

**Board of Directors Meeting  
Muir Woods Park Community Association**

**Agenda Item 1 Call to Order and Roll Call – Meeting Information**

Meeting Date	12 January 2012
Call To Order	7.03 pm
Chairperson	Peter Hindley
Present:	
Peter Hindley, President	x
Keith Papulias, Vice-President	x
Carol Stern, Treasurer	x
Lynn Hindley, Corresponding Secretary	x
Nancy Gribler, Recording Secretary	x
Lila Daniels	x
Faybeth Diamond	x
Harold Dittmer	x
Susan Johnson	x
John Lovell	x
Judy Sparks	apologies
Members and Guests Present:	n/a
Adjourned	8.54 pm
Minutes Submitted By	nkg
Date Of Minutes	2/8/2012

The following action items, decisions, and important issues were discussed/agreed to:

**Agenda Item 2 Agenda Approval and Additions**

*No agenda changes*

Motion: To approve the agenda (with changes noted above, if applicable).

Motion by: Peter

Second by: Susan

In favor: All

Oppose: No

Abstain: n/a

**Agenda Item 3 Approval of Minutes of Previous Meetings (13 Oct and 11 Dec 2011)**

*Minutes approved*

Motion: To approve the minutes (with changes noted above, if applicable).

Motion by: Keith

Second by: Faybeth

In favor: All

Oppose: None

Abstain: n/a

#### **Agenda Item 4 President's Report (Pete)**

The next Board meeting will be February 9th.[ED: Did not occur due to quorum not achieved]

The Hindleys will be gone Feb 8 –Mar 8 (missing the February Board meeting but back in time for Mar 8 Board meeting, if the plane arrives on schedule)

The 2012 calendar was agreed. Important dates are:\

- Board meetings the second Thursday of each month except July and August, with the Annual Meeting in November and Adults' Christmas Party in December being treated as Board Meetings
- St. Patrick's day party March 17
- Work Day April 21
- June 1, 2 & 9 Open Studios
- Local election June 5
- Summer BBQ July 14
- Jazz Fest October 7
- Annual Meeting November 9
- Adults' Christmas Party December 9

After some discussion, a plan for sending out dues notices was agreed. The notices will be snail-mailed to all in the area, and will include a dues form and a summary of the benefits of membership. A separate sheet requesting directory information and permissions will be included. We will also put up a sign at four corners.

Discussion of 2012 projects - DEFERRRED to next meeting

Motion: Provide the open studio event with \$350 for postage

Motion by: Susan

Second by: Nancy

In favor: All

Oppose: No

Abstain: No

**Agenda Item 5 Treasurer's Report (Carol)**

*Report submitted.*

Motion: Approval of report

Motion by: Lynn

Second by: Faybeth

In favor: All

Oppose: No

Abstain: n/a

**Agenda Item 6 Corresponding Secretary's Report (Lynn)**

*Nothing to report.*

Motion: To approve report

Motion by: Harold Dittmer

Second by: Faybeth Diamond

In favor: All

Oppose: None

Abstain: n/a

**Agenda Item 7 Old and Ongoing Business**

**7A Communication Chairperson's Report (Lila)**

*Copy deadline for the new Lookout is the 6th of February.*

*All agree that the Lookout is a significant and wonderful publication, due to Lila's Editorship.*

*Lila's intention is to print less and less of them, and as the email list gets better, that's the direction we will be going. Will be emailing a large list in February.*

*Time to promote the St Patrick's Day event.*

*Nancy will take on a bit more responsibility on the Lookout.*

Motion: To approve the report

Motion by: Nancy

Second by: Susan Johnson

In favor: All

Oppose: None

Abstain: n/a

**7B Children's Committee Chairperson's Report (None, Jennifer Sheetz not on Board)**

*Please see John Lovell's report on New Business*

Motion: To approve the report

Motion by: Carol Stern

Second by: Faybeth Diamond

In favor: All

Oppose: None

Abstain: n/a



**7C Emergency Coordinator's Report (Susan and Faybeth)**

*Nothing to report*

Motion: Approval of report

Motion by: Nancy Gribler

Second by: Lynn Hindley

In favor: All

Oppose: None

Abstain: n/a

**7D Facility (Including Rentals) Chairperson's Report (Lynn)**

*Over the holidays Lynn had the place spruced up, painting the trim and the kitchen. Lynn wanted to address the windows that face the West. The Board decided that we cannot afford to replace the windows this year - and a discussion ensued about doing a partial job. Another idea brought up was to get more estimates for a reduced or lower priced project.*

*As of this calendar year, over \$17k in rentals.*

Motion: To look into a more window options

Motion by: Carol

Second by: John Lovell

In favor: All

Oppose: None

Abstain: n/a

**7E Sewer Committee Chairperson's Report (Lynn)**

*Nothing to report.*

Motion: Approval of report

Motion by: Nancy Gribler

Second by: Susan Johnson

In favor: All

Oppose: None

Abstain: n/a

7F Report on Database of Addresses (Harold)

*Judy Sparks has volunteered to take over the Database project from Harold, with his input.*

*Harold suggested ordering Constant Contact for \$150 to assist in our efforts. The Board agreed to look into the option.*

Motion: Purchase Constant Comments

Motion by: Keith

Second by: Lila

In favor: All

Oppose: No

Abstain: n/a

**7G Welcome Committee Report (None – Judy out of town)**

*We invited Judy to consider managing database and work with Harold, and she agreed to take on those extra duties.*

Motion: To approve report

Motion by: Lila

Second by: Lynn

In favor: All

Oppose: None

Abstain: n/a

**7H Report on Web Site (None – Diane not on Board)**

*The Board discussed how great it is to have Diane continue to update the website although she's no longer on the Board.*

Motion: To approve report

Motion by: Faybeth

Second by: Lynn

In favor: All

Oppose: None

Abstain: n/a

**Agenda Item 8 New Business**

**8A Playground Structure Update (John)**

*John Lovell weighed in on the Children's Playground project - the set is ready to transfer and we are looking into how it might affect our insurance policy. Carol Stern to make that call.*

Motion: To have Carol look into the insurance policy

Motion by: Nancy Gribler

Second by: Faybeth Diamond

In favor: All

Oppose: None

Abstain: n/a

**8B 2012 Artists' Open Studio Update (Lila)**

*All is on track for a great event in June, utilizing the Clubhouse on June 1 for a reception, with the actual Open Studios on the two subsequent Saturday's. Requesting a \$350 budget for printing from the Board for posters, postcards, etc. Website is being designed. Having regular meetings with artists and the group is excited about this project.*

Motion: To grant the Mt Tam Open Studios project a \$350 stipend to offset expenses

Motion by: Lynn Hindley

Second by: Nancy Gribler

In favor: All

Oppose: None

Abstain: n/a



**8C Other (Anyone?)**

*None.*

Motion:

Motion by:

Second by:

In favor:

Oppose:

Abstain:

**Agenda Item 9 Adjournment**

Motion: To adjourn the meeting

Motion by: Lila Sparks

Second by: Lynn Hindley

In favor: All

Oppose: None

Abstain: n/a

Time: 8.46 pm