

# WINDSOR SQUARE SPECIAL CONSERVATION DISTRICT

Agenda for September 2, 2010

1. Call to order

2. Present Linda Pollock, Vicki Hersch, Tom Fitsimmones, Ken Furtado, Melanie Baca, Craig Stoeffel

3. Approval of minutes

Added contact Street and Transportation dept  
Tom seconded all in favor approved

3. Treasurer's report

Loss of (1,769.16)

Water bills back to normal was \$7 went up to \$35 due to a leak last bill back to \$7-\$8. Motion to accept treasurer's report, Tom, brought Craig seconds all approved

4. Newsletter: Articles. Production and distribution.

Ken is completing his tenure as newsletter manager/organizer and would like relief He is discouraged that he sent out call for help and got one response, sent out second call and got one additional response; if no one wants newsletter then why bother The time and cost to write, produce and not getting any help it's too much.

At last board meeting discussed articles for newsletter; options of making limited times during year; everyone was at a loss about what articles to focus on

Article on historic homes and what that means; Ken has original database of what homes were historic; this will be in September issue how that classification can be lost; putting addresses of homes in newsletter regarding homes that have lost historic designation could be sensitive; historic designation goes with home not owner. Linda offered to check addresses to verify if properties are still listed under historic designation

Sept newsletter is completed; Vicki offered to fold and label; Linda will help also. have two full page ads this issue;

Designating who is completing what in newsletter at meetings instead of sending email might be more effective way to get articles completed. 93 newsletters are mailed. Businesses are mailed copies, anyone who advertisers gets one mailed, elected officials for district 4 & 11.

**Who are the distributors; Robin Spencer heads up distribution; she scheduled volunteers to pass them out in the neighborhood; 465 get hand delivered; includes gated community; print 575; keep 100 to mail the rest hand delivered.**

**Why mailed to businesses; why to gated community if not part of the neighborhood; They don't pay their share of dues. Because of cost perhaps those areas should not receive the newsletter; Is feedback ever received from gated community? Response-None; The Newsletter may not be value added for the neighborhood.**

**Possible to do a survey monkey regarding the gated community interest in the newsletter.**

**Possibility of going completely electronic; too many elderly in neighborhood that don't have internet. Have news blasts that do reach those connected to internet. Could maybe just print copies go to those that don't have capability to receive news blast. Is there a goal each month to maintain certain number of pages each month. Could reduce number of pages but not more than 8.**

**In newsletter looking for regular contributors to help with articles in newsletter. Could limit number of words and final approval with board.**

**Vicki offered to compose article on volunteerism in neighborhood. What areas help is needed. At some point start vetting for next board. Sounds good.**

**Block Party; not an article just call for volunteers  
What are ad rates; use to be on web site; Ken will send PDF of ad rates to Tom**

**5. Annual dues solicitation. Letter. Envelopes. Distribution.  
Does President write the solicitation letter; Craig/Ken think it is a form letter  
Do we have the envelopes with labels on them; or do we use stamps; Response-have two size envelopes; one pre addressed to PO box and then letter; survey and envelope are put in second envelope; Linda remembers getting letter with paper clipped envelope delivered to door step. This might save a lot of time. We got better response when dues letter not attached to newsletter. Should be distributed separately. Assign every board member a street to distribute; Have person that delivers assemble the solicitation with envelope**

**Solicitation letter happens soon**

**Tom Orange**

**Craig Colter**

**Linda 6<sup>th</sup> Street south and Pasadena**

**Mel Georgia north 6<sup>th</sup> St.**

**Vicki Oregon**

**Ken will ask volunteer to do gated community**

**? Medlock**

**Beef up the solicitation letter; what gets paid for; running at a deficit right now  
Warn gated communities if don't receive dues response that reflects the rest of the  
neighborhood will not be able to distribute newsletter  
Overall 38% response for neighborhood dues response**

**Before we cut off gated areas we need to check by-laws; they are specific about  
areas served; Can the by-laws be altered on a vote; yes it takes more votes than are  
present at meetings;**

#### **6. Tree maintenance for football park**

**The bottle tree at west end of tree is diseased and dying; the tree needs to be  
removed; it doesn't particularly need to be replaced but all trees need to be  
trimmed. We should ask for bids; how big is tree? It would need to be hauled  
away. Ask Troy Bankford for a bid; Ken will ask another person; Linda also  
knows a tree removal guy**

#### **7. Block party (Vicki; Jennifer)**

**October 16<sup>th</sup> is the block party; starts at 3 or 4**

**Do a save the date newsblast with the volunteer opportunities**

**May need additional help; budget \$750**

**Sent email to Tim Turner regarding flower pot awards**

**Meeting with Lee Davoto on Saturday regarding her notes; maybe craft portion**

**Don't know if Tony Parker will do Brats**

**Barry is going to do the flyer**

**Parade with kids**

**Split up what to bring**

**Cookie contest; guest did judging on site; publish winning recipe**

**Volunteers needed;**

**Food- neighborhood provides brats and kraut; mac n cheese**

**Ask neighborhood to bring sides and beverages (maybe byob); rent tables, chairs  
and linens, purchased paper goods;**

**Putting up lights in the park; electricity**

**garbage and recycling- maybe board members**

**Sweets contest; cookie contest goes best**

**Delivering flyers**

**Set up clean up**

**Logistics of table and chairs; taking delivery sat morning; store that night at  
someone's home (Hagerty's last year) until they pick up on Monday**

**Ken will ask Mike to provide electricity**

## **8. Carport sale**

**Who was chairperson last year; unknown lived on north 6<sup>th</sup> st. was doing it with Diana Hoyt; there was a falling out; didn't get very good turnout**

**Can request for committee chair volunteer in a newsblast**

**Best time of year to have it?**

## **9. Communication with home tour committee members**

**What can we do to patch things up with home tour committee**

**Regarding the volunteer gifts and thank you notes; never got names from chair**

**Revisiting what happened regarding the gift communication to committee**

**It was stated that someone from Board told home tour committee they were going to get gifts this year prior to any discussion with the Board**

**When motion did come before the Board it passed but there wasn't a quorum, April**

**The motion was brought again in May and it was defeated**

**A discussion should be had about how/whether or why volunteers should be compensated; other areas of volunteers are not compensated;**

**Some people voted that would have benefitted from the gifts should have recused themselves.**

**Review of who voted at April meeting and if vote was invalid**

**The revote in May clearly did not have a quorum**

**We need to attempt to reopen dialogue with Susan Myers and committee members**

**To try and make amends**

**Before that is discussed we need to address gifts to volunteers in general**

**Home Tour committee did a lot of work and they should be thanked**

**Home Tour committee needs to understand that the gift was not rescinded it just failed a quorum**

**We need to do what we can to make amends and explain what happened; Fear is that we won't have chair to run Home Tour committee again**

**Open discussion on gifts for volunteers;**

**Block Party volunteers never got any compensation**

**Just as many hours are put in**

**Home Tour committee gets party;**

**The tradition has been that the home tour committee was included in the party at end of event.**

**Linda is willing to discuss what occurred with Susan Myers to make amends**

**Then we can send the thank you notes; Linda will compose thank you notes and deliver**

**Would anyone object a piece put in with thank you note explaining what happened with vote. No objections.**

**10. Traffic coming in the no enter streets;  
need to call Community Action Officer at Squaw Peak precinct. Have a new liason officer**

**11. Adjourn  
Motion to adjourn; brought by Tom, Vicki seconds  
All in favor.**