



**North Hills Community Association
Board Meeting Minutes
Claremont Club and Spa, Berkeley Room
February 12, 2024**

Board Member Attendance: Carolyn Burgess, Dan Conolly, David Kessler, Nancy Mueller, Vicki Oliveira

Board Member Excused Absence: Ken Cohen, Donna Karch

Guest Attendance: Barry Pilger, David Fleisig, Miki Chan, Elizabeth Stage, Mary Marshall

1. Call to order: Dan called the meeting to order at 3:04 P.M.

2. Review and Adoption of Agenda: By consensus the agenda was adopted as presented.

3. Review and Approval of Draft Minutes of January 22, 2024. Nancy made a motion to approve the minutes as presented. Dan seconded. Unanimous approval.

4. Treasurer's Report: Dan reported that the total available funds (combined checking and savings) for NHCA are \$21,672.66.

5. Committee Reports

a. 1. Gardens. Vicki reported that this is the quiet time in the gardens. No current efforts are planned due to winter weather. With the prep work that went on with BrightView in the past two years, along with volunteer groups, and the Hillside Gardeners (NHCA members), the gardens are in relatively good shape. Berkeley Project date is March 17, 2024. Hillside Gardeners will start again in April.

a. 2. Events. David reported that the Annual Meeting will be held at the Montclair Presbyterian Church on Saturday, March 16, 2024, between 2:00 and 4:00 P.M. Carolyn offered to help with the sound system, if it is needed. District 4 Council member, Janani Ramachandran, will be a speaker, along with someone else from the City of Oakland Administration. Ideas for thanking Carolyn for her service were discussed.

b. Communication Report. David read the report that Donna had submitted:

Donna and David updated the settings in Pairslist, NHCA's internet provider (IP), for subscribers to Announcements. Initially, we were notified of 106 bounced emails. Some of the email addresses belonged to those who are now deceased, other email address due to spelling errors, i.e., "gmail.con" was used rather than "gmail.com". Settings for bounced emails has also been updated for subscribers to Open Forum. David and Donna will continue to monitor bounced email addresses. Donna and David have gone through the list of Open Forum and Announcement subscribers and deleted "digest."

David downloaded the email addresses from Announcements and Open Forum. Barry Pilger imported the email addresses into Excel, which will allow NHCA to send Constant Contact emails.

NHCA has a one-year subscription to Constant Contact. The login information has been sent to Ruby.

February 5, Dora was paid \$160 (Retainer includes up to 4 hours of edits, meeting/training, and development)

Barry, Ruby and Donna met in a Zoom meeting. Barry, David and Donna met in a follow-up Zoom meeting to discuss options for the website. Barry volunteered to attend the Board meeting on Monday, February 12th.

Barry updated the Board on the refresh of the current website. It was thought that Ruby could help with the update, but the website uses Content Management System (CMS) that Ruby is not familiar with. Barry said it is very robust and that he will have to learn this system so that he can supervise some very capable, offshore, independent contractors who charge between \$10 and \$15 per hour. He estimated he would need about 40 hours to do the work. He requested a budget of a maximum of \$600 to do the refresh since he is donating his time. Nancy moved, and the Board approved up to \$600 for Barry to do the work. The Board is grateful to Barry.

Barry said that Announcements will be replaced with a monthly newsletter. Elizabeth asked how urgent or timely notices will be sent to the group. Barry said that there will be a Bulletin feature that could be used to send out urgent notices. There will be two formats to use with Constant Contact.

Open Forum will continue. David said that he had to remove Digest-Open Forum subscriptions, whereby people received a day's worth of email posts once a day. David said that since it turns out that we will be staying with Pairslist for Open Forum, we can reinstate the Digest option. At some convenient point, he will send a notice to Open Forum subscribers, and those who left the list when the Digest option was taken away, that is once again available. (Nancy is one of several people who are concerned as they like that format very much and don't want multiple emails a day. For now, Nancy receives an Open Forum email every few days. She would like the Digest to be reinstated.)

c. Membership. No report.

d. Advocacy. Advocacy work done by Carolyn and David. When Elizabeth is back on the Board, she will be the resource for Advocacy as she has done that in the past. David mentioned that, with permission, the United Policyholders newsletter could be a mined for useful content to share with our members.

e. Public Safety Report. Carolyn: January/February 2024
Jan 30- 6:30 pm -All Neighborhood Councils (NCPC) Met at City Hall for Overview and “train the trainer” on 311.

Feb 1- 6:00 pm Montclair Neighborhood Council Meeting. Co-Hosted on Zoom

Feb 3- District 4 10:00 am Oakland Parks recognition and Appreciation for citizen volunteers held at Joaquin Miller Park. City Council member Ramachandran

Feb 6- Interviewed by Oaklandside re 120 CHP officers coming to Oakland.

Feb 8- 1:00 pm Annual Meeting pre-planning. Montclair Presbyterian Church

Carolyn said that there is a Public Safety meeting scheduled for February 17, 2024, with Acting City Auditor, Michael C. Houston. The meeting will be held at the Montclair Presbyterian Church from 2:00 until 4:00 P.M.

NHCA by-laws state that the slate of officers needs to be made public 30 days prior to the Annual Meeting. The role of Public Safety needs specifically to be elected. Barry suggested that, if we don't have a replacement candidate, we could re-elect Carolyn, and then, when she moves, the Board could name an acting public safety committee chair as her replacement. It was also noted that nominations for Board members, including Public Safety, can be taken from the floor.

6. Old Business

a. Donation update. Dan noted that the mailing cost of the Annual Newsletter was approximately \$2,000 for 3,000 pieces. Donations from the mailing totaled approximately \$7,000. (Details were reported in the January 22, 2024, Minutes.)

7. New Business

a. Communication Platform Progress: See 5.b above.

b. NHCA Annual Meeting. See 5.a.2 above.

c. Introduction of Guests

Mary Marshall, David Fleisig, Miki Chan and Elisabeth Stage attended the Board meeting as they are interested in possibly applying to serve on the Board. The Board spoke with each of the four guests. Two of the four guests, Elizabeth Stage and Miki Chan, indicated that they want to serve on the Board. The guests were asked to leave the room so that the Board could vote in executive session. The vote was unanimous to invite both Elizabeth and Miki to join the Board. Both Elizabeth and Miki accepted. Miki expressed an interest in the Public Safety position. She and Carolyn discussed the duties of the Public Safety position. Barry, a past NHCA Chair, said that the Board

could appoint someone to fill the Public Safety position, in an acting capacity, when Carolyn moves out of the area.

As there was no additional business, Dan adjourned the meeting at 4:58 P.M.

Respectfully submitted,

Nancy Mueller and Donna Karch, NHCA co-secretaries

Next Meeting: The next NHCA scheduled meeting is on March 18, 2024.