

Windsor Heights Neighborhood Association Board Meeting Minutes
Thursday, May 31, 2007
6:30 – 8:30 p.m.
Hosts: David and Colleen Lange
6503 Del Matro

Meeting started at 6:30 ended at 8:35.

Next Meeting: Monday, June 4, 2007, 6:00 p.m. to 7:30 p. m. (Finish Agenda)

Attended: David Lange, Dave Jenison, Sandy Davidson (arrived 7:30 p.m.), Joan Wieder, Pat Moran, Sara Mitchell, and Stacey Long

Article 2 of the Bylaws state:

Purpose

The purpose of the Association shall be to maintain and improve the quality of life in the Windsor Heights community by working in partnership with the city government, local businesses, and other community organizations to bring about civic enhance communication to and between all Windsor Heights residents for the good of our neighborhoods and the welfare of our community.

President's Responsibilities

- Presides at all meetings
- Presents Annual Report to membership
- Oversees all committees
- Represents the Association before the **city council** or other outside media/spokesperson

David will be responsible for preparing a press release for the Windsor Heights Neighborhood Association to be distributed in the area through the Des Moines Register. The press release will include Association's purpose, bylaws, and board members. David will give final draft to Sandy. Sandy will then give it to Frank Vin Luan from the Des Moines Register.

He is also responsible for planning all meetings for the board. If he is not able to plan and/or facilitate a meeting, then Dave Jenison (VP) will be responsible for planning and facilitating the meetings.

Vice President

- Assists the president as requested

Publish minutes on website (Will this ultimately be the secretary's job?)

Dave handed all board members a copy of an e-mail from Donald Bustell. The e-mail contained information that the locally owned company, Internet Solver, has offered to host our website at no charge in exchange for an acknowledgment by placing a link to their site at the bottom of the website. Internet Solver can also bundle the domain name

registration with others that they manage insuring that the registration does not lapse. The cost would be estimated at \$10 per year.

The website would be set up so anyone can e-mail members of the board, and those e-mails would be sent to each board member's e-mail box. Personal e-mail addresses will not be exposed to the internet and subject to harvesting by spammers. This will also be easy to change and redirect when the board changes. The website will start with a home page, board contact page, and a posting of the bylaws.

It was suggested by Joan and Sara that when e-mails are sent to members, that we send to everyone. If members choose that they do not want e-mails from the Association, then they can opt out of getting e-mails.

Dave will contact Marketa George-Oliver to learn more about the pros and cons of obtaining a single ZIP code for the city and, in anticipation that the board will want to support the city's effort and in consideration of the tight time frame, formulate a letter addressed to the federal Post Office authorities in support of the city's efforts. This letter will be distributed to the board members by Saturday, June 2, 2007. The letter, if approved by the board, will be sent to all individuals that have given the Windsor Heights Neighborhood Association their e-mail addresses. Each individual will be asked to send it to the Post Office authority themselves as additional support to this effort.

Secretary

- Takes minutes at all meetings
- Publishes meeting minutes to any WH resident or business owner who has provided e-mail address and requested minutes
- Maintains all records other than financial, including the membership roster with e-mail contact list
- Provides meeting notices to outside publicity sources

Colleen Lange will retrieve the member information from Mary Yearns and give it to Sandy Davidson for record keeping. Sandy will complete a spreadsheet with all of the member's information. Minutes will be e-mailed to all Association members who have provided their e-mail address unless they opt out.

Treasurer

- Oversees all accounting including payment of bills
- Provides a financial report at each meeting (board meetings and quarterly membership meetings)
- Reports all membership changes based on payment/non-payment of dues to Secretary
- Report to Federal Government
- Pursues payment of renewal dues with members

Joan will complete filing for a Federal ID#. She will also compare with Sandy who is a paying member on the e-mail list of names that Mary Yearns has completed. So far 31

individuals have paid membership dues. There are approximately 90 names on the e-mail list.

Schedule and structure of each meeting:

- Take roll
- Review minutes from previous meeting
- Receive Treasurer's report
- Commence agenda items (special programming)

Policy/Guidelines to shape future decisions

- The board discussed the idea of adopting a non-binding set of guiding principles that will help current and future boards decide which issues the board should consider and take a formal position on. It was agreed that some issues would be too controversial for the board and Association to adopt a formal position. For those issues, the board's purpose will be to distribute information only and remain neutral.
- Secretary will have a hard copy of bylaws, addendums, and information of the board that is serving the Association.
- It was agreed that before the board would consider a citizen's request for action, that citizen must first make reasonable efforts to resolve their issue with the appropriate party (e.g. the city). The Association should not be viewed as the first option for redressing grievances.
- Recommendations from a committee will be brought up in an agenda, and not necessary supported by the board.
- Four board members must vote "yes" on a complaint that is brought to the board. If four vote "yes", then a committee may be formed or a deeper study may be initiated.

Things to think about for the next meeting.

What percentage of members/board members do we need in order to bring a complaint to City Council? *This question will be answered at the next meeting.*

How will we consider gifts and donations to the Windsor Heights Neighborhood Association?

Next meeting we will be continuing with the Agenda that David Lange presented to the board. Information about a Neighborhood Watch and free lawn mowing was given to Sara from Stacey. Sara gave Stacey a list of questions that the Association may use for reference that was developed by Marketa Oliver.

Minutes done by Stacey Long