

**Dimond Improvement Association  
Board of Directors meeting minutes, 9/13/18**

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

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

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Chris convened the meeting at 7:05 p.m. A quorum was reached at 7:20 p.m.

**1. Agenda approval.**

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

**2. August minutes approval.**

ACTION: Approve minutes from the August 9 board meeting. (Motion: Fran; Second: JoAnn; in favor, unanimous)

**3. Council District 4 Report.** No representative from the office was present and no email report was received.

**4. Chair's report.** Chris talked about board member participation, communication, and cohesion, asking for suggestions on how to make improvements. Some discussion followed.

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

*Beautification.* Marion reported that the committee will get a revised bid from Friend & Sweet (landscaping firm) for mulching 17 tree wells; Victoria submitted a Keep Oakland Beautiful grant application for \$500 to offset costs on the upcoming Champion Transit Plaza (CTP) landscape renovation; the committee will devise a method to protect the CTP landscaped area during Oaktoberfest; Victoria spoke with May Seto Wassam (owner of Grand Lake Kitchen) about planting two new trees on Dimond Ave., the timing being dependent on the building permit process and construction.

*Communications.* JoAnn reported that two (possibly tree) individuals are being checked out as website maintenance contractors; Carol Lonergan will contact board members to see who needs assistance in working with the team drive and dimondnews.org email addresses, and then set up training sessions with Tomasz; JoAnn and Victoria continue to research new or refurbished A-frames (Fran offered to help).

*Economic Development.* Daniel reported on Montclair Physical Therapy as a possible tenant for the vacant CitiBank space. The owners want to get a sense of support from local groups, and all present agreed the business would be a welcome addition. The owners will need to go through a variance process since the space is only approved as a financial institution now. If requested, the board is agreeable to writing a letter of support.

*Executive.* Chris reported that the Oaktoberfest contract with Daniel has been executed by DIA and DB&PA.

*Finance.* Fran handed out a current "budget vs. actuals" report. At the 42% mark of the year, DIA income is at 32.45% of budget and expenses are at 14.53% of budget. (These figures are exclusive of Oaktoberfest.) Chris is organizing a date for existing signors and new signors to meet at Bank of

America to update DIA accounts to these signors: Chris Harper, Julie Johnson, Fran Donohue, and JoAnn Tracht-Rawson. Zandile Christian and Jennifer Joey Smith will be removed from existing accounts. Signors have been updated already on DIA Oaktoberfest accounts to current officers and Finance Committee members: Chris Harper, Julie Johnson, Fran Donohue, and JoAnn Tracht-Rawson.

*Keep Dimond Clean.* JoAnn reported that the community fundraiser—budgeted to bring in \$5,000—has reached approximately \$6,700. The team was congratulated for the outstanding effort, which has incorporated new strategies, including more solicitations to individual merchants and a number of tabling events.

*Oaktoberfest.* Daniel reported that all is going well leading up to the event. Sponsorships are still coming in and more volunteers are always needed. Drink packages are now available for purchase online; advance-purchase prices have not changed, but day-of prices have been raised.

*Head Royce School.* JoAnn reported that a tour of the prospective “south campus” is scheduled for 6:00 p.m. on September 20. She will attend the first Neighborhood Liaison Committee meeting as a DIA representative on September 27. The Neighborhood Steering Committee has been meeting with candidates for the City Council District 4 seat.

*Maintenance Contract.* Victoria reported that two companies submitted bids and a third company declined to bid. Zandile, JoAnn, and Victoria met to do an initial review of the bids and consider scope modifications that would keep the total cost within budget. The full ad hoc committee will discuss further in October.

*65<sup>th</sup> Anniversary Celebration.* Chris and Zandile reported on final arrangements for the party to be held September 14 at Bjornson Hall, featuring music, slide show, and refreshments.

*General meeting, October 3.* Zandile reported that all elements are well in hand with the ad hoc committee of herself, Tomasz, and Robert.

**6. DIA table at “Old Survivor” premiere.** Chris asked for input on materials to bring and asked for a coordinator. JoAnn volunteered to pull together various equipment and printed materials. Marion will also bring materials. The table does not need to be staffed.

**7. District 4 priorities.** Victoria presented the list of proposed issues compiled at the last meeting and in the interim via the team drive. After combining similar topics, the list totaled six issues. A straw poll was conducted, resulting in two frontrunners: advancing economic development (including three specific locations) and ensuring that we are receiving the police presence we are slated for (both in a Community Resource Officer and a Walking Officer). Given that the four other issues more or less tied, it was decided to poll the entire board online to determine the third priority to present to the council office. Victoria will send out the poll. (Note: Victoria motioned to forward four priorities rather than three, but the motion failed.)

**8. Oaktoberfest information booth.** Chris will coordinate the booth staffing, orientation, materials, and set-up/take-down. Victoria has uploaded all information from the 2017 information booth to the team drive for reference.

**Adjournment.** Chris adjourned the meeting at 8:50 p.m.

**Next board meeting:** October 11, 2018

*Minutes submitted by Victoria Wake*  
*Approved 10/11/18*