

**Dimond Improvement Association
Board of Directors meeting minutes, 1/9/20**

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

Abbreviations used in minutes: CRM (Customer Relationship Management)

Chris convened the meeting at 7:08 p.m.

1. Agenda approval.

ACTION: Approve the agenda as adjusted by the chair. (Motion: Jay; Second: Tomasz; in favor, 8; opposed, 0; abstain, 0)

2. Chair's report. Chris reiterated that board members should respond to the Google meeting invitations right away, even if it's to click "maybe." He also said that board members should contact him if they are having difficulty making connections with agencies or individuals in city government.

3. December minutes approval.

ACTION: Approve minutes from the December 13 board meeting. (Motion: Tomasz; Second: Jay; in favor, 5; opposed, 0; abstain, 3 [Julie, JoAnn, Tomasz])

4. Work in Progress (WIP) reports (from written & verbal reports).

Beautification. A new tree has been planted on Fruitvale Ave. by the Shell station, replacing a tree that died. DIA paid for stump removal and concrete cutting to expand well; Trees for Oakland planted the box elder (*acer negundo*). Weeding of tree wells along Fruitvale Ave. and MacArthur Blvd. will continue on Jan. 14.

Communications. Carol Lonergan will produce the February newsletter; the deadline for articles is Feb. 12 and the publication target date is Feb. 19. Possible topics so far include a business development update; community grant awards; and public safety committee profile. Victoria is doing the publicity for the February general meeting. Karen Marie Schroeder has taken over posting to the Dimond Calendar. A new volunteer, Mailisha Chesney, may become a Dimond News Group moderator. Tomasz is looking into issues with some accounts in Paid Membership Pro.

Executive Committee. Held a meeting on Jan. 3 and discussed storage needs, difficulty in setting up a next meeting with CVS regional management, and the FY20 budget process and retreat. Zandile will research commercial options for storage; Chris will work on creating a committee to solve the problem.

Keep Dimond Clean. Kathleen Russell has offered to help with planning the 2020 fundraiser, even though she is stepping back from direct involvement.

Public Safety. In the process of scheduling a meeting this month.

Grants Program. The program launched Dec. 18 and publicity has continued since then. The deadline for applications is Jan. 31. Ryan will develop the scoring form for the evaluation committee to use. Chris will appoint a committee of four in the next few days; Fran, Jay, Julie, Marion, Tomasz, and Victoria have expressed interest. Jay has created a DIA account with HubSpot, a CRM program that will be used in the grants processing and should be helpful elsewhere as well.

February 4 general meeting. The meeting topic will be wildfire prevention and protection. Speakers from the Oakland Firesafe Council, Oakland Fire Department, and Oakland Public Works have confirmed; Councilmember Thao will provide a video statement. Victoria, Julie, and Jay are the ad hoc event committee.

5. Keep Dimond Clean volunteers. Zandile asked for board members who could be litter pick-up team leaders on specific Saturdays over the next three months, when regular team leaders are not available. The dates are: Jan. 25, Feb. 8, Feb. 22, Feb. 29, Mar. 21, and Mar. 28. Zandile will provide all the supplies and brief the fill-in team leaders on the tasks involved. She passed around a sign-up list. JoAnn will forward contact information for a prospect she knows. Marion will ask among the volunteers who do litter pick-ups on Mondays and Wednesdays.

6. Google tools. Chris led a discussion and demonstration on making better use of our Google Team Drive, with the goal of having all board members comfortable with accessing it, adding documents, participating in document reviews, etc. Any board members needing coaching can contact Chris, Tomasz, or Victoria.

7. Retreat preview. Chris presented the FY21 goals and budget development task list and timeline, including portions that will be addressed at the retreat on Feb. 2. It was agreed that we would start in the morning so we are finished by the Super Bowl kick-off. An organizational development and facilitation professional in the Glenview has offered some pro bono hours to help with one or more aspects of the retreat. Julie distributed a Budget vs. Actuals FY20 year-to-date report, which showed that at 75% of the fiscal year, income is at 75% of expected and expenses are at 27% of expected.

Adjournment. Chris adjourned the meeting at 8:55 p.m.

Next board meeting: February 13, 2020

*Minutes submitted by Victoria Wake
Approved 2/13/20*