

**Dimond Improvement Association  
Board of Directors meeting minutes, 3/8/18**

**Board members present at start of meeting:** Zandile Christian, Fran Donohue, Julie Johnson Katherine Kott, Robert Raburn, Ryan Romaneski, Daniel Swafford, JoAnn Tracht-Rawson, Victoria Wake. **Absent:** Ahmad Anderson, Marion Mills, Jennifer Joey Smith. **Guests:** Carol Lonergan, Matthew Lonergan

**Abbreviations used in minutes:** (DB&PA) Dimond Business & Professional Association; (NSC) Neighborhood Services Coordinator; (OPD) Oakland Police Department.

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Victoria convened the meeting at 7:05 p.m.

**1. Approval of agenda.**

ACTION: Approve agenda as prepared. (Motion: Robert; Second: Zandile; in favor, unanimous)

**2. February & October minutes.**

ACTION: Approve minutes from February 8 board meeting. (Motion: Katherine; Second: Fran; in favor, 8; opposed, 0; abstain, 1 [Robert])

ACTION: Approve minutes from October 2017 board meeting. (Motion: Katherine; Second: JoAnn; in favor, 6; opposed, 0; abstain, 3 [Daniel, Victoria, Zandile])

**3. Council District 4 report.** Iowayna Peña could not attend, but conveyed the following via email:

- She would like to assist in the effort to improve conditions in the CVS lot by setting up a meeting among CVS regional management, the city's code enforcement, and community representatives.
- OPD has named Lt. Brandon Wehrly as acting Captain for Area 3 and Sgt. William Febel as acting Community Resource Officer for our area. Iowayna can work with the OPD BFO-1 NSC Supervisor Felicia Verdin to have them attend an upcoming community meeting, if we let her know.

**4. Continued discussion of FY2019 goals.** Victoria handed out a compilation of the latest iteration of goals by committee. Since the last meeting, most committees have met to consider input from the retreat and refine their goals. Broader goals have also been identified under which specific goals have been grouped. There was discussion as to whether the goals would be formally approved or perhaps adopted in another, less formal way. There were various opinions as to the extent the committee-generated goals should be accepted as presented or reviewed and potentially changed by the board as a whole. The question was left to be resolved at a later meeting. Victoria asked that those few committees that have not met since the retreat call their meetings soon so the results can be incorporated into the goals compilation before the April board meeting.

**5. Discussion of draft FY2019 budget.** Fran handed out the draft budget, which the Finance and Executive committees had met together to develop. Using the figures committees had proposed before the retreat, along with subsequent requests and refinements, the budget was broken down into 1<sup>st</sup> Tier, 2<sup>nd</sup> Tier, and Wishful categories. After some discussion, it was generally agreed that both 1<sup>st</sup> and 2<sup>nd</sup> tiers could be funded with the projected revenue, assuming the DB&PA would consider cost-sharing for those programs and projects that directly benefit the commercial area. As the next steps, Fran and

Daniel will work up a proposal to bring to DB&PA next week and the budget discussion will be continued at the April board meeting.

**6. Work in Progress (WIP) reports.**

*Beautification.* Victoria reported in written status that three new trees were planted February 24, in front of Nama, in the Bienati parking lot, and on MacArthur above Champion. The tree wells along Fruitvale between MacArthur and Montana have been excavated, mulched, and polymer applied.

*Community Life.* Katherine reported that the committee recommends that it be disbanded, given her departure from the board and the challenges in finding a location for the youth makerspace the committee envisioned. She suggested that other committees have begun to or could integrate youth elements into their work.

*Head Royce School.* JoAnn reported that she will attend a planned March 28 meeting with the Neighborhood Steering Committee and Daryl Dunston, new policy advisor & community liaison at the City Council District 4 office.

*April 4 General Meeting.* Ryan and Julie reported that the program outline is in place. Katherine reported that the recipients of the Volunteer of the Year awards have been notified and will be present.

**7. Nominating Committee update.** Robert reported that the committee has confirmed two new candidates at this point, and he urged board members to continue to reach out to other community members who may be interested. Robert will update the bio & vision sheet for all candidates and requested that board members who are running for re-election send him any changes to last year's version by March 19.

**8. Public Safety Committee allocation request.** Daniel and Matthew presented the bid and details for a security camera installation at Cybelle's that would be focused on the MacArthur/Fruitvale intersection. The system will feature four cameras, remote monitoring, data storage up to about seven days, and the potential for networking into future installations.

ACTION: Allocate \$4,500 from the Public Safety Committee budget to purchase and install a security camera system at Cybelle's focused on the MacArthur/Fruitvale intersection. (Motion: Victoria; Second: Fran; in favor, unanimous)

**9. Proposed processes for election of board officers & determining committee membership and chairs.** Victoria presented the proposed processes, which Katherine and Ryan helped to develop and the Executive Committee had reviewed. After some discussion, including differing views on the proposed requirement that all committee chairs be board members, it was agreed to move forward with the board officer proposal (*see Addendum below*) and come back to the next meeting with the committee membership and chair proposal.

ACTION: Approve the proposed process for election of board officers on a trial basis this year, with a commitment to assess its success later in the year (Motion: Ryan; Second: Zandile; in favor, unanimous)

**10. Proposed resolution to PayPal issue with recurring membership dues payments.** JoAnn described a situation that developed when the annual dues were raised from \$20 to \$25 in 2017. PayPal only allows a 20-percent increase per year in an automatic recurring payment, which a small number of DIA members have set up. JoAnn and Robert proposed a two-step solution.

ACTION: Approve raising the annual dues for existing recurring memberships to \$24 this year, and to \$25 next year. (Motion: JoAnn; Second: Daniel; in favor, unanimous)

**11. Proposed letter to OPD Area 3.** The Public Safety Committee presented a draft letter to Felicia Verdin, OPD Area 3 NSC. The letter describes the committee and its goals, and requests that a representative be invited to the Area 3 Leaders meetings on an ongoing basis. After some discussion, it was agreed that revisions to the committee description would be made.

ACTION: Approve the draft letter to OPD Area 3 NSC with revisions to be made by Daniel and reviewed by Victoria by March 14. (Motion: Daniel; Second: Ryan; in favor, unanimous)

**12. Proposed letter of support for Grand Lake Kitchen.** Daniel requested that a letter be sent to the city to help the approval process move along for the new tenants of the building on MacArthur at Dimond.

ACTION: Approve sending a letter of support to the city for the Grand Lake Kitchen, with the letter to be drafted by Joey and Daniel, and reviewed and approved by the board via email. (Motion: Daniel; Second: Ryan; in favor, unanimous)

**Adjournment.** Victoria adjourned the meeting at 9:25 p.m.

**Next board meeting:** April 12, 2018

**Addendum: Approved procedure for election of DIA board officers:**

Nominations—April board meeting

1. Board members write down nominations for the offices of Chair, Treasurer, and Recorder.
2. The anonymous nominations are collected, and a list is compiled and reported out later in the meeting. Nominees are asked if they accept or decline nomination.
3. Board members may nominate themselves and individuals may accept nomination for more than one office.

Election—Week following April board meeting

1. Online ballot is sent to all board members within three days, with a response deadline five days later.
2. Vote tallies are verified by a board member not on the ballot and a non-board member TBD.
3. If a candidate wins in two or more offices, she/he is considered the winner for one office only, in this order: Chair, Treasurer, Recorder. The next highest vote-getter(s) is the winner(s) in the other office(s).
4. If there is a tie vote for an office, the winner will be decided by a coin toss.
5. Election results are reported to the board via email as soon as possible.

Taking office

1. Elected officers assume their roles immediately and confer with retiring officers to make a smooth transition.
2. The chair may choose another board member to share roles and responsibilities as co-chairs.
3. The treasurer and recorder may choose another board member to serve as vice-treasurer or vice-recorder to assist and serve as back-up.
4. All officers and vice- individuals would be ex-officio members of the Executive Committee.

*Minutes submitted by Victoria Wake  
Approved 4/12/18*