

**Dimond Improvement Association  
Board of Directors meeting minutes, 5/10/18**

**Board members present at start of meeting:** Zandile Christian, Tomasz Finc, Chris Harper, Julie Johnson, Marion Mills, Robert Raburn, Ryan Romaneski, Daniel Swafford, JoAnn Tracht-Rawson, Victoria Wake. **Arriving later:** Ahmad Anderson, Fran Donohue. **Guests:** Carol Lonergan, Matthew Lonergan

**Abbreviations used in minutes:** (DB&PA) Dimond Business & Professional Association.

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Chris convened the meeting at 7:00 p.m.

**1. Approval of agenda.**

Victoria asked to add “Report” to the Beautification Committee entry on the WIP report. Chris asked to move up discussion of the June and August general meetings sooner on the agenda.

ACTION: Approve agenda as amended. (Motion: Marion; Second: Ryan; in favor, unanimous)

**2. Chair’s report.** Newly elected chair Chris asked that board members heed his direction on speaking order and time.

**3. April minutes.**

ACTION: Approve minutes from April 12 board meeting as submitted. (Motion: JoAnn; Second: Marion; in favor, 8; opposed, 0; abstain, 2 [Daniel, Julie])

**4. Upcoming general meetings.** Ryan led the continuing discussion of topics. It was agreed that the June meeting would be cancelled, given the absence of a number of board members and the late start on planning. An ad hoc committee of Chris, Julie, Zandile, and Marion was created for the August meeting, which will be the DIA’s 65<sup>th</sup> Anniversary celebration. Robert will contact the League of Women Voters about facilitating an election-oriented October meeting.

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

*Beautification.* Marion reported that tree-well weeding in the commercial area is complete, with 16 volunteers helping over four Saturdays. She will participate on behalf of the committee in the May 23 FODP meeting to begin planning for new trees to replace so many lost in the last year.

*Communications.* JoAnn is working on the May newsletter. Tomasz is setting up a non-profit account with Google for DIA and will initiate a Google Drive where all documents can be accessed. The committee requests that board members use “[DIA]” at the start of email subject lines so that searching for DIA-related emails is easier for everyone.

*Public Safety.* Daniel and Mathew reported on the two incidents captured on the new security cameras at Cybelle’s. The next installation location being explored is the future Grand Lake Kitchen.

*Oaktoberfest.* Daniel reported that merchant signatures endorsing a two-day event this year were successfully gathered. Event dates are Saturday and Sunday, September 29 and 30. There is already a good showing of new sponsors, including AT&T. Daniel will soon submit his contract proposal to the Finance Committee.

*Maintenance Contract.* Victoria reported that the committee has nearly completed the detailed scope of work (SOW), which includes litter pick-up, watering, graffiti abatement, sidewalk cleaning, and other tasks. The SOW will be sent to the full board for any questions or comments before it is sent out to prospective bidders.

**6. Continued discussion of FY19 budget.** Fran handed out the latest draft, incorporating funding that DB&PA has committed to provide for specific programs and projects. Projected expenses exceed projected revenue at this point, and the need for trimming expenses was acknowledged. There was also concurrence that using funds from our reserves would be appropriate, with the figure of 20 percent, not to exceed \$10,000, being proposed. Julie and Fran will determine the exact amount in the reserves and inform the board. Fran will send out a budget version showing the committees' original Tier 1 vs. Tier 2 requests. Chris will call an interim board meeting to finalize and approve the budget.

**7. Proposed process for committee membership and chairs.** This item was first presented at the March meeting and postponed at the April meeting. (*See Addendum below for text*)

ACTION: Approve process for committee membership and chairs. (Motion: Robert; Second: Ryan; in favor, unanimous)

**8. Head-Royce Master Plan.** JoAnn briefed the board on the draft master plan, now in a 60-day comment period that began April 25. Three specific points of discussion led to two actions (see below). The third was the question of DIA submitting organizational comments on the master plan vs. board members making comments as individuals. No action was taken.

ACTION: Add the Neighborhood Steering Committee to the "Our Friends" page of the website and post a general statement that being listed on the page does not imply a DIA endorsement of the organizations' views and activities. (Motion: JoAnn; Second: Robert; in favor, 10; opposed, 0; abstain, 1 [Chris])

ACTION: Include an article about the Head-Royce Master Plan process in the May newsletter, providing links to both Head-Royce and the Neighborhood Steering Committee. (Motion: JoAnn; Second: Tomasz; in favor, 10; opposed, 0; abstain, 1 [Chris])

**Adjournment.** Chris adjourned the meeting at 9:00 p.m.

**Next board meeting:** June 14, 2018

*Addendum:*

**Approved procedure for determining committee membership & chairs:**

Preferences

1. At the April board meeting, current committee chairs give two-minute descriptions of the work and goals of their committees.
2. An online poll is sent to all board members within four days, with a response deadline five days later.
3. Board members indicate their preferences to serve on two (minimum) to three (maximum) committees, and rank their preferences.

### Committee rosters

1. Within one week of poll conclusion, the Executive Committee (ExCom) reviews the preferences and compiles committee rosters.
2. If the ExCom finds significant imbalance in members, the board chair may confer with individual board members to rebalance where possible.
3. Rosters are reported out to the board by email as soon as possible but no later than end of April.

### Chair selection

1. Before the May board meeting (ideally), all committees meet to select their chairs.
2. Committee chairs must be board members, although committees may choose to have co-chairs, in which case one may be a non-board member.

*Minutes submitted by Victoria Wake*

*Approved 6/14/18*