

DONNER SUMMIT AREA ASSOCIATION
Board Working Meeting Minutes
Sunday, December 9, 2007 – Kolbe house

(Next meeting: Thursday, January 10, 6:00pm at Tam Lieberman's house)

Attending:

Board:

Pat Malberg, President	Tamara Lieberman
Mickey Gray, Vice-President	Ron Kolbe
Alisha Lee, Treasurer	Simone Janssen
Sara Taillon, Secretary	Carrie Hoyt
Jim Thomson	

Guests: Heidi Kolbe, Bill Davis, Nancy Latimer, Don Malberg, Rob Lee

Call to Order: The meeting was called to order at 16:17 PST.

1) Monthly Business:

- a) Public Comments: No public comments were made.
- b) Approval of Agenda and Minutes: Mickey motioned to approve the minutes and Tamara seconded the motion. The motion passed.
- c) Treasurer's Report:
 - i) General: Treasurer report was delayed until Alisha can get bank statements. The new signature card was submitted and Alisha is officially the treasurer so she should now be able to get statements. Pat emphasized the importance of monthly treasury reports and Alisha agreed.
 - ii) On-Line Banking: Only the treasurer will have access to withdraw funds. The treasury committee (the executive committee) will discuss policies such as limits on transaction sizes, etc. Alisha motioned that we remove our Quickbooks accounts from the online version and move to Quickbooks Pro. Mickey seconded the motion. Jim asked about licensing and backup. **The IT committee will discuss backups of all our documents and suggest a policy.** The motion unanimously carried.
 - iii) Taxes: We still need to file the form to apply for our tax-exempt status with the state. **Ron will submit the form by the end of the year.** According to Ron, we are not required to file taxes until after our third year (taxes will be due this summer, for the first time).
- d) Correspondence: There was no correspondence except email. Discussion about recent email threads was tabled.
 - i) Committee Reports: New committees were announced (see below).
 - o Fundraising and Membership: Tamara would like to send an end of year mailing soliciting donations and/or memberships. **We decided to send an end of year email to all 300 email addresses in our database and then a physical mailing early in the new year. Tam will draft an email and Sara will send it out.**
 - o Economic Development: Ron is making some progress on the list of summit businesses, but it's not as easy as hoped.
 - o Communication: Sara reported that we have a complete email distribution list consisting of ~300 addresses.
 - o Education and Community Building: Pat reported in Dan's absence that our next seminar would likely be Fire Prevention and Safety. Tam said that it is very important to talk to Bryce Keller, Truckee Fire Protection District Chief.

- Community Visioning: Committee report was tabled (see below for Summit Summit II discussion)
- Information Technology: Sara reported that the membership database is as complete as the information we have and now includes the Plavada homeowners as reported by the Plavada HOA. Pat mentioned that there are still some Plavada homeowners who have not received their survey, so there is still some investigation to be done.
- Organization Coordination: Alisha and Jim are attending the upcoming SLCWD meeting. Tam cannot attend this meeting, but has volunteered to coordinate with SLCWD in the future. **The SLCWD meeting is this Friday, December 14 at 5:00pm at the Water District (Short Street, Serene Lakes).**
- Infrastructure: Pat and Tam have finalized the committee list (see below). Pat will be gone from Dec. 24 for about a month. Alisha mentioned that we need to draft a formal budget. Tam recommended that we do things like draft the budget in committee, rather than as the entire Board. **Alisha would like budget estimates sent to her from each committee chair.**

2) Continuing Business:

- a) Insurance: Dan was not in attendance so there was no report.
- b) Preparation for Summit Summit II (Bill Davis):
 - i) **All Board members should arrive at Donner Trail School at 9am.**
 - ii) Bill presented the agenda:
 - 9:30am: There will be a 20 minute summary of the survey results before the Summit Summit starts. It will just be a brief summary of the survey report.
 - 10:0am: Kickoff: welcome, introductions and overview
 - 10:15am: Circulate to breakout areas to review past information from Summit Summit and Survey.
 - 11:15am: Reconvene and breakout groups report.
 - 10:30am: There will be 9 session breakout stations, each facilitated by a Board member. **(Facilitators should be at their stations by 9:30am.)** Participants will choose breakout areas.
 - **Sense of Place / Quality of Life: Tam**
 - **Habitat / Wetlands / Meadows / Water: Simone, Carrie**
 - **Economic Development / Business Development: Sara**
 - **Recreation and Outdoor Activity: Pat**
 - **Infrastructure / Transportation: Ron**
 - **Communication: Alisha**
 - **Growth and Development: Bill, Dan**
 - **Community Leadership, Alliances and Partnerships: Jim**
 - **Other?**
 - 11:45am: Resolve and wrap-up.
 - iii) Logistics:
 - **Bill will revise the questions for the facilitators.**
 - Chairs and Tables will be provided by the school
 - **Sara will send another email about the event, with the agenda.**
 - **Sara will bring name tags**
 - **Sara will bring sign-in sheet**
 - **Sara will bring brochures**
 - **Sara will put up signs on the day of the event**
 - **Tam will bring a few flip chart stands**
 - **Jim will call Event Masters to see if we can rent a couple more flip chart stands**

- **Someone will need to man sign-in table**
- **Carrie will provide snow removal**
- **Dan and Jim will provide coffee and snacks**
- **Heidi Kolbe will ask some Donner Trail students to sing the school song**

3) **New Business:**

a) Policy Discussions:

- i) Press Releases: The communications committee will draft press releases, distribute to the Board for comments. Comments must be sent within 24-48 hours.
- ii) Facilitating of Foster/Syme Meetings: We will not facilitate any meetings that are required by the County. The Board would vote on our involvement in other informational Royal Gorge meetings before we would commit to participating in such meetings.
- iii) Sharing DSAA Mailing List: Tamara moved that we do not under any circumstance share our mailing list. Tamara further moved that we would entertain requests to distribute information to our members on other groups' behalves on a case-by-case basis (we would do the mailing and be reimbursed for expenses and time). Mickey seconded and the Board unanimously approved the motion.

4) **Adjournment and Next Meeting:** The meeting was adjourned at 18:33 PST.

NEXT DSAA MEETINGS:

- **Summit Summit, Saturday, December 15 at 9:00am at Donner Trail School**
- **Thursday, January 10, 6:00pm at Tamara Lieberman's house**

Respectfully submitted,
Sara Taillon, Secretary

2007-08 DSAA COMMITTEE ASSIGNMENTS

Fundraising and Membership:

Tamara Lieberman, Chair
Carrie Hoyt
Sara Taillon
John Kirrene

Economic Development:

Ron Kolbe, Chair
Mickey Gray

Communication:

Sara Taillon, Chair
Simone Janssen
Alisha Lee
Kathryn Gray

Infrastructure:

Pat Malberg
Tamara Lieberman

Education and Community Building:

Dan Wexler, Chair
Pat Malberg
John Kirrene
Kathryn Gray

Information Technology:

Sara Taillon, Chair
Alisha Lee
Dan Wexler

Community Visioning:

Jim Thomson, Chair
Mickey Gray
Carrie Hoyt

Organization Coordination:

Carrie Hoyt, Chair
Simone Janssen
Jim Thomson
Ron Kolbe
Pat Malberg

Budget and Treasurer's Committee:

Alisha Lee, Chair
Pat Malberg
Mickey Gray
Sara Taillon