

# **Friends of Del Cerro (FODC)**

## **Minutes March 22, 2017**

Attendance: Melissa Palacios, Glenn Thomas, Mike Kociela, Christine Kociela, Jackie O'Connor, Jeri Deneen, Jane Kloforn, Carol Morrow

Absent: Mark Rawlings, Bonnie Kenk

Excused: NA

1. Call meeting to Order: 6:40 pm
2. Approval of Agenda: Approved without objection
3. Approval of the FODC March 8th, 2017 Meeting Minutes: Approved without objection.

#### **4. Officers Report**

##### **Chair Report —**

- No report

##### **Vice Chair Report —** Melissa Palacios

- No report

##### **Treasurer Report —** Presented by Glenn Thomas

- See Attached

##### **Membership List Report —** Bonnie Kenk

- No report

#### **5. Status of Action items**

- **Glenn and Mike** to discuss acceptance of credit cards
- **Mike** to create a pledge form, receipt and statement for donations
- **Mark** to submit plan and strategize for petition/signatures drive and provide schedule next meeting – Mark to report on timeline as changes – due date to reassign April 5<sup>th</sup>
- **Jackie** noted that the City requires to be listed as an additional insured, no additional D & O Insurance cost
- **Mark** to follow up on merger of DCAC and FODC
- **Group** to email budget items to Bonnie – Push to next meeting
- **Chairs** to define prospective committees missions, goals and purpose – open ended
- **Bonnie** collecting and organizing Del Cerro community history and propose —
- **Melissa** to notify Bonnie to contact UT re-history
- **Jackie** has contacts for further history resources
- **Glenn and Melissa** to work on website updates for now
- **Bonnie**, Articles of Incorporation in process
- **Jackie** to verify line item into Engineers Report to establish a line item for Capitol Improvements
- **Jackie** to get scope of work from engineers report to provide to board

- **Governance Committee** to process and set timeline for slate notifications of elections and election of officers at the regularly scheduled Board Meetings
- **Jeri** to provide a OPC for improvement to the Del Cerro entry island
- **Melissa** to email Mark tactical plan for Signature Drive
- **Group** to fill in calendar of events/ideas and email to Mark – on going
- **Melissa** working on Google forms for membership for FODC
- **Group** to review Mission Statement to combine Strategic Plan to differentiate and/or combine
- **Glenn** to establish Membership definition
- **Carol** to recommend campaign notification strategy and submit to Melissa
- **Melissa** to follow-up with Mark to formally respond to DCAC acceptance to join after MAD vote passes. **Glenn** to put together a draft agreement
- **Jackie** to contact Bonnie with list of grant request items
- **Glenn** to establish framework for board review to fit into strategic plan, is cash positive and aligns with the Mission and Vision of FODC
- **Jeri** to revise minutes to keep bullets items within committee reports until they are complete
- **Group** to email Jane names and short bio by March 23, 2017 for grant application

## 6. **Committee Reports:**

### **Marketing Committee** — Mike and Christine Kociela

- Hold on implementation
- Strategizing best methods to gather signatures
- Website updates – Website transfer to Glenn and Melissa to work on for now

### **Finance Committee** — Bonnie Kenk

- No report

### **Membership Development Committee** — Glenn Thomas

- Discussion to establish framework for board review to fit into strategic plan, is cash positive and aligns with the Mission and Vision of FODC

### **Special Benefits Committee** — Jackie O’Conner / Mary Roberts / Jane Klofkorn

- Jackie proceeding with Microdistrict grant application – itemized below:
  - Create a business support document
  - Proposal included Mission Statement in Report
  - Jackie to contact Bonnie with list of Grant request items
  - All board members to send Jane names and short bio by March 23, 2017
  - Melissa to finalize reports
  - Jane to send info to Jackie
  - Develop email campaign

**ByLaws Committee** — Melissa Palacios

- ByLaws approved
- Next step is the Engineering Report, once enough signatures then goes to vote

**Maintenance Assessment Formation Committee** — Mark Rawlings

- Work continues on the letter for support from the City to start the Engineer's report

**Engineers report**

- Set aside funding for capitol expenses
- Jackie communicating with Paul at Parks and Rec to include as a line item in the MAD report inclusion of assessment fees for capital improvements funding in addition to the expense fund

**Governance Committee** —

- Set election date for June 7th

**7. New Business**

- Election of officers – September
- Bonnie filed articles of incorporation
- Bonnie's notice appeared in Mission Times Courier

**8. Old Business**

- Members notified immediate election to be held at next board meeting
- Approved transitional board
- Elected Carol Morrow as a FODC transition board member – no specific chairmanship specified at this time
- DNO insurance approved
- Jackie presented – Micro District Grant Report, grant strategy meeting set for Sunday
- Recommendation maximum number of directors to 13 from 10. 7 min
- Election of officers – September
- Bonnie to file articles of incorporation

**9. Upcoming Meeting dates**

- April 5<sup>th</sup> @ 6:30pm — Next Board Meeting location to be determined

**10. Adjourn: 8:15pm**

Respectfully submitted:

Jeri Deneen

Secretary

Vice-Chair FODC

Jeri Deneen

Secretary

March 22, 2017