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September 16, 2019 Board Meeting  
Claremont Hotel, Berkeley Room

Present: Hillary Conlon  
Steve Hanson  
Chris Johnson  
Dave McGuinness  
Sue Piper  
Brenda Roberts  
Elizabeth Stage

Excused: Carolyn Burgess  
Ken Cohen  
Nancy Mueller  
Julie Nachtwey

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

Meeting was called to order at 7:012pm by Chair Steve Hanson

1. **Minutes of July 22, 2019** were approved as mailed.
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 thanked Board members for attending the training session on Saturday. He will send out a spread sheet with a list of pages that need “owners” (point person responsible for keeping it up to date) and content editors (those who supply updated content.) He asks Board members to sign up for pages they would like to manage and get back to him by Thursday before he goes out of town. The goal is to have the new website filled with up to date content in time to go live in early October. He will begin formulating a style guide. He said we will discuss our NHCA Facebook page and NHCA Twitter pages, which have been dormant.
  - b) **Open Forum Issues**—The board discussed recent issues with uncivil postings and how the moderators have managed keeping that under

control. Chris Johnson reported that he changed the self sign-up button so that any new requests to join will first have to be approved by one of the moderators. We currently have 2 moderators and 2 more will be added.

- c) **School Closure Report**—Elizabeth Stage said that after the Board’s September 11 decision to close Kaiser School, parents and staff at both Kaiser and Sankofa agreed to give people time and space to grieve and sort things out for themselves. Parents and children picnicked at Lake Temescal, as did Sankofa families. Some parents are looking at fighting legally, others are making the best of it for their kids. The site by law must be offered to a Charter School first, and apparently, there is a Charter School interested. Sue Piper noted that whoever eventually moves into the site, the Board should work with the District, the new school or leasee/owner about traffic, parking and safety issues. Elizabeth said she will continue to monitor the situation.
- d) **Recognition of Kay Loughman**—long time data keeper, mail picker-upper and Open Forum moderator. She has stated in the past that she didn’t want to be honored. Chris will reach out to John Colbert, who is a good friend of Kay’s, to see what would be an appropriate and acceptable recognition from the Board, because we truly appreciate her years of service.
- e) **Bentley School Issues**—the Board determined to stay neutral.
- f) **Advocacy Discussion**—Recent issues over the past few months have raised the question of the NHCA’s approach to advocacy. Chris Johnson proposed that we set time aside on a future agenda to focus on Advocacy on of NHCA’s priorities.

## 2. **Public Safety Committee**

- a) August 22 Meeting—had a last minute change in key speaker about earthquakes—with mixed reaction from those who attended The interesting nugget from his presentation is that he and his graduate students have discovered a new, yet to be named, fault that goes under Oakland close to the Bay that seems to be more volatile than the Hayward Fault (“Hot”, he called it.) It was suggested that we should continue the discussion on Earthquakes and preparedness at a future Public Safety Committee Meeting. Doug Mosher also spoke about the Oakland Community Preparedness & Response (OCPR) program of the Oakland Firesafe Council. Sue Piper suggested that the Public Safety Committee meet with Doug to see how we can help generate interest within NHCA and get new groups organized; older

- 3. **Annual Meeting**—Steve will convene a subcommittee with Sue and possibly Ken Cohen to choose and invite a guest speaker or a panel of

speakers that will have good information to share and who will draw a crowd. The Annual Meeting should be scheduled in March or early April. Brenda Roberts suggested we look for speakers who will draw a younger demographic—parents.

4. **Fund Raising Ad Hoc Committee**—Elizabeth went through the spread sheet, noting that the Garden Fund Raising letter went out and has already raised \$680. Next step is to draft the general fund raising letter, which Hillary and Carolyn agreed to do. Chris would work with Sue to learn how to post announcements on the list serve.
5. **Treasurer's Report**—
  - a) **Treasurer's Report**—see attached.
  - b) **2020 Budget**—Brenda Roberts said she would be developing the budget for next year and will present it at the next meeting for Committee Chairs and other board members to provide feedback.
  - c) **Policies and Procedures Update**—except for the policy on documenting In Kind donations and volunteer hours.
  - d) **Audits/Checks and Balances**—Brenda is working with a colleague at SF State to see if an auditing class will do an audit. Otherwise, she will find an accountant who might do it Pro Bono, as she recommends we have an independent audit every other year.
6. **Garden Committee**—Hillary reported we've had Chevron volunteers for 3 mornings last week who worked at the Firestorm Memorial Garden, which now looks great. They removed 20 cubic yards of weeds, planted 500 plants and covered bald spots in the garden and across the street with mulch. This week, another set o Chevron volunteers will work 3 days in the Gateway Garden, planting plants and bulbs, weeding and spreading mulch. We have four more Chevron work days scheduled after that.
7. **Old Business**
  - a) **Board job descriptions and conflict of interest statements**—Still need to be address. Steve will take responsibility.
  - b) **Mail Collection**—Treasurer Brenda Roberts has one key to the mail box and makes regular checks. Chair Steve Hanson has access to a second key at the Post Office.
8. **Announcements**
  - a) **Battle of the Bay on September 21**—Gordon Piper announced that the Oakland Landscape Committee will be working at the North Hills Sports Field, mainly filling up a dumpster.

- b) North Hills Sports Field Trail Head Project**—a plan has been devised, but funding for implementation is still unknown.
9. **Next Meeting**—The next meeting is scheduled for Monday, October 21 at 7 pm.
10. **Meeting Adjourned at 9 pm.**