

Dimond Improvement Association
Board of Directors Meeting - January 11, 2024

Board Members Present: David Gross; Bret Peterson; Chris Harper; Kevin Whittinghill; Alex Park; Victoria Wake; Judy Klinger; Maddie DeWitt; [Zandile Christian](#); May Seto-Wasem; Don Woods

Board Members Absent: [Anoush Jackson-Sattler](#); Michaela Sangiani-Guliano; Heather Harris

Guests Present: Tom Donovan, Public Safety Committee

The meeting was convened at 7:05 p.m.

1. Agenda Approval.

ACTION: Motion by Zandile to approve the Meeting Agenda, Maddie seconded. The motion to approve the Meeting Agenda was APPROVED unanimously

2. Minutes Approval.

ACTION: Motion by May to approve the December meeting minutes (as amended by Board member comments); JUDY seconds. The motion to approve the December meeting minutes, with Board member comments incorporated, is APPROVED, with Zandile abstaining.

3. Chair's Report.

Thank you to May for hosting this meeting at Grand Lake Kitchen!
The 2024 retreat is scheduled for January 28 from 10am - 2pm at the Altenheim.
Fiscal Year 24-25 budget check-in: all committees should submit their proposed budgets as soon as possible.

Ben Bartlett is running for Alameda Supervisor, representing District 5, and he would like to meet with the DIA. Discussion ensues about questions of equity - whether we would have to extend invitations to all candidates. CHRIS points out that our meetings are open to the public, so he should be able to join, as long as we are not seen as making an endorsement of any candidate.

4. Treasurer's Report.

ALEX presents the current budget.

Current total in bank account(s):

BofA checking:	\$34,502.52
BofA savings:	\$4,255.27
Wells Fargo checking:	\$139,934.83
Wells Fargo savings:	\$817.74

Beautification Committee			
Project	Actual Expenses	Budgeted Expenses	Projected Revenue
Keep Dimond Clean	\$18,897	\$33,700	\$15,000 (KDC fundraiser goal)
Dimond Public Art	\$525	\$15,700	\$15,000 (Dimond Art Fund)
Trees & Landscape	\$185	\$2,950	
Dimond Shine 2024	\$0	\$5,000	
TOTAL ACTUAL: \$17,228 TOTAL BUDGET: \$57,350 70% REMAINING			

Economic and Business Development Committee		
Project	Actual Expenses	Budgeted Expenses
BID Feasibility	18,190	\$23,000
Facade Improvement	\$0	\$25,000
TOTAL ACTUAL: \$18,190 TOTAL BUDGET: \$48,000 62% REMAINING		

Finance and Administration Committee		
Project	Actual Expenses	Budgeted Expenses
Board Recruitment	\$0	\$100
Board Development	\$459	\$250
General Ops	\$3,248	\$4,650
TOTAL ACTUAL: \$3,707 TOTAL BUDGET: \$4,650 20% REMAINING		

CEVO (CCI & M&O Combined)		
Project	Actual Expenses	Budgeted Expenses
Community Grants	\$1,710	\$4,650

General Meetings	\$153	\$1,400
Increase CCI Committee	\$125	\$0
DimondNews.org	\$0.00	\$250
Increase Membership	\$55.00	\$3,330
TOTAL ACTUAL: \$1,626 TOTAL BUDGET: \$12,430 84% REMAINING		

Public Safety Committee		
Project	Actual Expenses	Budgeted Expenses
Security Cameras	\$4,675	\$4,700
TOTAL ACTUAL: \$4,675 TOTAL BUDGET: \$5,000 0.5% REMAINING		

5. For the Good of the Order.

JUDY: Members of the Beautification Committee completed a work day at the Bienati Overlook last week. Volunteers in attendance were: DAVE, SARAH KATE HEILBRUN, JOANN TRACHT-RAWSON, JUDY, and, ZANDILE. Please check out and appreciate the benefits of their hard work!

VICTORIA: The Ellipse sculpture has been approved by Oakland Parks and Recreation Advisory Committee. The next step is the Public Arts Advisory Commission. Hopefully, this process will be complete later this year.

BRET: ANOUSH and I will produce a small newsletter by the end of the month.

KEVIN introduces of TOM DONOVAN from East Canyon 22X NCPC and the DIA Public Safety Committee in attendance.

6. District 4 Update.

Amber Childress is no longer in Janani's office. REBECCA DEAN is now our representative. VICTORIA suggests that KEVIN and one or two other board members meet up with Rebecca informally to put a face to our organization so she may feel more inclined to attend our board meetings regularly.

7. Report: Membership Database Improvements

DON and CHRIS are working on updating the membership database and addressing the following issues:

Issue	Description	Status	Notes
1	Fixing the flow of new members from PMP to the Mailchimp newsletter list	Done	Service was paused due to PMP detecting a change in URL. Don updated the URL and checked workflow.
2	We currently have no way to automatically remove expired members from current membership list	In progress	Don will file support request with PMP (needs PMP login)
3	Investigating Salesforce as an all-in-one solution	In progress	Salesforce has products/features for membership management and newsletters/campaigns in the Nonprofit Success Pack (NPSP), but Don is investigating if those tools can replace

8. Updating Bank Signatories

MOTION by ALEX:

Be it resolved that for the Dimond Improvement Association's Bank of America checking and savings accounts, the primary account owners and authorized signers shall be Kevin Whittinghill, Chris Harper, and Heather Harris. Frances Donohue and JoAnn Tracht Rawson shall be removed as both account owners and authorized signers.

Be it resolved that for the Dimond Improvement Association's Wells Fargo checking and savings accounts, the primary account owners and authorized signers shall be Kevin Whittinghill, Chris Harper, and Heather Harris. Frances Donohue shall be removed as both account owner and authorized signer.

This Motion is **APPROVED** unanimously.

9. Julie Johnson's Memorial

VICTORIA: We have 148 attendees registered, and more are likely coming. We definitely have a full house. Ray's Electric (Julie's employer) donated \$400 towards refreshments.

MOTION by VICTORIA to authorize up to \$600 in funds for the memorial. DAVE seconds. Motion is **APPROVED** unanimously.

CHRIS: Jacky and Gina (Julie's children) will stream the event on Facebook live.

MOTION by Victoria to rename the DIA restricted public art fund¹ the "Julie Johnson Public Art Fund". DON seconds. Motion **APPROVED** unanimously.

10. Committee Assignments and Chairs (CEVO)

Announcement: ANOUSH cannot chair the CEVO Committee by herself. She's asking for a co-chair or a new chair. Please respond if you are interested.

¹ The restricted art fund represents a pool of money that is set aside out of Oaktobefest proceeds each year to be specifically earmarked for public art projects. The fund also includes other restricted donations to public art, such as an original grant from Peet's Coffee and new donations designated for the fund.

11. Board Member Recruitment

We are still seeking two (2) others to help out with the ad-hoc recruitment committee. Duties include: (i) spreading the word about open Board positions; (ii) interviewing candidates, and (iii) reporting to the Board about potential candidates

CHRIS emphasizes that there are no limits as to age, education. So, don't feel like you need to limit yourselves in recruitment efforts.

12. Dimond Merchants Association (“DMA”) and DIA in 2024

MAY: merchants are hard to engage and busy. The DMA met in March of 2023. We have a website up and running, and we filed a Fictitious Business Name statement, so we are now officially known as the Dimond Merchants Association.

We need to organize and present what kinds of things the DMA can do. Ellen Shershow is the secretary. MARJORIE JONES is the bookkeeper / treasurer. May is the de facto president.

The business climate is really difficult right now. Businesses are closing down. The DMA is not particularly sophisticated in terms of communication.

BRET suggests we need to focus on raising the floor rather than raising the ceiling on the kind and nature of assistance and support we give to neighborhood merchants. For example, the City was going to charge COPY USA \$1,000 to board up its windows. This is an area where we could potentially help.

MAY: There is a “broken glass” fund available from the City, which provides up to \$2500 for repairs; but, you have to apply for it. It would be helpful to have a City liaison to help merchants get access to essential services like this.

VICTORIA: it would be good to have an e-mail / correspondence list of merchants and property owners so that people can communicate with one another at a basic level.

General discussion follows about ways we can assist local merchants, ranging from acting as a liaison between the City and the merchants, to providing direct cash payments to merchants to make repairs.

13. Vote by Email

Last year the board voted to amend our bylaws to allow for Board voting-by-email. A bylaw amendment requires a majority vote by our membership and can be put forth to vote at the next general meeting.

While we officially cannot vote by email yet, there have been multiple instances where board members asked for an informal vote, that while not binding, captures the opinions of the board on an urgent issue. We can continue to vote informally until the amendment is passed (or not passed), unless there are certain instances that require a binding vote. And, like motions for a vote during a board meeting, we must first notify the chair before introducing it to the board.

Board members engage in a general discussion regarding when formal board votes are needed; e.g., to release video from security cameras? CHRIS points out the importance of procedure and making sure we have everything documented in the minutes. ZANDILE emphasizes the importance of getting people's motivations and reasoning for voting on the record. These concerns argue against making major decisions via e-mail, unless we have a way of documenting the discussion in the official records.

14. Catered Board Meetings?

Apropos of holding our first meeting at Grand Lake Kitchen (thanks again May!), KEVIN wanted to bring up for discussion budgeting a small amount next fiscal year to pay for appetizers at board meetings held in food establishments or bringing appetizers/small food to Dimond Library.

The purpose behind this is to simply make the meetings a bit more fun. It also has the benefit of supporting local businesses and generating support and publicity for the DIA.

The members are generally in favor of this idea, provided people are not obligated to pay for drinks / meals as a condition of attending meetings.

15. Change DIA's Accounting Method

ALEX is proposing changing the DIA's accounting method; more details will follow as we prepare the budget for FY 2025.

Meeting ADJOURNED at 8:40 p.m.
Minutes prepared by David Gross