

**Template for Recording Draft Minutes - Board of Directors Meeting
Muir Woods Park Community Association**

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

Meeting Date	8 March 2012
Call To Order	7.03 pm
Chairperson	Peter Hindley
Present:	
Peter Hindley, President	x
Keith Papulias, Vice-President	Apologies
Carol Stern, Treasurer	Apologies
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	x
Members and Guests Present:	n/a
Adjourned	8.46pm
Minutes Submitted By	nkg
Date Of Minutes	4/30/2012

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

Agenda Item 2 Agenda Approval and Additions

(Any changes can be listed here)

None

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

Motion by: Lynn Hindley

Second by: Susan Johnson

In favor: All

Oppose: No

Abstain: No

Agenda Item 3 Approval of Minutes of Previous Meetings (January 12 2012)

(Any changes can be listed here)

No changes

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

Motion by: Harold Dittmer

Second by: Judy Sparks

In favor: All

Oppose: None

Abstain: n/a

Agenda Item 4 President's Report (Pete)

Any action items, decisions, and important issues discussed, usually just stuff leading to a motion, can go between the blank space below and the lines about a motion.

Due to the fact that there isn't significant revenue, we will not participate in the 2012 Fall Arts Festival. President Hindley is working on a rough budget for the new year, and will make recommendations based on the Boards input on what should be spent based on projected income from membership dues and our significant rentals income. Will provide an estimated budget based on those numbers. Main concern is maintaining property.

The membership response rate this year was excellent.

The Treasurers Report was submitted on March 8 and will be utilized for the draft budget.

Motion: To Approve Report

Motion by: Susan Johnson

Second by: Nancy Gribler

In favor: All

Oppose: None

Abstain: n/a

Agenda Item 5

Treasurer's Report (None – Carol out of town)

The Treasurers Report was submitted on March 8 via email.

Motion: To Approve

Motion by: Lynn Hindley

Second by: Harold Dittmer

In favor: All

Oppose: None

Abstain: n/a

Agenda Item 6

Corresponding Secretary's Report (Lynn)

Nothing to Report

Motion: To Approve

Motion by: Nancy Gribler

Second by: Susan Johnson

In favor: All

Oppose: None

Abstain: n/a

Agenda Item 7 Old and Ongoing Business

7A Communication Chairperson's Report (Lila)

The first Lookout went out in a digital format with great success. There were no identifiable negative issues. 250 emails went out, and 250 were printed. The Lookout will be loaded onto the website. Editor Lila Daniels will be away from April 20th through the end of May.

Motion: In order to not pressure the Editor, it was decided to not push for the next Lookout until the Editor's return printed in June, as she is also on the committee for the Mt Tam Artists Open Studios event.

Motion By: Nancy Gribler

Seconded By: Lynn Hindley

In Favor: All

Oppose: None

Abstain: n/a

Also reported: The email and printed lists are getting very clean, due to the diligent work of Judy Sparks and XXXXXX Linda Sawtell(can't remember the other person).

Motion: Approval of Chairperson's Report

Motion by: Harold Dittmer

Second by: Susan Johnson

In favor: All

Oppose: None

Abstain: n/a

7B Children's Committee Chairperson's Report (John Lovell)

John Lovell reports that he is working with Judy Jennifer Sheetz on securing a date in April (thinking April 8) for the annual Easter Egg Hunt.

He is waiting for Carol Stern to get back to us with a price form the insurance company on how much more per year our insurance would cost us for installing the donated equipment in the play area. He says that the equipment is still available and waiting until we get everything in order.

Motion: Approval of report

Motion by: Harold Dittmer

Second by: Lynn Hindley

In favor: All

Oppose: None

Abstain: n/a

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

Faybeth is absent.

The Disaster Committee had a meeting that was very well attended. The importance of communicating to people about fire safety. They are coordinating a meeting to be held on April 24th in order to discuss safety and to meet the new Throckmorton Fire Chief Jeremy Pierce. Also at the meeting County emergency personnel to educate and inform residents of Muir Woods, MCFD's controlled burn specialist acting Fire Chief Jason Weber, Deputy Fire Chief Mark Brown, and the B Shift's new Battalion Chief Tim Thompson.

Susan Johnson asked President Peter Hindley to send out a reminder email to the membership closer to the event. They will also put a banner up at Four Corners.

Judy has the database, will make the changes and then send to Peter for his use of communications.

Motion: To Approve the Report

Motion by: Nancy Gribler

Second by: Harold Dittmer

In favor: All

Oppose: None

Abstain: n/a

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

According to Lynn Hindley, all rentals are going well. the calendar is full and the events have been going very well. While Lynn was away, Carol Stern and Susan Johnson kept an eye on the property and on the events - much appreciated. Next club event is the annual St Patrick's Day party.

The Mt Tam Artists Open Studios will be using the clubhouse for a June 1 reception.

The Club is interested in a July 14th Summer BBQ.

Motion: To approve report

Motion by: Nancy Gribler

Second by: Susan Johnson

In favor: All

Oppose: None

Abstain: n/a

7E Sewer Committee Chairperson's Report (Lynn)

Basically nothing to report - Chairperson Hindley is staying in contact with David Escobar and keeping an eye on Assembly Bill 885.

Motion: To Approve Report

Motion by: Susan Johnson

Second by: Harold Dittmer

In favor: All

Oppose: None

Abstain: n/a

7F Report on Membership (Judy)

Lila Daniels, Carol Stern and Susan Johnson met. There are a number of new members. Info they are trying to discern: Who lives in the houses, how many people live in the houses, ownership, are they renters or owners, their phone numbers, address if not owner occupied, email addresses.

Would like to get the Welcome Wagon started back up. Judy willing to take on that duty.

Recent membership efforts brought in \$2000.00

Motion: To approve report

Motion by: Nancy Gribler

Second by: Harold Dittmer

In favor: All

Oppose: None

Abstain: n/a

7G Welcome Committee Report (Judy)

See previous report - Judy has volunteered to take over.

Motion: To approve report

Motion by: Susan Johnson

Second by: Harold Dittmer

In favor: All

Oppose: None

Abstain: n/a

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

Board notes:

Need to update minutes and Open Studios info on website.

Motion:

Motion by:

Second by:

In favor:

Oppose:

Abstain:

Agenda Item 8 New Business
8A Playground Structure Update (John)

See Children's Report

Motion:

Motion by:

Second by:

In favor:

Oppose:

Abstain:

8B 2012 Artists' Open Studio Update (Lila)

We have 15-16 artists participating and a great committee working on the project. The plan is for an opening night reception on Friday June 1 from 6-8 pm. That night the artists will have one piece on display. The next two Saturdays (June 2 and June 9), the artists' studios will be open from 11 am to 5 pm.

A fantastic logo and website has been designed. [Website here.](#)

Motion: To approve minutes

Motion by: Lynn Hindley

Second by: Judy Sparks

In favor: All

Oppose: None

Abstain: n/a

8C Other (Anyone?)

*St Patrick's Day Party - All is well - all organized - have a group to decorate - capping attendance to 50
- Lila and Lynn*

Group would like to look into the Arts Festival in San Rafael to see if it's a better location to hold a fundraiser such as a food tent. - All

There was a huge landslide on Washington Park - John Lovell

Motion: To approve report

Motion by: Nancy Gribler

Second by: Lynn Hindley

In favor: All

Oppose: None

Abstain: n/a

Agenda Item 9 Adjournment

Motion: To adjourn the meeting

Motion by: Lynn Hindley

Second by: Lila Daniels

In favor: All

Oppose: none

Abstain: n/a

Time: 8.46 pm