**Thousand Oaks Neighborhood Association Board**

**MEETING MINUTES**

Wednesday, January 16, 2019 – 6:30 PM – 8:00 PM; **Location**: Home of Abhishek Joshi

Board Members

Mary Bitter, Marian Heinkel, Abhishek Joshi, Marsey Kahn

Sam Ho- Arrived late (~7:00 pm)

Ted Earle Absent

Check-In- 6:45 pm (Late Start of Meeting)

Adoption of the Agenda

Motion to Adopt agenda by Marsey

2nd by Marian

In Favor 4, Against 0, Abstain 0

Approval of 11.28.2018 Meeting Minutes

Motion to Approve 11.28.18 Meeting Minutes by Mary

2nd by Abhishek

In Favor 4, Against 0, Abstain 0

1. Committees Update (membership, roles and responsibilities, meetings)
2. **Crime & Safety (Ted)**

 No Report

1. **Park Preservation & Development (Marsey)**
2. **Crosswalks**

Immediately following our November 28 meeting, I spoke with Scott Hughes regarding the installation of crosswalks near the parks.  I sent him a map of the proposed locations, and he agreed to forward our request to the Transportation Department. He said the usual procedure is for the Transportation Department to schedule an assessment of the intersections, which might take some time.  Since then, Scott has left his position and Pam Foley has been sworn in as our District 9 Councilmember.

Scott warned me that he would not be able to follow up on our request.  I will give Pam a few weeks to get up to speed, and then contact her to fill her in.  I will ask that she let us know the status of our request and what, if anything, we need to do to move the process forward.

1. **Woodland Area**

Two issues have arisen and been resolved within the past several weeks.  First, the company previously contracted by the City to do weed abatement in the Woodland Area somehow thought they were supposed to spray pre-emergent weed killer, instead of rototilling the weeds, as in the past.  I contacted the appropriate Parks Dept. personnel and have been assured that no spraying will occur in the future.

Second, it was reported to me that, following substantial rain, the maintenance crew that empties the trash cans was driving their truck on the walking trail.  This has resulted in some deep ruts that will need to be repaired. I contacted Parks Dept. and was told this will not happen again.

Dave Guthridge will be purchasing a riding mower this week (with Thousand Oaks Park Conservancy Project funds), so that he can personally oversee future mowing in the Woodland Area.  This will ensure that no saplings are harmed, and that other emerging vegetation will have a chance to be assessed before being cut down.

We are continuing to work with the Parks Dept. and City Arborist to facilitate the inventory and health assessment of the trees in both parks, required for designation as a Heritage Grove.

1. **Community Events – Help the Homeless (Mary)**

**Help the Homeless**

 Results & Thank you note:

Impressive response, over 6 Mini Van’s full of donations.

Results Tallied and documented and published on the Thank you note sent out to Neighborhood email and posted on TONA Website.

 **New Neighbors-** Victims from the Paradise Fire

Alerted about their arrival by Terri Belsley and she wondered if TONA could help them. I told her that I could deliver a Welcome Basket with our TONA Welcome Packet and that I would discuss further help at the next TONA Board meeting. Could we think of any additional ways to help?

 I Created a Welcome Basket with Goodies and our TONA Welcome

 Packet. I delivered it and spoke with the Wife. Their names are Chris

and Steve Nixon. They have a daughter in high school and a son who

lives in Arizona

The Board decided we could help them further by coming up with a method to communicate to the neighborhood the needs of the family. We need to contact them and ask them what they need and then we can send an email out to TONA members and see what we get.

Mary took the action to come up with a plan to start the effort.

 **San Jose Parks Foundation Summer Soiree**- will be celebrating Marsey and

Jennifer’s effort, on behalf of TONA, to get our Thousand Oaks Woodland area established and approved. The event is called the SJ Parks Foundation Summer Soiree and it will be held on Thursday 8/15/19. Invitations will be going out to all the neighborhood donors and will be fully catered by SJ Parks Foundation.

 **Picnic in the Park-** Will likely be the 2nd Thursday in June (so 6/13/19)

 **National Night Out** is always the 1st Tuesday in August (so 8/6/19)

 **Easter Egg Hunt-** Most likely will not get started until Easter 2020 but will be

 the Saturday BEFORE the Easter Weekend.

Marian will talk to Teri Guest to see what she is planning for Committee meeting this year.

Welcome Packet Status-

No update on method for being notified of new families moving into neighborhood. Marian needed to touch base with Julie Tornincasa to see if we could get started with this effort.

Mary took the action to update the Welcome Packet to emphasize TONA Website to help improve usage.

1. **4th of July Parade**

No new information at this time

No Report expected until April 2019

1. **Urban Development**

No Report

**General Meetings** (March 20 Meeting Planning: Speakers: Gina Adriana – confirmed. Sergeant Sean McCarthy?)

VP Ted Earle - Written Comments for 16 January 2019 TONA Meeting:

“Regarding the March 2019 Neighborhood meeting to be held at the Pearl Avenue Library, I have a commitment from Gina Adriano to attend and present.  She is the Public Information Representative from the Santa Clara Valley Water District who I met at the D9 Leadership Group meeting.  She will be presenting on water and flooding issues focusing on our neighborhood and area.  I am also working to reschedule SJPD Sargent Shawn McCarthy.  I have reached out to him twice here in the New Year and am still looking for a response.  I will stay on this and report to the President when I have him scheduled or if I need to look at alternatives.”

Marian made the comment that the Neighborhood Crime and Safety Topic is probably the one of most interest and that if we have not been able to get Sean McCarthy to confirm for March meeting perhaps it is time to ask someone else to speak on the same topic.

Action Taken by Sam to talk to Ted about speakers and the amount of time need for each for the General Meeting.

1. Discussion/Action Items
2. Treasury (Abhishek)
3. Revenue, Expenses, and Balance

TONA General Fund Balance $6,760.20

Help the Homeless Toppers came out of the General Fund, was that correct?

Board said it didn’t matter but Ok to leave it pulling from the General Fund.

1. **Communication**
2. **Website (Abhishek) / Social Media**

Finally I did get some time to work on the website, and I have done the following:

1. Added a discussion forum (like Nextdoor!), with 4 categories: General discussions, lost&found, crime&safety, and recommendations.

2. Added a photo gallery, with 5 sub-galleries: Summer picnic, July 4th parade, National Night out, Oak Woodland construction, and Oak Woodland Opening ceremony.

3. Added the by-laws, as a link on the main page under the board member details.

4. Added an option to view the Master Plan report for our park, as a link under the Park Preservation committee description.

One final thing remains (from my initial list) - Adding the meeting minutes of our board meetings. I am waiting to get all the meeting minutes from Mary/Marian, and I will add them under the Events calendar page.

Please do check out the above changes, especially the discussion forum, and maybe even start a few threads on the discussion forum page in the respective categories. You will need a onetime sign-up to use the discussion forum, and you can then choose to follow any (or all) of the 4 discussion forums we have, to receive email updates about any new posts.

Looking forward to getting your feedback.

**2. Email (Marian)**

 a. Guidelines for emails from TONA

 No report

1. **BeautifySJ Project Update** (Marsey and Sam)

**Coastal Live Oak Tree Purchase (Marsey)**

Jennifer and I are hoping for some drier weather in the next couple of weeks, so that we can visit the recommended tree nurseries in Gilroy to begin our search for a mature Live Oak for planting in the Woodland Area.  We are working with experts in habitat restoration and oak woodland preservation to guide us in our choice of an appropriate tree, as well as when and where it should be planted.

1. **Insurance**

When the Memorandum of Understanding is signed (see update below) we will join UNSCC and our membership activated. We will have Insurance coverage once membership is activated. It will cost $200.

1. **UNSCC Membership** per BeautifySJ Grant.

Sam signed the Memorandum of Understanding for TONA,

Ken Podgorsek confirmed that it was sent to the City.

Sam followed up twice with the City via phone but did not get update.

Sam stopped by City Hall on Monday and asked if the MOU has been signed.  Veronica Schulte said that it will likely be signed sometime this week, and I confirmed with her that i will be attending the mandatory training for first time BeautifySJ grant awardees to be held at the Berryessa Community Center (3050 Berryessa Rd., San Jose, CA  95132) from 6:30 - 8 PM.  I will go there directly from work (in downtown) and go to another meeting afterward).  If any of our Board members can attend, please do so.

1. **“District 9 Leadership Group**” Update (Sam)

Comment from Ted Earle:  “Sam may bring this up as I believe it is important to note that the D9 Leadership Group meeting has been rescheduled to January 31 from 7-9PM at the Cambrian Library.  I will attempt to be there and it might be interesting for other board members to attend for visibility and to see what is happening around our district.”

Sam would like to begin sending our District 9 Notifications to the TONA email list. Marian explained that she does not always get to her emails immediately so that if Sam wanted her to send the email out quickly to please text her to let her know that he sent the email and would like it to go out asap. Otherwise the notifications will go out as soon as she can get to it.

1. **Other**

Opened a discussion about Elections coming up in October 2019.

We need to start combing the neighborhood to find replacements because if we wait, it is likely that we will not find anyone.

Sam asked everyone if we thought it was a good idea to have ALL of the Board leave at once and be replaced by a whole new board in October. Everyone agreed that it would be not a good idea. Perhaps we should consider amending the By-Laws to address the staggering of the Board positions.

Sam asked how many of the current Board members would like to stay on to allow for staggering.

**Sam** said he would like to stay on but not as President (perhaps Vice President).

**Marsey** said she would be staying on as 4th of July and Park Foundation Leader but is not considered an official board member (not elected).

**Marian** said she would stay on as leader of the Communications and that perhaps the Secretary (minute taker) could be up for replacement).

**Mary** said she would like to step down from Secretary Minute taker and work with Marian on the Community Events committee. She would be willing to still attend the TONA Board Meetings for continuity.

**Ted** is not in attendance.

**Abhishek** said he would continue on as Treasurer.

**Next Meeting(s)? -** Third Wednesday every odd month from 7 to 8:30 PM

March 20, 2019 7:00-8:30 General Meeting @ Pearl Library

May 15, 2019 7:00-8:30 @ Marian’s Home

July 17, 2019 7:00-8:30@ Marsey’s Home

October 16, 2019 7:00-8:30 General Meeting @ Pearl Library

**Meeting Adjourned: 8:05 pm**

Motion to adjourn meeting by Marsey

2nd by Sam

In Favor 5, Against 0, Abstain 0