



**NHCA Board Minutes**  
**April 24, 2023**  
**Highlands Country Club**

**Board Members in Attendance:** Fred Booker, Carolyn Burgess, Dan Conolly, Shivani Grover, Donna Karch, David Kessler, Nancy Mueller, Vicki Oliveira, Nina Rezai

**Guests in Attendance:** Chris Johnson, Katie Kochounian

**Call to Order:** Carolyn Burgess called the meeting to order at 7:05P.M.

**Adoption of Agenda:** After reviewing the agenda, David Kessler made a motion to accept the agenda. Seconded by Fred Booker.

**Approval of Minutes:** Carolyn Burgess asked if there were changes or edits to the minutes. As there were none, she called for approval of the draft minutes from February 20, 2023 and March 12, 2023. The minutes were approved by consensus.

**Treasurer's Report:** Chris Johnson, former NHCA Treasurer, presented the Treasurer's Report (Attachment 1) and said that he would assist the new treasurer. New signature cards and debit cards will be needed. David Kessler made a motion to accept the Treasurer's Report. Fred Booker seconded. The vote was unanimous (9-0). Chris reminded the Board of the need to submit documents related to the raffle to the state by August 1, 2023. He also pointed out the need to file "in-kind" donations. Fred Booker responded that the gardens are owned by the City, not NHCA, therefore in-kind donations are not applicable.

**Discussion of Officer positions:** Carolyn Burgess presented a chart of NHCA Officer positions as stated in the By-laws. Shivani Grover read a description of each position.

**Election of Officers:**

**Chair:** Dan Conolly volunteered to serve as Chair. Shivani Grover moved to accept Dan as Chair. Fred Booker seconded. Motion carried 9-0.

**Vice-Chair:** Shivani Grover nominated Vicki Oliveira. Donna seconded. Vicki declined. David Kessler was asked to be Vice-Chair; he agreed. Carolyn Burgess so moved. Fred Booker seconded. Motion carried 9-0.

**Second Vice-Chair/Chair Public Safety:** At the Annual Meeting, the membership elected Carolyn Burgess at the Chair of Public Safety, which is also NHCA's Second Vice-Chair.

**Secretary:** Donna Karch nominated Nancy Mueller as Secretary. Nancy accepted, provided that Donna would serve as Co-secretary. Donna agreed. Shivani Grover made a motion to nominate Nancy Mueller as Secretary and Donna Karch as Co-secretary. Dan Conolly seconded. Motion carried 9-0.

**Treasurer:** Fred Booker volunteered to serve as Treasurer. David Kessler made a motion to select Fred as Treasurer. Seconded by Donna Karch. Motion carried 9-0.

**New Chair:** Carolyn Burgess turned the meeting over to Dan Conolly.

**Discussion of Committees:** Shivani Grover read a description of the responsibilities of each committee.

### **Establishment of Committees**

**Membership:** Katie Kochounian volunteered to Chair the committee. Nancy Mueller volunteered to be the liaison to the title company to get mailing labels, as needed, for Beat 13Y.

**Communications Committee:** Donna Karch volunteered to Chair the committee. David Kessler agreed to assist.

**Events Committee:** Carolyn Burgess, Nancy Mueller, Vicki Oliveira, and Nina Rezai volunteered to serve on the committee.

**Advocacy Committee:** Shivani Grover offered to Chair the committee. Fred Booker, Carolyn Burgess, Chris Johnson and David Kessler agreed to assist.

**Public Safety Committee:** Carolyn Burgess volunteered to serve as the Chair. Shivani Grover offered to assist. Fred Booker suggested that the City increase staffing for 911 calls and promote the Hiller neighborhood with the City staff.

**Monitoring Committee:** Chris Johnson volunteered to continue to monitor Open Forum. Carolyn Burgess has spoken with Howard Matis re migrating Open Forum to a Google Group.

**Garden Committee:** Vicki Oliveira volunteered to Chair the committee. Carolyn Burgess, Shivani Grover and Nancy Mueller agreed to assist.

**Garden Committee Report:** Dan Conolly and Vicki Oliveira reported that they had recently completed the first 2023 NHCA weekly volunteer garden day on April 21, 2023. The volunteers were Vicki, Celine, Carolyn, Nancy and Dan.

Shivani executed a survey on Open Forum regarding various volunteer support options for the garden maintenance plan (volunteer weekdays/weekends, monetary donations). Survey results: One new person, Colette Tebeau, responded that she wanted to make a donation, Fred Booker offered Monday or Friday and Vicki Oliveira was open to Monday - Friday as volunteer days.

Vicki Oliveira and Dan Conolly contacted other garden regulars from the garden luncheon - Celine, Catherine and Cornelia said Tuesday works best for them, so that will be incorporated into the plan.

Dan Conolly reported that Wylie, BrightView and Adopt-A-Spot have all committed to support the NHCA garden program in the same ad hoc fashion as last year.

The NHCA website calendar has been updated noting the Friday Garden days.

## **'23 Garden Report**

### **FOCUS - Year 2**

1. Gateway Garden - Execute Month-by-Month Maintenance Plan (New)
2. Memorial Garden - Execute Month-by-Month Maintenance Plan (New)
3. Solicit More NHCA Community Garden Support (fundraising, volunteers)\*

### **ACTIVITIES**

#### **January - March**

1. Reviewed Gardens' Progress with Wylie and BrightView (*both gardens in good shape*)
2. Volunteer Group(s) 'Thank You' (Luncheon, Chevron, The Berkeley Project, etc.)
3. Hiller HOA Garden Presentations (new Board members elected, Donna Karch HHA)
4. Review Potential Volunteer Schedules/Activities (Spring, Summer, Fall)
5. Pre-Season Clean Up Activities (Bentley School, The Berkeley Project, Litter Pick Up)

#### **April - May**

1. Start the Friday Weekly Gateway Garden Volunteer Days on April 7th
2. Initiate BV Abatement Proposals (For Non-Volunteer Mechanical Pruning) *TBD*

#### **June - August\***

1. NHCA Weekly Volunteer Fridays (plus 3 Monthly Saturday Volunteer Days - *TBD*)
2. 2<sup>nd</sup> Annual Ice Cream Social Fundraiser – Saturday, August 19<sup>th</sup> (raffle permit ok)

#### **September – October**

Schedule Outside Volunteer Groups - Year End Weeding and Mulching (Chevron, etc.)

**New Business:** Carolyn Burgess reported that she had a budget of \$1,200 to use by May 15, 2023 for a Public Safety Message. The use of postcards was discussed. Carolyn will work on this with suggestions from the Board. Angela Moore, the Neighborhood Services supervisor, must approve the postcard. Nancy Mueller will get labels from the title company.

**Next NHCA Board meeting:** Monday, May 15, 2023 at 7:00 P.M. Location to be determined.

**Adjournment:** Dan Conolly adjourned the meeting at 8:50 P.M.

Respectfully submitted, s/Nancy Mueller and Donna Karch, NHCA CO-secretaries