**Thousand Oaks Neighborhood Association Board**

**MEETING Minutes**

Wednesday, May 16, 2018 – 7:00 PM – 9:00 PM

Location: Home of Sam Ho

Board Members Attending

Mary Bitter, Melissa Braga, Ted Earle, Marian Heinkel, Sam Ho, Abhishek Joshi, Marsey Kahn

**Check-In 7:05-7:10**

**Adoption of the Agenda**

 Mary moved to adopt the agenda

 Ted 2nd the motion

 Vote: 7 yes/0 no/0 abstain

**Approval of 3/28/2018 Meeting Minutes**

 Marsey moved to approve March Minutes

Melissa wants to talk about the Insurance Issue and a statement that was in the March Minutes. Mary asks if there was something misrepresented in the March minutes. Everyone agrees that the minutes were accurate. Board agrees to discuss during meeting but that the minutes shall stand.

 Mary 2nd the motion

 Vote: 7 yes/0 no/0 abstain

1. **Committees Update (membership, roles and responsibilities, meetings)**
2. **Crime & Safety – Ted Earl**

Would like email addresses for Committee. Sent out emails got no responses

Wants to get a gauge of interest on a couple of events.

1. SJPD District 9 (May 24 6-9 pm Camden Community Center

 Public Safety Town Hall- Don Rocha sponsored 3369 Union Ave

 Will send to TONA members via email list and post on website

1. Neighborhood watch- received information about it and will review and coordinate
2. **Park Preservation & Development - Marsey**
3. Contract Approved
4. Baby Hawks were seen ~ May 6th by Joe Lovelace
5. Birdman- to assess age of baby hawk before start of work
	1. Dave Guthridge said noise was loud- may upset baby. Contacted Guadalupe, Coyote Resource Conservation District (Stephanie Moreno)

She sent us to Office of Fish and Wildlife.

 We need a permit to do work (OR)

 Get an expert on site on workdays to observe

Note: probably won’t hurt baby hawks but better to cover ourselves

$2000 for Joe Merz & Staff (Principal Scientist, Cramer Fish Sciences) Raptor Expert. Masters in Biological Conservatory Ornithology- Cal Poly

Observed SF Presidio Hawks and they are not disturbed by loud city noises

Opening might be pushed out until we resolve issue of baby hawks- maybe 1 week

So…Workdays most likely will be June 10th and maybe June 23rd. Opening June 30th-July 1st most likely

1. Need Documentation of workdays- Marian to take Photos
2. City is going to pay for oak management plan ~$35,000
3. Current money raised for Park is $79,340…expecting over $80,000
4. Signs arrived---Can’t wait to see them!
5. Sam asked everyone to relay the Boards thanks to Jennifer, Marsey, Dave, Marian and Kim
6. Marsey listed names of Parks department personnel as well and will be sure to thank ALL involved at the Opening Ceremony.
7. Scott will be getting us on the agenda to Thank Don Rocha at a City Council meeting! IN FRONT OF MAYOR ☺

1. **Tiny Homes/Bridge Housing- No Official Committee Lead**

NOTHING TO REPORT

 Note: Neighborhood to voice continued position on Tiny Home effort

Do we need to make it known to our District 9 Supervisor that we don’t like it and want to see it in writing that we come off the list once we accomplish our goal of developing our undeveloped park land?

1. **Community Events - Marian**

Yard Signs to advertise Community Events

 Asking Julie Tornincasa t help get Realtor Signs for our purposes

 Waiting for Sign information- Could contact Bob Jamello, Lisa Furtado as well

TONA Board/Community Members to put signs out in yards and corners around neighborhood 1 week to 10 days before event

Question: how do I need to proceed before buying things?

 Just notify the committee, via email, then send reimbursement form to Abhishek

Flyer for June 14th Event – Do we need TONA on Flyer?

 YES!

Meeting on 22nd- Community Events Committee to finalize June 14th details

People will bring desserts to share

Sam requested list of committee members

Do we need Insurance?

Our committee will be up for bringing refreshments for the Park Workdays:

 How many people will be feeding? ~30 people per shift / 3 shifts

 Dates: June 9th and 10th

 Water and Sandwiches?

Do we need Insurance? No (This is a City event)

1. **4th of July Parade- Marsey**

NOTHING TO REPORT- WOULD RATHER SPEND TIME ON TONA BY-LAWS

AND INSURANCE DISCUSSION

Will report as we get closer to parade date

1. **Urban Development -Abhishek**

NOTHING TO REPORT

1. **Other?**

N/A

1. **Discussion/Action Items**
2. **Bylaws (Review Draft and/or Action)**

Sam reviewed changes, added additional changes

Will email updates and send out via email to approve electronically

1. **Treasury (Abhishek)**

Anything related to the Park Development is not in report

When does financial process actually begin?

 Inform board of intent to spend

 Spend money

 Give receipts to Abhishek via Reimbursement Request Form

 Abhishek issue check and get 2nd signature

 Deliver to requestor

Reimbursement Request Form to be sent out to Board Members for use

Do we need a Debit Card- Board agrees –No

Balance Statement and High level Income Statement requested for meeting after July (July a big spending month)

1. **Communication:**
2. Website (Abhishek)
	1. Looks good; Adding space for BLOG

2. Email (Marian)

 a. Guidelines for emails from TONA

 Short Discussion about the Free Concert Request that prompted need for

 Guidelines about TONA emails.

 Guidelines need to be developed at future meeting

 We want to get out of Google Groups and use Email listing, along with

 Nextdoor and TONA Website

1. Marian will blind copy email recipients
2. Marian will figure out how to break lists up to work properly

3 LOGO

* 1. Marian will play with size and order of wording
	2. Look of tree- Looks good; Ted reports comments that tree looks scary
	3. Logo to be finalized and approved via email
1. **Insurance (Including Board of Directors)**
2. See attached UNSCC Information

No Good reason to join

Melissa: UNSCC is not good insurance; very stringent use (wouldn’t cover 4th of July parade needs, $121 per event and would not name us individually)

State Farm Insurance

Need to fill out questionnaire to get a quote –

Will cover individuals

Melissa will submit to obtain quote

Do we want Board of Directors Insurance?

Need to explore Grant money to help pay for insurance coverage needs

 There is a Grant for $5000 for Community

We do not have all the information we need to make a decision

Need to decide something by July (Picnic in the Park and 4th of July parade

Will discuss in depth at next month’s Board Meeting

1. **District 9 “Leadership Group” Update –Sam**

Meet every 2 weeks

Over 100 people showed up

Election

No New News---

Approved By-Laws

Need to be recognized by City Council by summer even to vote for Board

Right now is Just a Steering Committee

Will want to vote for Officers on June 12th

Next District 9 Leaders meeting- June 26th

1. **Next Meeting(s):**
2. Board: Third Wednesdays of each month

 No June meeting; next meeting July 18th @ Marsey’s House

1. Quarterly general neighborhood meetings?

Twice a year March and Early October of each year.

1. **Other:**

 Marsey Move to Approve By-Laws

 Abhishek 2nds motion

 Vote: 7 yes/0 no/0 abstain

1. **Adjournment 9:35 PM**

 Mary Moved to Adjourn meeting at 9:35

 Marsey 2nd Motion

 Vote: 7 yes/0 no/0 abstain