

DONNER SUMMIT AREA ASSOCIATION

Board Working Meeting Minutes

Wednesday, June 4, 2008 – Donner Summit Lodge (DSL)

Next meetings:

- **Monday, June 23, 4pm at Sara Taillon's house: Executive Committee meeting**
- **Wednesday, June 25, 4pm at DSL: BBQ site preparation and logistics preparation**
- **Saturday, July 5, 11am – 3pm: DSAA Annual Community Picnic**
- **Monday, July 14, 5pm, at Pat Malberg's cabin (300 Lake Mary Lane): Board Working Meeting**
- **Saturday, August 16 afternoon at the Kolbe house: Pig Roast, everyone welcome**
- **Saturday, August 23, 10am, Clair Tappaan Lodge: Annual DSAA Membership Meeting (Board Meeting to follow)**
- **Wednesday, September 3, 5:30pm at Tamara's house: Board Retreat**
- **First Wednesday of the month, ongoing: Board Working Meetings**

Attending:

Board:

Pat Malberg, President

Mickey Gray, Vice-President

Alisha Lee, Treasurer

Sara Taillon, Secretary

John Kirrene

Carrie Hoyt

Ron Kolbe

Tam Lieberman

Dan Wexler

Simone Jansen

Guests:

Charlie Houtz and Don Malberg

Call to Order: The meeting was called to order at 18:12 PDT

1) Monthly Business:

- a) Public Comments: There were no public comments.
- b) Approval of Agenda: The agenda was approved with no changes.
- c) Approval of Minutes: Tam moved to approve the minutes with that correction and the minutes were approved unanimously.
- d) Treasurer's Report:
 - i) Alisha distributed the Treasurer's report by email. Pat added that a \$500 expense for Summit 2 should come from the \$14000 community building TTCF grant. Dan moved to approve the Treasurer's report as amended. Carrie seconded the motion and the board unanimously approved it.
 - ii) Alisha also distributed the budget for the rest of this fiscal year. **Send feedback to Alisha with budget items ASAP. Also send any expenses from this fiscal year to Alisha by June 30.**
 - iii) Alisha looked into getting an outside "compilation" of our bookkeeping records, which is less detailed than an audit. The quotes we got seemed high. **Tamara may know someone who can do the compilation cheaper. She will ask her contact and let us know.**
- e) Correspondence
 - i) Sierra Business Council has their annual conference, Sierra Solutions, Tools for Sustainable Communities, Economies and the Environment, October 3-4 at Mammoth Lakes.
 - ii) Taxes: because we did not file our tax exempt status until May 31, we may owe \$120 in taxes plus a \$50 late fee. **Pat will ask Bob Williams if we need to pay the fees.** Ron's

understanding is that the fees may get refunded to us, pending the acceptance of our tax exempt status

iii) We received \$1120 in membership renewals in the past month, including \$500 from Sugarbowl, \$250 from Cascade Snow Removal, \$100 from DSPUD and several individual membership renewals.

f) Committee Reports

i) Executive Committee:

(1) Executive Committee met today and has several recommendations for our approval:

(a) Board Member Job Description and Expectations: Mickey suggested that we change the wording of “Board Member Requirements” to “Board Member Expectations”.

(b) Board Officer Job Description

(c) Board Member Application

(d) Board Member Agreement: Tam suggested that we move the signature line below the mission and vision statement.

(2) Dan moved that we approve the amended above documents (Board Member Job Description, Board Officer Job Description, Board Member Application, Board Member Agreement) with the agreement that all existing Board members will sign the agreement; Tam seconded the motion and it carried unanimously.

(3) Carrie moved that we adopt the by-law amendments as approved in the July 2007 General Membership Meeting (including Board term duration); John seconded the motion and it was unanimously approved.

(4) Bylaws change: Pat suggested that we amend the bylaws to read, “The annual membership meeting of this organization shall be held once a year with no less than six months between such meetings.” (it currently has a specific date on which the meeting should be held). Sara moved to accept the by-law change; Simone seconded and the Board approved it unanimously.

(5) Policies:

(a) DSAA as an organization can join other organizations with Board approval. Tam moved to approve this policy; John seconded and the Board approved it unanimously.

(b) DSAA Board members who do not participate fully in board activities as agreed in the signed Responsibilities Agreement will be contacted by the Board President to discuss the member’s future intentions. Mickey motioned that we approve the policy; John seconded and the Board unanimously approved.

(6) Nomination Committee: Pat recommended that Tamara and Simone act as the nomination committee to recruit new Board members. **Dan suggested that the Executive Committee review our bylaw regarding the number of Board members (15 max). There was some confusion about whether or not the Board can decide how many Board members there will be. Pat will ask Bob Williams for his opinion.**

ii) Community Issues and Programs:

(1) Clean-Up Day is this Saturday

iii) Fundraising:

(1) Annual 4th of July Community Picnic:

(a) **Raffle: We need help with raffle prizes. We are looking for 45-50 raffle prizes. Small prizes are great (bottle of wine, book, etc). Donors will be listed in the program.**

(b) **June 25, 4:00pm: Meet here at DSL for site preparation and bring any raffle prizes.**

(c) **Shade Structures: If anyone has a shade structure, we need to borrow it. Mickey has a friend who may have 3; he will ask about it. Ron may have 10 tables and a shade structure. Alisha has a table and chairs that she will bring.**

- (2) Brochures: We need more brochures as all the 250 we ordered last year are gone. Alisha motioned that we allocate \$450 to order 1000 more brochures; Dan seconded and the motion passed unanimously.
- (3) TTCF Grant Extension: The \$14000 grant from TTCF expires in early July. We would like to use the remaining grant money for a community charrette about the Soda Springs commercial corridor. There would be several planners who would create reports in preparation for the charrette activity. We would work with SLPOA, Sierra Business Council and Nevada County to put on the charrette. The charrette would build upon previous Summit Summits. Pat has asked SLPOA to contribute financially to putting on the charrette. Tamara moved that the Board request an extension from TTCF for the grant with a major portion used for the charrette; John seconded and the motion carried unanimously.

2) **Continuing Business:**

- a) Insurance: Pat has obtained liability insurance for DSAA including all events for \$800 per year. It does NOT include Directors and Officers insurance, which would cost \$600 extra. We will table the discussion about D&O insurance until we get more information about our liability in that area.
- b) Clean-Up Day:
 - i) **Clean-up day is this Saturday, June 7 at 10am; meet at Soda Springs General Store**
 - ii) **We have Mickey's truck, Carrie's truck and trailer, Simone's truck and Dan's truck to pick up garbage bags.**
 - iii) **The appreciation party will be held behind DSL. Sara moved that we allot up to \$450 to pay for food at the appreciation party; Mickey seconded and the motion approved unanimously.**
- c) Soda Springs Economic Revitalization Report: Pat and Mickey have interviewed several local businesses and asked them what they would like to see in terms of economic revitalization of the downtown Soda Springs commercial corridor and what role they see themselves playing in that effort.

3) **New Business:**

- a) TTCF Grant Application: See TTCF Grant Extension above in the Fundraising Committee report.
 - b) Board Annual Retreat: The Board annual retreat will be held on Wednesday, September 3, 2008 at 5:30 at Tamara Lieberman's house. All Board members must attend.
 - c) Annual Membership Meeting: Saturday, August 23 at Clair Tappaan Lodge. The executive committee will work on the presentation.
- 4) **Adjournment**: The meeting was adjourned at 20:08 PST.

Respectfully submitted,

Sara Taillon,
Secretary