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November 4, 2019 Board Meeting  
Claremont Hotel, Berkeley Room

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

Excused: Ken Cohen  
Dave McGuinness  
Julie Nachtwey

Meeting was called to order at 7:04 pm by Chair Steve Hanson

1. **Minutes of September 16, 2019** were approved with the following correction: the mailbox key was provided to Treasurer Brenda Roberts. Chair Steve Hanson has access to a second key at the Post Office.
2. Chris Johnson thanked NHCA Board members for supporting the Oakland Parks Foundation Fund Raiser at his home. It was the most successful home fund raiser to date—netting \$7,000.
3. **Communication**
  - a) **NHCA Website**—Chris Johnson asked all board members to attempt to edit one piece of the website during the coming week. He will schedule a conference call on Monday, November 11 at 7 pm to discuss challenges we faced. Then members will be asked to edit content so that the new website will have updated content by the next NHCA Board meeting on November 18, 2019.
  - b) **School Closure Report**—Elizabeth Stage said that the situation between OUSD and the closure of Kaiser School is currently at a stand off. She will continue to monitor the situation.
  - c) **Open Forum Issues**—The board discussed recent issues with uncivil postings and how the moderators have managed keeping that under control.

- d) **Recognition of Kay Loughman**—The Board approved spending up to \$100 to purchase wildlife note cards to give to Kay Loughman for her generous service to NHCA over the past many years. Nancy Mueller will follow up.
2. **Discussion about vegetation management efforts by NHCA**—the Board discussed number of unforeseen issues arose following a vegetation management effort above Kaiser School. The Board determined that in the future, it would advocate for residents to work on vegetation management projects on their own property or together, and that NHCA would encourage groups of neighbors to participate in the Oakland Firesafe Councils' O CPR program, particularly to become Firewise USA certified. The Firewise program focuses on group vegetation management projects. The Board felt that the correct role for NHCA in this effort was to serve as a resource for information and advocacy. Proposes for NHCA's joint sponsorship of such projects would be reviewed on an individual basis.
3. **Public Safety Committee** --The next meeting is on Wednesday, November 20, 2019 (the same date as the City's first scoping session for the environmental review of the proposed Vegetation Management Plan). The Board proposed that it would be timely to focus the meeting on sharing what local residents learned during the recent public safety power shortages. The Plotners will also discuss the role of Ham Radio operators during the recent public safety power shutoffs. The meeting will be held at Montclair Presbyterian Church at 7 pm.
4. **Annual Meeting**—deferred to the November 18<sup>th</sup> meeting.
5. **Fund Raising Ad Hoc Committee**—Given time constraints, the Board decided to move ahead with a more general fund raising letter, as developed by Chair Steve Hanson. Steve and Chris will circulate the final letter for Board approval. Elizabeth will merge the mailing lists so that we have a better idea of how many letters to print. Chris Johnson will coordinate the printing, mailing and stuffing of remit envelopes through a mailing house so that the letter can be mailed before or soon after Thanksgiving to take advantage of year end donation planning.
6. **Treasurer's Report**—
  - a) Treasurer Brenda Roberts noted that she has posted a reimbursement request form in the drop box account that should be used when Board members seek reimbursement for expenses.

- b) She reminded committee chairs that they need to prepare budgets for the coming year—that what they anticipate their spending needs will be will help the Board develop a fund raising budget for 2020. She asked that we carve out time at the November 18 meeting to discuss this.
  - c) She also proposed that the Board consider spending the \$1456 donated to NHCA from Hiller CORE for Emergency Preparedness Education on CPR or First Aid Training. She suggested charging \$10 per person for a hands-on training session (2 sessions of 12 people at a time) would solidify participation. The “CORE” funds could be used to pay for trainers, buy go-kits and maybe provide a \$100 raffle prize to encourage participation. She asked the Board to consider this for a vote at the November 18, 2019 meeting.
7. **Next Meeting**—The next meeting is scheduled for Monday, November 18 at 7 pm.
8. **Meeting Adjourned at 9 pm.**