

**Dimond Improvement Association
Board meeting minutes, 8/11/16**

Board members present at start of meeting: Zandile Christian, Fran Donohue, Marion Mills, Robert Raburn, Jennifer Joey Smith, JoAnn Tracht-Rawson, Victoria Wake. **Arriving at 7:20pm:** Julie Johnson. **Absent:** David Coleman, Craig Flanery, Tom Rose, Daniel Swafford. **Guests:** Stan Dodson, Carla Gerardu-Low, Carol Lonergan, Matthew Lonergan, Nayeli Maxson, Sheila Stoglin

Meeting was convened by Joey at 7:05 p.m.

Guest introductions:

Carla Gerardu-Low represents the newly formed Redwood Heights Association (RHA), which has replaced the Redwood Neighborhood Association. They are donation-based (rather than membership-based), project-oriented, and now in the process of applying for 501(c)(3) status. She would like to establish connections with DIA and looks forward to working together.

Sheila Stoglin represents the City of Oakland's Bureau of Revenue Management. She is leading an outreach effort to educate Oakland businesses and residents of the fees, programs, and services operated through the department. She will be on the program for the October 5 DIA general meeting.

1. July 14 & July 17 minutes.

ACTION: Approve minutes from July 14 and July 17 meetings, with one correction to the latter. (Motion: Robert; Second: Marion; in favor, 7; abstain, 1 [Zandile])

2. Treasurer's report. Julie distributed a report on bank account balances. Fran will supply the restricted Keep Dimond Clean funds balance to plug into the report. Checks for Oaktoberfest 2015 co-hosts will be issued following confirmation from Daniel that calculations are accurate.

3. Work-in-Progress (WIP) reports.

Member & donor database. Victoria reviewed progress of the small working group on the question of including all DIA member and donor information (e.g., Keep Dimond Clean, Oaktoberfest) in the contact database. The group will talk more in the context of software for the new website. JoAnn reported that the web developer has secured a free plug-in for member and donor transactions. Robert will get together with JoAnn to review the functionality to see if it meets our needs or if we need to find a more robust program. Carla mentioned that RHA uses a combination of PayPal, Insightly, and Quickbooks, with some challenges.

Art in the Street. Joey volunteered to work with Sequoia Elementary School to invite them to participate in the September 11 event.

General Meeting, October 5. Zandile reported on plans for the meeting. A League of Women Voters representative will present the pros and cons on measures on the November ballot.

Sheila (see above) will present on programs and services of the city's Bureau of Revenue Management.

City Council Update. Nayeli provided these updates:

- Business development: Champion Firehouse bids came before City Council closed session on 7/19 but the item was continued to 9/20 for more discussion and selection.
- CN-1 zoning: No change since last meeting (see July 14 minutes); action at upcoming council committee and full council meetings of 9/13 and 9/20 still planned. The Planning Commission will be asked to consider conditional use permit changes on one of three levels: Dimond district only; Dimond and Montclair districts only; citywide.
- Encroachment permit request for monthly closures of Champion Street for Art in the Street, April through September, will go before council on 9/13.
- Nayeli will be leaving the councilmember's office at the end of August. We'll likely meet her replacement in September.

NCPC 22X. Zandile reported that Monica Bien will step in as chair when Leslie Ann Jones steps down in the next month. The group is also working on its bylaws and will have its next community meeting on August 18.

Commercial area trees. Marion has arranged for a tree inspection walk with the city's arboricultural inspector Giacomo Damonte on 8/24. Marion and Victoria will review with him the health and needs of the trees, and get a sense of what work the city can do and when. They will report back to the board at the next meeting.

Keep Dimond Clean. Marion is tracking the number of volunteers and hours worked on the three weekly litter walks (commercial area and park) and recording the data in the city's "Track It Forward" database. The information is used to make annual awards and to include in grant proposals.

4. DIA budget allocation for Keep Dimond Clean 2016.

ACTION: Approve \$3,000 budget allocation for Keep Dimond Clean 2016 program. (Motion: Victoria; Second: Joey; in favor, unanimous)

5. Oaktoberfest 2016 contract. JoAnn and Fran presented the draft contract that was circulated via email earlier in the week. It was acknowledged that finalizing the contract has been very much delayed and that everyone commits to working on the next contract (for 2017) beginning this fall. For 2016, there are outstanding issues with just one section (#3 under "Additional terms") regarding procedures for independent contractors. Once resolved, the contract will be reviewed by the co-host Dimond Business & Professional Association (DB&PA) and then signed by DIA, DB&PA, and Daniel.

ACTION: Approve 2016 Oaktoberfest contract, authorizing the Oaktoberfest Finance Committee to negotiate and finalize with Daniel the procedures related to independent contractors. (Motion: Robert; Second: Marion; in favor, unanimous)

6. Gas shut-off valve program. Joey provided more detail on the Glenview Neighborhood Association (GNA) program. The contractor charges \$199 per installation

(regular price \$295) and hires a plumber to do the work. Stan has heard that the GNA participants have been very pleased. Concerns were raised that the contractor isn't Oakland-based and that, ideally, DIA would want to work with someone local. Sheila suggested we also confirm that the business is licensed in Oakland. Joey will do more research on a local plumber and report at the next meeting.

7. Caltrans Park & Ride project. Robert reported on the Caltrans presentation at the August 3 DIA general meeting. He pointed out that the proposed \$2 million in improvements to trees, landscaping, fencing, sidewalks, parking lots, and bicycle racks represents an impressive outcome for DIA and the community, given that its genesis was the 2011 protest of Caltrans' unexpected and unwelcomed removal of trees along Harold Street. Robert recommended writing a letter of support and becoming the "adopt-a-spot" sponsor for the lots.

ACTION: Send a letter of support to the California Transportation Commission supporting Caltrans District 4's request for funds for the park & ride lot area improvements, including in the letter the DIA's request to become the "adopt-a-spot" sponsor. (Motion: Robert; Second: Victoria; in favor, unanimous)

Robert will draft the letter and send around to Board members for comment; Joey will sign letter on behalf of DIA; Councilmember Campbell-Washington will be copied on the letter so her office can lend its support as well.

8. Dimond Printers sign. Joey and Julie related the story of the heroic save of the vintage three-part Dimond Printers sign just before it was to be trashed. Julie presented initial ideas for its use from one of the Dimond Public Art (DPA) grantees, Jeffrey Lim. Because Lim's DPA project couldn't be realized, the \$8,000 in funding could potentially be reassigned to a different project, such as the sign.

ACTION: Endorse the salvage, restoration, and placement of the Dimond Printers sign as a Dimond Public Art project, including approval of the \$550 paid for its retrieval. (Motion: Joey; Second: Zandile; in favor, unanimous)

9. NextDoor and Dimond listserves. Joey recommended that all board members sign up for their relevant NextDoor listserves. NextDoor is very active in the area and already has 1,200 members, compared to Dimond listserve's 400. There should be many opportunities to cross-inform and cross-promote between the two lists.

10. DIA bags at Oaktoberfest. Joey suggested that we make up gift bags to give to people who join DIA at Oaktoberfest. We have bags, T-shirts, and whistles now. Another couple of goodies could be added. Board members liked the idea.

Adjournment. The meeting was adjourned by Joey at 9:00 p.m.

Next board meeting: September 8, 2016

Minutes submitted by Victoria Wake