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August 19, 2019 Board Meeting
Claremont Hotel, Berkeley Room

Present: Carolyn Burgess
Steve Hanson
Chris Johnson
Nancy Mueller
Sue Piper
Brenda Roberts
Elizabeth Stage

Excused: Ken Cohen
Hillary Conlon
Dave McGuinness
Julie Nachtwey

Guests: Gordon Piper, NHCA Garden Committee/Oakland Landscape
Committee

Meeting was called to order at 7:06pm by Chair Steve Hanson

1. **Minutes of July 22, 2019** were approved as mailed.
2. Chris Johnson invited Board members to a fund raising event at his house on behalf of the Friends of Oakland Parks set for Saturday, September
3. **Communication**
 - a) **Letter to OUSD School Board/City Council re Kaiser School Closure**—Steve Hanson sent the letter to all School Board members, the Superintendent and City Council Members. Elizabeth, Sue, Brenda and Carolyn joined parents this past weekend in canvassing the neighborhood. Progress seems to be occurring as 3 school board members who had been 100% behind the superintendent are now asking questions about moving Kaiser. Parents will be speaking at the August 28 School Board meeting. Board vote is September 11. Elizabeth Stage will attend the August 28 School Board meeting and speak on behalf of NHCA.
 - b) **NHCA Website**—Chris Johnson walked us through the proposed website to show how elements are easily accessed. He will set up a

training for board members soon, following which board members will be asked to help update content. The goal is to have the website live by October 1, 2019.

- c) **Monitoring and Censoring Open Forum**—Chris Johnson reported that he had to recently temporarily suspend two Open Forum members because of the growing lack of civil discussion. He noted that many years ago, John Colbert had developed a list of Open Forum participation guidelines that used to be on the NHCA website. It was suggested that we periodically post these on Open Forum as a reminder to participants.

2. **Public Safety Committee**

- a) Speakers and logistics are all set for the Thursday, September 22 Public Safety Committee meeting at Montclair Presbyterian Church focused on seismic safety and emergency preparedness. Please help spread the word. Chris offered to provide his video equipment so the event can be recorded and posted on the new website.
- b) Sue Piper reported that the Oakland Landscape Committee (OLC) has scheduled a meeting with CalTrans to discuss OLC adopting the CalTrans property above the City of Oakland Property west of Gateway, along Hiller Drive. The meeting is September 3.

3. **Treasurer's Report**—

- a) **Policies and Procedures**--Treasurer Brenda Roberts shared a draft document of policies and procedures and asked Board members to comment so that the Board could approve the final version at the September meeting.
- b) **Calendar**—She also shared a draft financial calendar for feedback, to provide guidance and structure to NHCA's budgeting process.
- c) **Treasurer's Report**—see attached.
- d) **Audits/Checks and Balances**—still finalizing. Brenda is working with a colleague at SF State who will engage an auditing class to audit our finances. Brenda recommends we have an independent audit every other year.
- e) **2020 Budget**—Committee chairs were reminded that Brenda will start the budgeting process for 2020 in October.

- 4. **Garden Committee**—In the chair's absence, Sue Piper gave a brief report that workdays are scheduled for September and October, with the last workday for the Church in November. She will begin to work on the work plan for 2020 after we complete these major workdays this fall.

5. **Fund Raising Committee**

- a) Chair Elizabeth Stage shared a written report that laid out a calendar of fund raising events. (See attached)
- b) Highlights:
 - i. August Garden Fund Raising Letter to expanded list—Hiller Highlands and residents along Tunnel who drive by Gateway
 - ii. Use up current remits for the garden fund raiser, develop new remits with opportunities for specific designations for annual/general fund raising.
 - iii. Survey residents in September to seek input and educate them about the new website
 - iv. Assume new website up and running in October
 - v. Mail out annual fund raiser to past donors, attendees at annual meeting and public safety committee meetings. Will need to merge the data bases—Elizabeth to manage. Annual fund raiser will focus on a theme of safety. Carolyn and Hillary to draft.
 - vi. Research on appropriate corporations and foundations—Elizabeth to gather more information before sharing with Committee Chairs and the Board.
 - vii. No fund raising events unless they are sponsored. Looking at finding a sponsor for Annual Meeting (perhaps for a wine at the meeting.)

6. New Business

- a) The Board approved setting up a pilot project of vegetation management coordination within NHCA. Gordon Piper will facilitate projects with groups of neighbors, such as was done on the project below Kaiser School this past year. It fits with NHCA's safety focus and gives residents another reason to support NHCA.

7. **Next Meeting**—The next meeting is scheduled for Monday, September 16 at 7 pm.

8. **Meeting Adjourned at 8:54 pm.**