

North Hills Community Association Board Meeting Agenda

November 21, 2022 draft

7:00 PM

Meeting Via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/8233106183?pwd=L1FGMDdiODJacy90NDRNZ3M1V1c1UT09>

Meeting ID: 823 310 6183

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+1 669 900 6833 US (San Jose)

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Board Members

Carolyn Burgess, Public Safety and Second Vice-Chair

Daniel Conolly, Garden Chair

Shivani Grover, Board Member

Steve Hanson - Chair, excused

Chris Johnson –Treasurer

Donna Karch, Board Member

Nancy Mueller, Secretary

Vicki Oliveira, Events Chair, Garden Co-Chair

Elizabeth Stage –Vice Chair

1.Call to order

2.Introduction of Guests, if any

Please introduce yourselves

3.Review, revision, and approval of agenda

4.Review, revision, and approval of draft minutes for October 17, 2022

5.Treasurer’s Report, Chris

a. Report

b. Other items to discuss or approve?

6. Communications Committee, Chris

a. Fundraising letter production: timeline for mailing list/labels (Nancy?) and timeline for mail merge, signing, stuffing, and mailing

b. Website update, posting minutes after they have been approved

c. Recommendation for Google Docs? (and getting everyone up to speed on implementation)

d. Other issues for board discussion/participation/action?

7.Public Safety Committee, Carolyn

- a. Report
- b. Items for board discussion/participation/action?

8.Garden Committee including Events, Dan and Vicki

- a. Report
- b. Items for board discussion/participation/action

9 .Advocacy, Elizabeth

- a. No report for this month

9.New Business

- a. CPUC proposed rate plan for solar customers, Steve Hanson
- b. December Board meeting?

10.Old Business

- a. Annual Meeting, Steve Hanson
- b. Nominating Committee, Shivani Grover
- c. Other old business?

Attachments

- 1. Draft Board Minutes for October 2022
- 2.Garden Report for October/November

NHCA Board Minutes, October 17, 2022 via Zoom

Present: Carolyn Burgess, Dan Conolly, Shivani Grover, Chris Johnson, Donna Karch, Nancy Mueller, Vicki Oliveira, Elizabeth Stage. Staff support: Dora La Flora Absent: Steve Hanson

1. **Call to Order** by Vice Chair Elizabeth Stage. 7:05pm

2. **Introduction of guests.** David Boatwright who never had on his video or spoke. He was asked to identify himself but did not. Gordon and Sue Piper came the last 20 minutes.

3. **Review, revision, approval of agenda.** Nancy asked about an Action item list for Dora at the end of the minutes. Chris recalled Sue Piper sometimes wrote a list of action items and who was responsible at the end of the minutes. Nancy agreed to write such a list at the end of the minutes.

4. **Review, revision, approval of draft minutes from Sept 19, 2022.** Shivani moved approval and Chris seconded. Unanimously approved.

5. **Treasurer Report.** Chris said the checking account had a little over \$4,000 and the savings a little under \$16,000. There were several deposits via Pay Pal and about \$250 worth of checks at his home. He was currently away on vacation so will send the treasurer's report later. Dora has successfully added the Amazon Smile link on our Donation page on the website.

6. **Communications Report.** Chris. The board felt it was very important to get a fundraising letter out very soon. At the September meeting Steve said he would start the fundraising letter; Chris would help and all board members were invited to contribute. To date, this has not begun. Chris called for pictures of accomplishments. Dan and Vicki said there are numerous pictures on the NHCA website and postings for every garden event. Chris will model the letter after his list of accomplishments summary of 2021. The question was whether to send the letter to folks who have given in the past and the various sign in lists from NNO and the Ice Cream Social etc. vs a larger mailing of about 3500 which will cost about \$3,000. It was decided to target previous donors, recent sign-ins, ice cream social and NNO, Donna's Hiller groups. Much fundraising was done previously by the Pipers door-to-door in Hiller. Nancy suggested the Grubensky bench installation was an important event and should be featured. Once the letter is written, Nancy and Elizabeth will approach the Claremont Hotel for a donation. Goal to finish the fundraising letter by Oct. 31 and in the mail by Nov 15.

7. **Public Safety.** Carolyn said it has been quiet in our area. Chris reported that as a private citizen, he sent the email from Libby Schaff, urging the Council to agree to License Plate readers for OPD on Open Forum. They were to vote on that Tuesday, Oct 18. Several Open Forum readers responded positively to Chris' message.

Carolyn also told us about a brush removal plan from Diablo Firesafe to get a grant of up to \$5,000 to remove hazardous vegetation webpage. Carolyn is awaiting an update to the

application as it currently reads for 2020-2021.

http://www.diablofiresafe.org/veg_removal.html

8. Garden Committee, including events. Dan and Vicki. They are wrapping up the year's events with Sequoyah Church, Bentley School and UC Berkeley Project Day. See the attached report. The Friday weeding group will move to every other week through the winter.

9. Advocacy. Elizabeth. See her attached report. Also, she opened a discussion of the suitability of election discussions on Open Forum. Chris mentioned the ground rules; OK if civilized. Elizabeth mentioned she was interested in different points of view and found some folks to discuss in a group offline from Open-Forum. Chris's discussion of the License plate reader was an example of a good political discussion.

Sue and Gordon Piper joined the conversation about this point and Sue mentioned that California was way ahead of Oregon. Oregon has no statewide standards for fire safety. (Sue mentioned they now have Piper Farms with lots of fruit trees.)

10. New Business? None.

11. Old Business.

a. Elizabeth mentioned that the NHCA zoom account could not be used by other groups such as CCC. Since Elizabeth is on both boards, she will open a separate account for CCC in the coming days/week.

b. Elizabeth asked for news of the nominating and annual meeting committee. Shivani said the nominating committee will have a report for the next meeting. Elizabeth asked Vicki for a report of the Annual Meeting committee. Vicki was not aware she was in charge of that. Elizabeth thought perhaps Steve was in charge and she will check with him. It was noted the Annual Meeting will take place in March 2023.

c. Caldecott Lane, any action currently? Marie Lanigan is in charge of that.

The meeting was adjourned at 8:38 PM.

s/Nancy Mueller, NHCA secretary

Action Items:

Fundraising letter completed by Oct 31, in mail by Nov 15. Chris and Steve take the lead. All board members asked to contribute, help with envelop stuffing. (Nancy volunteers to stuff)

Dora will be asked to post Diablo Firesafe grant page after they correct the application date.

FOCUS - Spring to Fall '22

1. **Rejuvenate Gateway Garden & Pavilion** (abatement, maintenance/site/irrigation/volunteer plans, etc.)
2. **Rejuvenate Firestorm Memorial Garden** (abatement, maintenance/site/irrigation/volunteer plans, etc.)
3. **Refresh & Support the Garden Awareness & Fundraising Program** (via multiple channels)

Garden Rejuvenation - Completed (check www.northhillscommunity.org)

<u>Activity</u>	<u>Gateway Garden</u>	<u>Firestorm Memorial</u>
BrightView Abatement	Completed (June '22)	Completed (July '22)
Maintenance Plan/Site Map	Completed (July '22)	Completed (Sept '22)
Post BV Zone Detailing	Completed (July-Sept '22)	Completed (Oct '22)
Mulching (400 man-hours)	Completed (Sept '22)	Completed (Nov '22)
Oakland Parks & Recreation Foundation	Aug 25th	Posted
Chevron Corp	Sept 15th	Posted
Sequoyah Church	Sept 24th	Posted
Bentley School	Sept 2nd	Posted
Insurance Industry Charity Foundation	Oct 13th	Posted
The Berkeley Project	Oct 23th & Nov 5th	Posted
Oakland Tech - Ecology Club	Nov 13 th	Posted
Friday Gateway Volunteers	Friday, In Season	Posted

Awareness & Fundraising - Completed (check www.northhillscommunity.org)

1. **Volunteer-Donation Signs w/Flyer Kiosk + General Garden NHCA Signs Installed** (Gateway & Memorial)
2. **Volunteer Schedule Calendar Updated** (posted to web site calendar, schedule to early Nov '22)
3. **Summer Garden Newsletter Drafted** (posted to web site, mailed with donation thank-you letter)
4. **Web Site Online Donation Link Updated & Operational** (utilizing new donation and garden parameters)
5. **Remittance Donation Envelopes Printed** (utilizing new donation and garden parameters)

Garden Events - Completed (check www.northhillscommunity.org)

1. **OPD Grubensky Bench Ceremony - July 27th** (bench purchased & installed) **Posted**
2. **National Night Out - Aug 2th** (inaugural event, planned & executed) **Posted**
3. **Ice Cream Social - Aug 20th** (inaugural event, planned & executed) **Posted**

Each of the above garden activities have built upon each other. Starting with the BrightView Abatement, defining an initial maintenance plan and site map for each garden and then continuing with ongoing garden maintenance. These activities were supplemented by volunteers - community organizations noted above and finished up with mulching.

Fall garden focus was mulching. Gateway was completed in September and Memorial was completed in November. The large volunteer groups (Oakland Parks & Recreation, Chevron, Sequoyah, Insurance Foundation, etc.) have been instrumental in this exercise. We have initiated a Bentley School partnership to help with maintenance at Memorial.

The volunteer groups have been complimentary of our organized garden effort, and look forward to continuing the relationship next year. Adopt-A-Spot, BrightView, Big Chief are also impressed and anxious to continue the relationship. In the Winter off season, we'll continue a monthly or bi-monthly detailing schedule. Start up again March-April 2023.

The new **Garden + Event** programs finished '22 very strong, which will provide a solid foundation to build upon in '23. Please check out www.northhillscommunity.org to view this season's various garden event posting details & pictures.

The result of these accomplishments is both unique and impressive w/tremendous support & input from many parties!