

**Dimond Improvement Association
Board meeting minutes, 1/12/17**

Board members present at start of meeting: Zandile Christian, Craig Flanery, Robert Raburn, Tom Rose, Jennifer Joey Smith, Daniel Swafford, JoAnn Tracht-Rawson, Victoria Wake.

Absent: David Coleman, Fran Donohue, Julie Johnson, Marion Mills. **Guests:** Carol Lonergan, Etai Weininger

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

Meeting was convened by Craig at 7:10 p.m.

Guest introduction. Etai Weininger introduced himself. He was born in Oakland and moved to the Dimond/Glenview area two years ago.

1. Approval of agenda.

ACTION: Approve agenda with the addition of the February General Meeting and the addition to the WIP Reports of an update on Commercial Area Trees. (Motion: JoAnn; Second: Tom; in favor, unanimous)

2. December minutes.

ACTION: Approve minutes from December 8 board meeting. (Motion: Joey; Second: JoAnn; in favor, 6; abstain, 2 [Craig, Zandile])

3. Co-Chairs' report. None.

4. Treasurer's report. Craig received from Julie a profit & loss report for portions of 2015 and 2016. He will forward the report to everyone following the meeting.

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

Oaktoberfest. Daniel reported that Councilmember Annie Campbell-Washington will be one of the honorary chairs of the 2017 event, and that the planning committee is continuing to seek input from Dimond merchants on the event plans.

Website. JoAnn reported that the developer is "mapping over" the database to the new site, which is a complicated process. She will circulate a link to the in-progress site next week for the board's review.

DB&PA. Daniel reported that the group is working now to develop this year's budget and calendar. Craig and Daniel are hoping to meet with Ruth Villaseñor, new DB&PA chair, in advance of the DIA board retreat to talk about collaboration between the two groups.

City Council report. Iowayna Peña from Annie Campbell-Washington's office could not attend but gave Joey items to report on her behalf, including: the new owners of the Champion Fire House are working with the city to meet all requirements; the selection process for the new police commission has not yet been determined; Annie will be at the grand opening of the VebHub restaurant on January 15; and a meeting to gather public input on future capital projects for Dimond Park will be held on January 21.

Commercial area trees. Tom and Victoria reported that they will meet next week with a Sierra Club tree-program staffer to look at seven sites the tree committee has proposed for a first-phase tree planting. Zandile asked that they also look at the public space on Dimond Avenue where Sausal Creek is exposed, as there may be opportunity for tree-planting there. Robert reported that the water spigot at the Bienati parking lot has been closed off. This is the water source DIA has used for planters and young trees for years. He will investigate with the city and see if the supply can be restored.

6. Part-time contract bookkeeper. Zandile presented the Finance Committee's request to allocate budget for a part-time contract bookkeeper to handle DIA's day-to-day accounting and financial activities. This assistance would relieve Julie of the many hours she spends on these duties and enhance DIA's capacity to set up, manage, and report on organizational and project-specific budgets. Craig added that it's advisable and customary to separate the roles of treasurer and bookkeeper. The Finance Committee will prepare a draft scope of work and a recruitment process plan to bring to the full board for approval.

ACTION: Approve the creation of a part-time, paid bookkeeper position, and the separation of the positions of Treasurer and Bookkeeper. (Motion: Zandile; Second: Joey; in favor, unanimous)

7. Keep Dimond Clean budget allocation. On behalf of the KDC committee, Zandile requested a \$3,000 allocation from the general budget to fund one-quarter of KDC's expected expenses for 2017-18 program year. This is the same allocation as the previous year. Craig noted that following the development of a budget for DIA as a whole, this type of expense will be incorporated and approved during the budget process.

ACTION: Approve allocation of \$3,000 for DIA's Keep Dimond Clean program for the period August 1, 2017, through July 31, 2018. (Motion: Zandile; Second: Joey; in favor, unanimous)

8. Board retreat preparation. Craig and Joey led a discussion of final agenda and logistics for the board retreat to be held January 22 from 1:00pm-5:00pm, followed by a potluck dinner.

9. Board elections. The board discussed objectives and process for recruiting new board members to run for election in April. There are three unfilled positions and at least one expected additional vacancy. Victoria noted that our bylaws require the election of officers at the same time as the board election at the general meeting in April. She suggested we look at changing the bylaws to move the election of officers to the first board meeting after that general meeting. She'll look into it further and report back at the February meeting.

ACTION: Appoint JoAnn and Robert to be the 2017 Nominating Committee and task them with drafting a call for interested community members and a process for disseminating the call, and receiving and talking with prospective nominees. (Motion: Daniel; Second: Zandile; in favor, unanimous)

10. February general meeting. Victoria reported that Matthew Lonergan wasn't able to secure the speakers for a cybersecurity panel for this meeting. She suggested instead that we invite Councilmember Annie Campbell-Washington to speak and also Sheila Stoglin from the city's Bureau of Revenue Management, whose presentation at the October meeting was cut

short. There was general agreement, and Zandile and Victoria will pursue this direction. Carol reported that the Dimond Park Recreation Center was available for the meeting.

11. Other business. Victoria announced that AC Transit, responding to the DIA's earlier request, has installed a NextBus real-time arrival display in the northbound MacArthur/Fruitvale bus shelter. She will post the good news to the listserv and Nextdoor.

Adjournment. The meeting was adjourned by Craig at approximately 9:15 p.m.

Next board meeting: February 9, 2017

Minutes submitted by Victoria Wake