

Discovery Bay Women's Club

Board Meeting Minutes

August 24, 2023

Call to Order: 10:00

Leaseholders Present: 30

Staff Present: Lori Garrison

Board Members Present: Sheryl Haller - President, Kosha Long - Vice-President, Sam Blake - Treasurer, Kena Warrick - Secretary, Gillian Herbert - Member-at-Large

President's Opening Statement: Sheryl Haller - Welcome to the first Board Meeting of the new Board. Sheryl introduced Tenna to make the exciting announcement that the IRS has approved our Club's application and we are now officially a non-profit, tax-exempt 501c7 Social Club.

Secretary's Report: Kena Warrick

Motion to Approve:

- Board of Director Meeting Minutes - July 27, 2023
- Work Session Minutes - August 17, 2023

Gillian made the motion, Sam seconded, motion approved unanimously

Park Manager/Facilities Report: Lori Garrison - We have downsized staff now that Berms don't need as much attention. Wendy is no longer with us. We hope to keep Rob year-round on a part time basis. We have hired Bevin to be our Monday cleaning person. We plan to stain the pool fence and are currently looking for some good budget-friendly stain..

Treasurer's Report: Sam Blake - The Finance Committee met this week. See Kate's report below.

Committee Reports:

- Activity - Thea Albert- Michele Ransom and the Activity Committee are planning a crab feed for Labor Day. Order sheets are in the office to choose ½ or a whole crab. Crab and corn will be served and people are asked to bring salads to supplement the meal.
- Document Review - Kate Higgins - Edits to the DBWC Rules, requested by the attorney, have been made. No changes were made to the Rules. We are waiting for more work from the Board.
- Election - Annie Haller - We met recently and used everything we learned from the past election to develop directions and guidelines for conducting future elections. In the past the office manager directed the elections process. Now the committee will have sole responsibility for future elections.
- Finance - Kate Higgins - We will be clarifying a few items with Barb next week to prepare for Budget Week which will begin on September 18. We will discuss the budget proposal for 2024 and take comments and questions at the September Work Session. The Budget Week meeting will be in person in the office and on Zoom and everyone is invited to attend. We ask that the Board give approval for Susie and Sile to be members of the Finance Committee.

- LARC - Sherri Musgrove - We have been organizing back-logged paperwork. All permits have been issued for those who have requested them. We have processed several closures this week and last week. We are actively seeking two more committee members for LARC. We are now meeting in the office and on Zoom. This will allow us to process permits and other paperwork during the meeting. We will be able to deliver permits to those requesting them right after meetings.
- Long-Range Planning - Jackie Cairns - No report
- Meet and Greet Group - Jeri Niederbing - We met last week and have lots of work in progress. We are working on a draft questionnaire for those interested in buying. We will be sending some information to Lynn Brem for the web page. We are still working on the spread sheet for interested buyers and renters. Our next meeting is this coming Sunday.
- Pet - Jeri Nieberding - We have numbered the dog stations and have inventoried the keys. We are still looking into the project (requested by an RFA from Bear Brown) to extend the length of the small dog meadow. We are getting a second quote to increase the fence line and then will need to look into fundraising . We have some updates for the website and will send them to the Web Team. We are looking for incident reports that have been completed in the past and are now creating a new official binder to catalog incident reports. It's been a quiet and delightful summer for our pets.
- Renewable Energy Task Force - Sherri Musgrove - No report.
- Safety - Kerrie McMillen - The Safety Committee had a robust discussion about safety items at our last meeting. The Flu Shot Clinic will be on 9/11 at 3:00. Carol Odee is coordinating that. Sign-up sheets will be out next week. The Household Hazardous Waste event sponsored by Jefferson County is coming up. The Safety Committee will work with Facilities to create a plan for collecting items. Instructions and lists of what can be collected will be distributed soon. The self-defense class will be on 9/14 at 4:00. We have about 20 people signed up. Sign-ups are still open. We are considering a safe driving class/opportunity for members and may collaborate with the Shipley Senior Center. More information to come.
- Web Team - Lynn Brem - We have received two reports in the last month from iphone users being confronted with a captcha requirement before they can get to the content. However, the captcha never works. Contact the webteam so that they can send a video with instructions about how to fix this. When looking for time and dates for events, the calendars on the website, the screen in the office or your device (if you have subscribed) are the most accurate versions. The facebook version may not be as accurate since it is only a snapshot of the calendar at a moment in time. Directions for subscribing to the calendar are on the website. Thank you Nanci for maintaining the calendar.

Unfinished Business:

- Approval of additional new 2023 Committee Members -
Jeri Solomon - Web Team
Sile Donnelly - Finance Committee
Susie Thrune - Finance Committee
Gillian motioned to approve, Sam seconded, unanimously approved.

New Business:

- RFA: Prohibit flying Chinese Lanterns in the Park - Kerrie McMillan - Kosha motioned to add Chinese Lanterns to fireworks as items that are prohibited to be used in the Park, Sam seconded, unanimously approved.

- RFA: Install Access to Electricity in Safety Shed - Kerrie McMillan / Safety Committee - Kerrie has scheduled an appointment to obtain and estimate. She reminded the Board that this request is to make it possible for lighting in the safety shed, put a dehumidifier in there in the winter, and for lighting. Sheryl has a possible alternative to installing electricity that she will discuss with Kerrie.
- Use of Meadow to Enter or Leave the Park - Facilities has determined that in the case of an emergency that the meadow could be accessible for vehicles to enter or leave the Park. There was a discussion about who may declare an emergency that would require use of the meadow and the point was made that where there is danger to life, common sense might require that Members make their own decision that evacuation is necessary. The benefit of a declared emergency by public officials, CERT/Safety Committee or Facilities is that people may be made aware that vehicles may be crossing the meadow. Members are reminded that there is a difference between a community emergency and a personal emergency.

Kena made a motion that we add a DBR Rule: The meadow may be used for evacuation purposes in the case of a community emergency. Kosha seconded, the motion was unanimously approved. This will be forwarded to Document Review for wording and included in the DBR Rules.

Announcements: The names of our current Street Sisters will be posted on the Safety Page of the Website.

Motion to Adjourn: was made at 10:53 by Sam and seconded by Gillian.

Minutes submitted by Kena Warrick, Treasurer