



## SHERWOOD FOREST COMMUNITY CLUB

### Executive Board Meeting Minutes

DATE: February 27, 2020

TIME: 6:30 p.m.

LOCATION: Lee Sargent's House

1. **Call to Order:** The January SFCC board meeting was called to order at 7:08 p.m. Attendees: Emmanuel Solis, Janet Castaneda, Lee Sargent, John Haro, Patrick Tousignant and Anne Drebin. Also in attendance were Ken and Lee Schiring and Jillian.
2. **Motion to approve Minutes from previous meeting:** Minutes for the Board Meeting held on 1/20/20 were discussed and approved at this meeting. Motion to approve made by Patrick. No discussion and approved by all.
3. **Treasurer's Report:** The report as of 2/27/20 was presented by John and reviewed during the meeting. Checks pending to post: N/A. John asked when IRS reporting is due. Emmanuel clarified that, we only have to declare to the IRS that we received less than \$10,000 in income. This is done in October. Lee asked when dues are payable. The process has started. It will be mentioned in the April newsletter. People often end up paying their dues at, or after the annual meeting. It was also clarified that the reports that are uploaded to the website are redacted.
  - a. Budget overview: Checking \$444.82 | Savings \$3,819.21 | Total: \$4,264.03
  - b. Dues update: \$20.00 in dues received.
  - c. Payments: N/A.
  - d. Reimbursements: \$397.75
  - e. IRS / Bank status: No change.
  - f. Monthly reports: No updates
  - g. Motion to approve Treasurer's Report: Patrick motioned to approve, Emmanuel seconded. Moved and approved by all.



## SHERWOOD FOREST COMMUNITY CLUB

### Executive Board Meeting Minutes

4. **Membership Drive / Neighborhood Involvement:** Lee put a notice about the 2/27 meeting on Nextdoor. Residents Jillian and Ken & Lee Schiring attended. After much editing, Lee had the flyers printed. He also had house-signs printed to show meeting locations and some SFCC business cards for himself. Janet and John suggested next time the cards be generic to SFCC and not mention anyone's name. It was motioned that Lee be reimbursed for these items. Motion approved by all. The block rep meetings are scheduled for April 18<sup>th</sup> and 19<sup>th</sup> at 2 p.m. The Saturday meeting will be at Lee's and the Sunday meeting at John's. Anne suggested a "save the date" email go out to the block reps so they can put the date on their calendars. John suggested we have the newsletter ready to give to the block reps along with the flyers. The newsletter will be planned at the March board meeting. The block reps will be given extra flyers to hand out to any people who subsequently move into the area. Articles for the newsletter will include: President's Report (Lee), Treasurer's Report (John), update on Tree Canopy (Patrick), status of BTC (Emmanuel), update on the Sears Project (Patrick) and Accomplishments (TBD). The draft agenda for the block rep meetings was reviewed and a few updates were made. John moved to accept the agenda. Patrick seconded and it was approved by all.

#### Action Items:

- Send out "save the date" email to block reps. **Owner: Emmanuel**
- Newsletter content due by 3/19/20. Owner – **Lee, John, Emmanuel & Patrick**
- Review schedule for block rep meeting and assign owners to agenda items.  
**Owners: All**
- Print out current resident lists to give to each block rep for updating. **Owner: Janet**

5. **Emergency Preparedness (EP):** John's contact with the City is Paul Thomsen. John felt the City really isn't set up for EP very well. He's going to follow-up with some other cities to see what they're doing. He's hoping they might have better programs in place. Paul said he would try to arrange a meeting some of the NE Bellevue Communities to discuss this further. John isn't sure if Paul is an employee or contractor. He'll see if he can find out.

#### Action Items:

- Follow-up with other cities on EP. **Owner: John**
- Stay in touch with Paul Thomsen to make sure he schedules the meeting.  
**Owner: John**
- Discuss how to present EP to the block reps.
  1. What does each block rep feel they need?
  2. Ask each block rep to pick a topic to address.
  3. Open discussion with block reps on what they feel would work for their area.
- Research / determine if SFCC we should provide matching funds to get everyone water containers. **Owner: TBD**
- Appoint one person to be the SFCC SPOC to interface with Police, Fire, etc.  
**Owner: TBD**



## SHERWOOD FOREST COMMUNITY CLUB

### Executive Board Meeting Minutes

- See if Joseph Joy will come to a meeting to educate us about CERT and what he might be willing to take on to help us out. **Owner: John**
- See if the block reps would be willing to do welfare checks on the folks on their blocks and report in to the SPOC. **Owner: TBD – will include as an agenda item for the block rep meetings.**
- Make a directory of tools and skills people in SF have available. **Owner: TBD**

6. **General Q&A (Open to the Public):** Lee likes the idea of having an open Q&A session at the start of the Monthly Meetings so that people can come by to hear what's going on with the Board and Community. It will also be a forum for residents to ask questions, or inform the Board about what's happening in the neighborhood. A couple folks came to the February meeting.

Action Item:

- Put a notice on the SFCC website each month and Nextdoor notifying residents of upcoming board meeting and inviting them to come by at 6:30 if there's anything they want to discuss. **Owner: Emmanuel / Janet**

7. **Scanning Of Historical SF Documents:** Scan SF history (boxes) and organize the information we have to make it accessible. Patrick has finished 5 of the 8 original boxes. He expects all the boxes to be done by the end of summer. There are some blueprint-sized documents that Patrick can't scan. Need to decide what to do with these. They can be scanned at Staples for about \$8 per 36"x 48" sheet. These documents are being set aside and this will be discussed at a later date when the need arises. Patrick to research the software for quick search and also methods for quick scan. Once Patrick finishes all the scanning, he feels there will only be one folder of documents that need to be kept somewhere. A decision on what to do with those can be made once the scanning is complete.

8. **Committee Reports:**

- a. Traffic/Transportation: Kurt and John met with Rebecca Rondi, the new traffic liaison. She seems to be dialed in on the issues. She agreed to re-do the traffic study on 30<sup>th</sup>. The initial step was to re-baseline and Kurt and John have done that. The study started in early March. Kurt isn't thrilled with the location of the speed device but it's better than the original location the City proposed.

Action Item:

- Update on the Environmental Stewardship Open House: **Owner: Lee**

- b. Neighborhood Enhancement: Patrick went to a meeting for NW communities. He said there wasn't much new to report. They just talked about projects to be done, etc. The City doesn't have any funding for our area for the next 5 years. The City's Environmental Stewardship Plan held an open house at Interlake HS on the 3<sup>rd</sup>. Lee was going to attend the open house.



## SHERWOOD FOREST COMMUNITY CLUB

### Executive Board Meeting Minutes

Action Item:

- Update on the Environmental Stewardship Open House: **Owner: Lee**

c. Communication: No update

d. Land Use:

- BTC: There's no current activity.
- Trees: Lee was going to attend the Environmental Stewardship open house on the 3<sup>rd</sup> and will see if there's any update. He will also try to get the City to understand the importance of this issue. Patrick feels the City has not taken any action to mitigate the loss of trees in the residential areas. They are focusing on trees being planted in parks, city-owned properties and commercial projects like Sound Transit and PSE.

e. Crime / Block Watch:

Action Item:

- Track down the neighborhood liaison with the police and check on crime in the area. **Owner: John**

f. Covenants: No update.

**Next Meeting:** March 19, 2020 @ 6:30 p.m. Location: Lee Sargent's house.

Meeting Adjourned at 8:55 p.m.

Minutes approved by the Board:

\_\_\_\_\_  
President or Secretary

Date: \_\_\_\_\_