

**Meeting Minutes for Beresford Hillsdale Board of Directors (BOD) Meeting  
Held on June 2, 2011 at the Beresford Recreation Center**

**Present Board Members:** M. Edwards, K. Van Beckum, S. Shogren, J.Najjar, K. Herrel, M.Germano, S. Rowinski

**Absent Board Members:** S.Martin, B. Klafter, A.Schlossman

**Minutes written by:** Susan Rowinski, Secretary

**Attachments:** Meeting Agenda, Monthly BHNA Financial Statement.

**Meeting called to order at 7:35pm**

**Summary of BOD Decisions made during June 2 meeting**

- Accepted the May 31 financial statement and the May 5 board and May 17 general meeting minutes.
- July meeting entertainment budget not to exceed \$100.
- September BOD meeting will be held at M. Edwards home and not at the Beresford Rec Center.

**Summary of Action Items identified during June 2 meeting**

- Several BOD members agreed to take shifts during June 18 BHNA publicity event at the farmers market held at the College of San Mateo.
- S. Rowinski has volunteered to provide draft review of the monthly newsletter before it is sent out to the membership
- M. Germano agreed to write the procedures for the following processes: update new website, electronic transmission of BHNA monthly newsletter, and printing of the newsletter's mailing labels.
- K. Herrel agreed to write the procedure for updating and maintaining the membership file, and provide the names of the newsletter preparation and distribution volunteers to the Board. She will also work with one of the volunteers to have a bulk mail processing backup person. .

**Routine business**

Financial Report – Accepted 5/31//2011 financial statement

Board minutes- Approved May 5 2011 BOD meeting minutes

General meeting minutes- Accepted May 17, 2011 General Meeting Minutes

K. Herrel noted in May that (4) members renewed their membership and (1) new member joined BHNA

**Upcoming BHNA General Meetings Featured Speakers**

The 2011 General Meeting speaker schedule has been filled. There currently are no speaker vacancies.

June - Ken White, President, Peninsula Humane Society to speak. S. Rowinski is the meeting BOD lead.

- Ken has no AV needs and has no plans for handouts during the meeting.

July – Annual Member Social Meeting. M. Edwards to be lead ( i.e. Master of Ceremonies).

- Food and entertainment to be provided by local merchants. S.Rowinski to contact local bakery, Kathy's Kakes for quote on sheet cake. Romulo's ice cream will be served.. M. Germano to determine final entertainment. Entertainment budget = \$100.
- M. Germano to bring utensils, napkins, plates and bottled water. Outstanding items: Cake supplier, recycle waste management system and social activities ( i.e. trivia contest).

August – No meeting held

September – City Council candidate night – K. Herrel will arrange for the candidates attendance and another BOD lead if she is unable to attend.

October – Assembly member Jerry Hill to speak. Former BHNA president A. Arnold to lead the meeting

November – Mike Postel, San Mateo County Historical Society to speak. Former president A. Arnold to lead meeting

December – No meeting held

## Old Business

- BHNA publicity table at the College of San Mateo Farmers Market
  - To be held on June 18 from 8:30am-1pm.
  - BOD members agreed to take shifts with managing publicity table. M. Edwards and K. Harrel 8:30am-10am. K. Van Beckum and S. Rowinski 10am-11am. J. Najjar 11am-1pm.
- Leadership for Future BHNA General Meetings
  - Refer to prior General meeting section
- Keeping BHNA Going
  - Newsletter
    - M. Germano to document the procedure to send monthly newsletter electronically to members.
    - M. Germano to document the procedure of printing the newsletter's mailing labels. Labels are attached to the newsletters that are sent to members in the US mail.

Monthly newsletters are sent by US bulk mail status. This requires the newsletter to be delivered to the main Post Office on Delaware Ave. K. Herrel currently does this, but is looking for a non-board BHNA member to learn the does the postal delivery and handle the account deposit with USPS. BOD did not have an issue with a non-board member handling the deposit check, since it will be completely filled in and made out to the Postmaster.

  - Membership File
    - Treasurer has the responsibility of maintaining ( i.e. updating and backing up) BHNA membership files
    - K.Herrel (current treasurer) to document the procedure for maintaining the membership files
  - Mail pick up at PO Box
    - PO Box located at the 25<sup>th</sup> Ave. US Post Office.
    - Treasurer checks PO Box for BHNA mail
    - Access to PO Box is using a key. Two keys were issued when box was open. One key is missing.
- Newsletter
  - M. Edwards (BOD member and current editor) has expressed interest in a identifying a replacement
  - S. Rowinski has volunteered to review draft newsletter
- New design and features for the BHNA website
  - New BHNA website to be launched at the end of June.
  - Password controlled access to BOD meeting and General meeting minutes. Password to be provided to current BOD members. Genral procedures for “keeping BHNA going” could also be posted in the password controlled portion, too.
  - M. Germano to write procedures for updating the website content/
- John Belforte memorial bench
  - To be discussed at future BOD meetings
- Music practice noise heard during monthly general meeting
  - To be discussed at future BOD meetings
- Follow-up on D. Lim (City Council Member) May 2011 BOD presentation on Leaf blower Ordinance, Cal train and High Speed Rail

- To be discussed at future BOD meetings

### **New Business**

- Organizing the annual Newsletter Mass Mailing Event
  - Event objective is to increase membership by encouraging new members to join BHNA
  - September BHNA newsletter will be sent to 3000 non-members
  - The newsletter team will meet at K. Van Beckum home to prepare the 3000 newsletters for the mass mailing
- Meeting place for September BOD meeting
  - Beresford Rec Center, normal BHNA BOD meeting venue, is closed Aug 23- Sept 6. BHNA BOD September meeting is scheduled for September 1
  - BHNA BOD meeting will be held at M. Edwards home on Winway
- S. Rowinski has agreed to attend the Dept of Public works Hacienda and Hillsdale Neighborhood Workshop on June 9. S. Rowinski will describe observations at the July BOD meeting.
- M. Edwards raised concern about the “tire truck” which is parked on Winway or 36<sup>th</sup> Ave. each evening. Although registered on 9<sup>th</sup> Avenue, the owner appears to live in Hillsdale Garden Apartments. Since the truck is moved at least every 72 hours, there is no code provision to require it to park outside a residential area.

**The meeting was adjourned at 9:00 PM.**

**Attachment #1: AGENDA- June 2 2011 BOD Meeting**

**Beresford Hillsdale Board Meeting Agenda  
June 2, 2011, 7:30 p.m. - Beresford Recreation Center**

**Routine business**

Accept Financial Report  
Approve May Board minutes  
Accept May General meeting minutes

General meetings:

June - Ken White – Sue leads  
July – Social – cake and some ice cream, Golden Chordsmen, other activities?  
August – no meeting  
September – City Council candidate night  
October – Jerry Hill (Anne leads)  
November – Mitch Postel – County Historical Society (Anne leads)  
December – no meeting  
January - open

**Old Business**

BHNA publicity table at the Saturday College of San Mateo Farmers Market - Juliette  
Leadership for future meetings (July and September General and all future Board)  
“Keeping BHNA Going” – back up for critical and routine tasks  
Newsletter editor  
New web site - Mike  
John Belforte memorial bench – Mike/Karen  
Music practice room noise during meetings  
Any follow up on David Lim’s remarks - Leaf Blower ordinance, Caltrain, and High Speed Rail

**New Business**

Organizing the September mass mailing (BOD would be Thursday, 9/1 – no meeting place scheduled)  
BHNA representative at Hacienda St traffic workshop Thurs 6/9, 6-7:30, Sr Center

**Attachment #2: June 2 2011 BOD Approved BHNA Financial Statement**

As of 5/31/2011

	Jan-11	Feb-11	Mar-11	Apr-11	May-11	YTD TOTALS
<b>BEGINNING</b>						
<b>BANK BALANCE</b>	\$8,280.33	\$8,407.52	\$8,551.25	\$8,508.77	\$8,471.28	
<b>INCOME</b>						\$1,320.00
<b>Dues</b>	\$528.00	\$312.00	\$288.00	\$132.00	\$60.00	\$9.00
<b>Other</b>	\$3.00			\$6.00		\$1,329.00
<b>TOTAL</b>	\$531.00	\$312.00	\$288.00	\$138.00	\$60.00	
<b>EXPENSES</b>						\$0.00
<b>Beresford Room Rental</b>						\$185.00
<b>Bulk Rate Permit</b>	\$185.00					\$30.00
<b>United HOA Dues</b>		\$30.00				\$32.98
<b>Charitable gifts</b>	\$32.98					\$365.35
<b>Printing</b>	\$80.10	\$77.09	\$73.69	\$68.93	\$65.54	\$369.45
<b>Bulk Postage-newsletter</b>	\$105.73	\$61.18	\$65.28	\$68.10	\$69.16	\$61.27
<b>Office Supplies</b>			\$32.81	\$28.46		\$92.00
<b>PO Box annual fee</b>			\$92.00			\$39.20
<b>Postage (non-bulk)</b>			\$39.20			\$10.00
<b>Refreshments</b>				\$10.00		\$0.00
<b>BHNA web site fees</b>						\$27.50
<b>Miscellaneous</b>			\$27.50			\$1,212.75
<b>TOTAL</b>	\$403.81	\$168.27	\$330.48	\$175.49	\$134.70	
<b>BALANCE</b>	\$8,407.52	\$8,551.25	\$8,508.77	\$8,471.28	\$8,396.58	