



## **Friends of Del Cerro (FODC) Minutes March 14, 2018**

1. **Call meeting to Order:** 6:42pm
2. **Introductions** — **Present:** Jeri, Jackie, Glenn, Christine **Absent:** Jane, Mary, Mike  
**Sitting In:** Adam Luger  
**Present via conference call or via teleconference:** NA
3. **Approval of Agenda:** Approved without objection
4. **Approval of the February 14th, 2018 Meeting Minutes:** Approved without objection
5. **Officers Report** —
  - Chair Report** — Jackie O'Connor
    - San Carlos Town Council Meeting — Jackie reported on the structure of the SCTC and requesting a volunteer to attend their quarterly meetings. Considering joint meetings when beneficial for both groups.
    - Non Profit Academy — Jackie reported that the Economic Development Division will be hosting The Non Profit Academy, a free 2-day training program designed to strengthen the effective management and organizational capacity of nonprofits in San Diego on May 31<sup>st</sup> & June 1<sup>st</sup>
    - Motion to modify P&P re: Vice Chair non-board member — Motion set forth
    - Reminder of three key focus areas for FODC Board — Safety, Design and Cohesiveness
  - Vice Chair Report** — Glenn Thomas
    - Navajo Planning Group — 2 board member seats will be open next year. FODC Looking for Candidates to be on this board as liaisons to better represent Del Cerro, creating a more cohesive group
    - Glenn reviewed the need for additional Board Nominations; Chair & Co-Chairs, Committee Members and Special Help prospective list
    - Open Volunteers List — Glenn reviewed the need to move forward and further develop the list of volunteer positions and set parameters for best possible volunteer engagement
    - Glenn reviewed the current Executive Committees and the need to set meetings
  - Secretary Report** — Jeri Deneen
    - Review of previous action items — Completed
    - Role Review — Additional Secretarial Assistance Needed
  - Treasurer Report** — Christine Kociela
    - Financials — Christine reviewed the current financials
    - Insurance — Christine reported on the status of the insurance policy
    - Role Review — Additional help from a CPA is needed
    - Christine reviewed the contents for the Economic Development Micro District Grant completion letter

## 6. Committee Reports —

### Standing Committees:

- **Marketing Committee** — Mike & Christine Kociela
- T-Shirts — T-Shirts have arrived
- A date will be set for the Merchandise Committee to determine:
  - Location for Sales
  - Price List / Discounts
  - Membership Incentive
  - Merchandise Status
  - Merchandise / Inventory Control System
  - Merchandise Bookkeeping
  - Advertising
  - Other
- **Finance Committee** — Glenn Thomas
  - Nominate Luis Serrano as Vice Chair
- **Special Benefits Committee** — No Report
- **Governance Committee** — Jackie as acting moderator  
Jackie reviewed the following:
  - Policies and Procedures
- **Fundraising Committee** — Jackie O'Connor and Glenn Thomas  
Jackie and Glenn reviewed the following:
  - Looking for Vice Chair and Volunteers
  - Economic Development Grants — Status Report
  - Front Porch Grants and Partner
  - Individual Gifts — Annual Pledge email to Christine
    - Voluntary Amount, Mandatory Participation
    - Financial Request
    - Additional Grants
    - Insurance Cost
    - Economic Sustainability
  - Sponsorships — Del Cerro Business Network Meeting 3/15/18 Thomas Residence
- **Membership Development / Strategic Plan Committee** — Jackie O'Connor and Glenn Thomas  
Jackie and Glenn reviewed the following:
  - Potential nomination of Adam Luger as Co-Chair
  - Utilizing Mission Hills Town Council as a model and guide for FODC
  - Contacts made through NextDoor Del Cerro Small Businesses

### Ad Hoc Committees:

- **The Del Cerro Maintenance Assessment District Advisory Group** — Jackie as acting moderator  
No Report
- **Del Cerro History Committee** — No Report
- **Del Cerro Recipes** — Jane Klofkorn — No Report
- **Safety Committee** — Jeri Deneen and Jackie O'Connor  
Jeri and Jackie reviewed the following:
  - Setting Meeting
  - Chair, Vice Chair and Volunteers needs
  - Creating a short-list of initiative options

- **Design Committee** — Needs Chair and Vice Chair Volunteers

Reviewed the following:

- Motion to Prioritize this Initiative
- Chair, Vice Chair and Volunteers needs
- Front Porch
  - Colrich Sold — Looking for the new owner and project description and potential partnership
  - Conceptual Plan needed

- **Cohesiveness**

Create a Process for Signature Event selection

- Promote Revenue, General Membership and Volunteers
- Examples of Working Models — Coronado, Mission Hills
- Drivers or Motivations

## 7. **Action Items / Recap Motions** —

### **Actions:**

- Glenn to introduce Lewis Serrano to Christine for additional accounting assistance
- Adam to find out what the requirements are needed to file for a California Non Profit Corporation
- Christine, Mike and Glenn to set a date for the Marketing Meeting
- FODC Board to Promote NextDoor, Facebook Page, Invite your Friend
- Jackie to review Policies and Procedures on FODC Google Docs
- Jeri to set a date for the next Safety Committee Meeting
- Jackie and Glenn to consolidate the Mission Statement into a single statement
- Christine and Mike to propose a list of Signature Events
- Glenn to create a list on Google Docs of potential as potential nominees to serve on the Navajo Planners Board
- All Board Members to send potential names to Glenn to be added to the agenda for each meeting.
- Jackie to create a letter for individuals to sign asking for additional proof of the SDSU traffic study's accuracy. — Jackie to contact Mark prior to creating the letter.
- All Board members to commit a yearly financial pledge to FODC. Commit to be made by the April meeting.
- Jackie to contact Sally and her husband to have an informal conversations to explain FODC.
- Jackie, Mike, Mary, and Jane to meet with Skip and Paul prior to finalizing the Engineers Report. Currently on hold.
- For all emails, copy master email [friendsofdelcerro@gmail.com](mailto:friendsofdelcerro@gmail.com) in the correspondence
- Glenn will give everyone credentials to log into the email [friendsofdelcerro@gmail.com](mailto:friendsofdelcerro@gmail.com) account
- Marketing Committee to determine best locations to sell merchandise. Windmill, KNB, Einstein's (possibly), Chevron, El Toro Del Cerro, Madra Deli Wines & Spirits
- Jackie to find out the exact date in March of the elections to be held for the Navajo Planning Committee Group — On Hold
- Jackie to add to the agenda a discussion of who would be a good member for the Navajo Planning Committee Group Board
- Jackie to obtain the application for serving on the Board of the Navajo Planning Committee Group
- Jackie will clarify with Paul the means and methods, percentages and overlaps of the Proposed Del Cerro Maintenance Assessment District Budget, Allocation by Corridor report.

### **Grant Application Fulfillment Actions:**

- Christine to submit letter for the completion of the Micro District Grant and benefits for local businesses

### **Motions:**

- Motion set forth to modify the Policy and Procedures allowing committee vice chairs who are non board members.
  - Motion set forth Jackie, 2<sup>nd</sup> by Glenn

### **Nomination:**

- Genn nominated Lewis Serrano nominated for Vice Chair of the Finance Committee by Nomination set forth by Glenn, 2<sup>nd</sup> Christine and approved by unanimous vote

**Appointments:**

- No appointments at this time

**8. Announcements —**

- Next FODC Board Meeting is scheduled for April 25<sup>th</sup> at 6:30 at Jane's — Refreshments Jane and Glenn
- Hearst Fundraiser 17<sup>th</sup> La Mesa Rec Center
- Del Cerro Business Network Meeting March 15<sup>th</sup> at Thomas Residence

**9. Adjourn —**

- 9:48pm

Respectfully submitted

Jeri Deneen

Secretary

March 15, 2018