also attempt to schedule a meeting with the Parks Department (including the City Arborist) to discuss options for paying for the tree inventory and assessment.
* Water Tank temporarily removed so that it doesn’t get stuck in the mud
* Crosswalk Discussion
	+ People are crossing the street all the time now to walk in the Woodland Area so we want to talk about having a safer way to cross. The discussion about a cross walk is for the area where the stop sign is right now.
	+ Marsey likes the idea of doing a complete series of crosswalks
		- Stop sign to Woodland Area at Wellington Sq.
		- Across Downswick and
		- Across Thousand Oaks on opposite side of Downswick
		- Across Wellington Sq. to Woodland Area
	+ Marsey will talk to Scott to find out who we should talk to and how we go about requesting a new cross walk
	+ Concern: People go through that stop sign all the time
* Marsey told a story about an old man sitting in park all day
	+ Worried about him being unattended and looking unresponsive a lot of the time. She monitored off and on throughout day and eventually he was picked up but it was concerning.
1. **Community Events – Help the Homeless (Mary**)
* Flyer created and approved
* Event December 1st thru 15th
* Toppers on order and will be ready by Thurs Nov 30th
* Plan to take photos of all donations and tally qty of donations
* Will include results in a Thank you note at the end to be posted on TONA Website and TONA email

Question1: Where are we on the Welcome Packet implementation?

Answer: Packet is created but the status of getting notified about new neighbors is not know at this time…will ask Marian at January meeting

1. **4th of July Parade (Marsey)**
* No report- 4th Of July Parade Meetings begin in April of each year
* The plan is to develop a Float Building Seminar to encourage neighborhood to participate more fully and creatively
1. **Urban Development (Abhishek)**
* No Report- Abhishek not in attendance
* Comments were made about the Toyota Dealership-
	+ Huge!
	+ Worried other Dealerships will follow suit
1. **General Meetings (10.2.2018- Meeting Debriefing and March Meeting Planning)**

1. Ideas for Speakers or Topics of Interest

* Flood Zone – Water District -Guadalupe?
* Earthquake Preparedness
* Crime and Safety- Sean to try and speak again since he was not able to talk at last meeting

Board Members like the idea of Sean returning to talk about Crime and Safety.

Marsey makes motion to have Sean Speak at next General Meeting

 2nd by Ted

 In Favor 4, Against 0, Abstain 0

Ted will take action to Coordinate Sean as Speaker.

Mary will take action to reserve Pearl Library for March 20, 2019 7:00-8:30

2. Need to begin the process of recruiting volunteers for TONA Board replacements. Need to have each member write up a description of their job duties and the amount of time it takes them to perform them.

* 6 meetings per year – 1.5 hours

 4 Board Meetings (January, May, July and November)

2 General Meeting (March and End Sept/Early October)

* Description of duties (add color)
* Time it takes to perform duties
1. **Treasury (Abhishek)- Report sent via email (Abhishek absent)**
2. Revenue, Expenses, and Balance

“Treasury - Total ($7003.70), of which the breakup is $1766.85 (General), $1162.87(Community Events), and $4073.98 (4th of July)”

* Basecamp Invoice from Melissa (Not discussed)
1. **Communication**

1. Website (Abhishek) / Social Media- Report sent via email (Abhishek absent)

“I am yet to make the changes which I had planned last month. I will definitely get them all done within December. My plan is to have the website ready with all the changes by end of the year, and then advertise it on Nextdoor and try to get people to move to our website (will only happen if the website has everything that people need, the most imp thing being a platform for them to start new threads to discuss anything).”

1. Email (Marian) – Marian Absent

No Report

 a. Guidelines for emails from TONA

* TONA Board wants to handle this on a case by case basis.
1. **BeautifySJ Project Grant Update (Sam)**

Need Project Lead Coordinator for spending of Grant Money.

 Sam makes motion to nominate Marsey as Project Lead Coordinator

 2nd by Mary

 In Favor 4, Against 0, Abstain 0

Contract with City

Contact Molly Tobias

Ken is signing Memorandum of Understanding (MOU)

Need a Board Member to sign Memorandum of Understanding

Board nominates Sam to sign Memorandum:

Marsey makes motion to nominates Sam to sign MOU

 2nd by Ted

 In Favor 4, Against 0, Abstain 0

 Sam takes action to sign MOU

We are worried about constraints

* + Who we buy from
	+ What input they have
	+ Need to make sure we have native plants in Contract

We need to coordinate with them because we want to make sure the City is not an unreasonable “Gate Keeper”

Dave Guthridge has a contract with the City as a Contractor so will be able to do the work we need. Dave’s Contract is in the works to extend 3 more years.

1. **Insurance (including Board of Directors) and how to pay (donations, fundraiser, grants?)**
* We may have money to pay for 3 events per year
1. **UNSCC Membership per BeautifySJ Grant.**
* Grant requires us to have UNSCC Insurance
* Allows us to use for meeting Insurance as well
* Sam volunteers to sign us up for UNSCC
1. **“District 9 Leadership Group” Update (Ted)**
* Ted went to the 11/8/18 Meeting
* Brought back information and brochures, City Contacts, Guide to Engagement to City
* Hot Topics
	+ Poor Conditions of City Streets
	+ Map of all D9 streets that need work
* Santa Clara Water- Speaker Gina Adriano
	+ Flood awareness Guide
	+ Representative asked to see if she could talk to our TONA neighborhood to help us be aware of the risks and consider issues
	+ Maybe at the March 2019 General Meeting?
* City of San Jose Services
* Ted highly recommended that we attend the District 9 meetings. Very interesting and maybe even consider volunteering within the group.

Question: Do we have an Archivist? Do we need a Historian? Who will keep/store the documentation acquired during the year?

1. **OTHER**

Need to make official note in TONA Board Meeting minutes that Melissa send her resignation from TONA Board in an email dated June 8th, 2018.

Start talking to folks about taking over your position for next two years

1. **Next Meeting(s)? - Third Wednesday every odd month from 7 to 8:30** PM

January 16, 2019 7:00-8:30….. If all can’t make it, maybe January 23rd??

March 20, 2019 7:00-8:30 General Meeting @ Pearl Library

May 15, 2019 7:00-8:30

July 17, 2019 7:00-8:30

October 16, 2019 7:00-8:30 General Meeting @ Pearl Library

1. **Meeting Adjourned: 8:20 p.m.**

Sam makes motion to adjourn Board Meeting

2nd by Ted

 In Favor 4, Against 0, Abstain 0