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June 17, 2019 Board Meeting
Claremont Hotel, Berkeley Room

Present: Carolyn Burgess
Hillary Conlon
Steve Hanson
Sue Piper
Brenda Roberts
Elizabeth Stage

Excused: Ken Cohen
Chris Johnson
Nancy Mueller
Julie Nachtwey

Absent: Dave McGuinness

Guest: Gordon Piper

Meeting was called to order at 7:05 pm by Chair Steve Hanson

1. **Revised Minutes of May20, 2019** were approved as mailed.
2. **Communication**
 - a) **NHCA Website**—Carolyn Burgess reported that the consultant made changes as recommended and the site is looking good. The next step is to have the programmer put it together, hopefully by the end of July. The Board asked to schedule a training for all Board members, establish guidelines and appoint a webmaster before it goes live.
 - b) **Written Communication**—Steve Hanson noted that he sent one letter to the City Council concerning the Mayor’s Budget and the need for adequate funding for Vegetation Management. He will send another letter concerning the Oakland Together Budget prior to Tuesday, June 18, 2019 Special Council Meeting at 5 pm.
 - c) **Drop Box Archive**—Sue Piper will set up folders in a shared Drop Box Account that will align with our Agenda and Finance Categories:
 - i. NHCA Administration
 - ii. NHCA Public Safety
 - iii. NHCA Garden
 - iv. NHCA Communications, Advocacy & Education
 - v. NHCA Photos

vi. NHCA Others

All board members will have access to these folders so that they can upload documents. We ask that any photos uploaded be organized in a folder for the event, with a date and a description rather than just the number from the camera.

3. **Public Safety Committee Meeting-** Carolyn Burgess reported that about 40 people attended. Steve Hanson noted that the two presentations are now posted on the NHCA website. The next Public Safety Committee Meeting is on Thursday, August 22. Topic—Earthquake Safety—Steve will invite a seismologist from UC to speak. Sue will invite Doug Mosher to talk about OFSC’s new Oakland CPR (Community Preparedness & Recovery) Program. Brenda recommended inviting representatives from public and private schools in NHCA’s geographic area to attend, as well.
4. **Treasurer’s Report**—Treasurer Brenda Roberts reported that we have a total of \$13,973 in the bank: 7,469.58 in Checking and \$6,504 in Savings. Following a discussion on what kind of financial information Board members would like to see, Brenda will prepare a financial report based on budget to actual and expenditures in the following categories:
 - a) Public Safety
 - b) Garden
 - c) Communication, advocacy and education
 - d) AdministrationSteve will follow up with Ken Cohen on the question of NHCA Liability insurance and whether or not it has been paid. Copies of all insurance policies will be posted to the new Drop Box Account under NHCA Administration.
5. **Garden Committee**—Chair Hillary Conlon noted that Nancy Mueller has asked Board members to join her on June 29 at Gateway. Hillary will schedule two community workdays for August and November since we have many volunteers scheduled for September and October, and WWOOFer in July. The next workday is July 7 at Gateway with 100 volunteers from The World Mission Church of God in Hayward. Gordon and Sue Piper will serve as the point people for that event. She noted that we have a new committee member, Andra Steinback, who has been working at the Firestorm Memorial Garden on a regular basis. Hillary has asked to attend the June 19 meeting with City staff about what to do with NHCA’s desire to create a resource garden in the lot across from Gateway. Her garden report was accepted by the Board. She started to talk about fund raising, but as we were running out

of time to do the discussion justice, it was moved and seconded to put fund raising as a major item on the July Agenda

6. **Next Meeting**—Steve will ask board members if July 22 works instead of our usual meeting date due to vacations. Also on the July agenda will be job descriptions and the filing of annual reports to the State Attorney General's Office and IRS status and Charity Registration.

7. **Meeting Adjourned at 9:01 pm.**