



SHERWOOD FOREST COMMUNITY CLUB

Executive Board Meeting Minutes

DATE: August 20, 2020

TIME: 7:00 p.m.

LOCATION: Via Zoom

1. **Call to Order:** The August SFCC board meeting was called to order at 7:00 p.m. Attendees: Emmanuel Solis, Janet Castaneda, Lee Sargent, John Haro, Patrick Tousignant and Anne Drebin. Several neighbors also joined the Zoom call.
2. **Motion to approve Minutes from previous meeting:** Minutes for the Board Meeting held on 7/24/20 were discussed and approved at this meeting. Motion to approve made by Emmanuel and seconded by Patrick. No discussion and approved by all.
3. **Treasurer's Report:** The report as of 7/31/20 was presented by John and reviewed during the meeting. Checks pending to post: John said we've received 40 dues envelopes since the newsletter went out. John was going to compare the number to the data from last year to see if more, or less people paid their dues.
 - a. Budget overview: Checking \$151.51 | Savings \$3,820.23 | Total: \$3,971.63
 - b. Dues update: \$20.00 in dues received, along with a \$90 donation.
 - c. Payments: N/A.
 - d. Reimbursements: Patrick for the monthly Zoom fee (\$16.48) and Emmanuel for the newsletter supplies (\$63.37).
 - e. IRS / Bank status: No change.
 - f. Monthly reports: No updates
 - g. Motion to approve Treasurer's Report: Patrick motioned to approve, Janet seconded. Moved and approved by all.
4. **Membership Drive / Neighborhood Involvement:** Several people joined the board meeting Zoom call and that's encouraging. Nate Kessler will start as the Block Rep for block 12. John said he'll get Nate a list of the households in Block 12. At the July meeting, John mentioned that we had money earmarked for ice cream socials this summer. Obviously that's off the table. He asked people to think of projects or anything else that can be done in the neighborhood since the funds are available for use. Is that something we'd still like to pursue now that Fall is approaching? We talked about the master SF contact list. John would like to compare the names of the people who made donations to the master list and make updates as needed. Emmanuel has been keeping up the master list, but it hasn't been compared to the info from the Treasurer's Report. The two lists should be combined and maintained. The block reps were supposed to be keeping an updated list for the people on their blocks. Not sure if this is



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happening. Last month we had talked about setting up an email group for the block reps. Need to confirm if that's been done. The Annual Meeting is coming up (10/22?). We should start thinking about an agenda and the invite. Emmanuel thought we could do a small version of a newsletter that talks about Emergency Preparedness (mentioning the 2-week supply kit, etc.), the Annual Meeting can be mentioned in that as well.

Action Items:

- Set up a contact list for the block reps on NextDoor & SFCC. **Owner: Emmanuel** (has this been done?)
- Send Nate Kessler a contact list for Block 12. **Owner: John**
- Compare and combine contact lists. **Owners: John and Emmanuel**
- Come up with a project or something else to involve and engage the neighborhood. **Owners: SFCC Board**
- Agenda and invited for Annual Meeting. **Owner: TBD**
- Follow-up with Block Reps on current contact lists. **Owner: TBD (Lee?)**

5. **Emergency Preparedness (EP):** Prior to the Board Meeting, we had an EP call with Joseph Joy and Paul Thomsen presenting. In addition to the board, several neighbors joined the call. The presentation was very informative. It included things like a list of a 2-Weeks Ready Kit everyone should have on hand. It also gave links to some helpful videos and local contacts / groups to use in case of emergencies. Patrick asked a question about when to turn off your gas main. Paul provided a link from PSE's website that gives details. Lee is planning to have a follow-up meeting on 9/10. Emmanuel will put the resources and lists from Joseph's presentation on the SFCC website and they can be discussed at the 9/10 meeting. It was suggested a simple newsletter be put together focusing on EP. It can lead off with a quiz (do you have a fire extinguisher, do you know where your gas valve is located and how to turn it off?). It can also have the list for the 2-Weeks Ready Kit, suggestions for making a list of items to grab if you have to leave your house quickly and some of the links from Joseph's presentation. Should we try to get this out before the 9/10 meeting Lee has proposed? We all know EP is a big undertaking and we should start getting some basic things people can do out there.

Action Items:

- Schedule EP neighborhood meeting for 9/10. **Owner: Lee**
- Draft agenda for 9/10 meeting. **Owner: Lee**
- Create and distribute EP newsletter. **Owner: SFCC Board**
- Discuss how to present EP to the block reps. This was touched on at the Block Rep meeting and should be followed-up upon. **Owner: TBD**
 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 – ongoing action item**



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- Appoint one person to be the SFCC SPOC to interface with Police, Fire, etc. **Owner: TBD - ongoing action item**
- 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 - ongoing action item**

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. Several people joined the July meeting.

Action Item:

Put a notice on the SFCC website each month and NextDoor notifying residents of upcoming board meeting and inviting them to join the Zoom call at 6:30 if there's anything they want to discuss **Owner: Emmanuel / Lee – ongoing for every meeting.**

7. **Scanning Of Historical SF Documents:** John suggested maybe someone contact the City to see if they would be interested in any of the old documents or photos. John will talk to Ken Schiring to get a contact. Patrick has organized the documents and will get started on converting them to PDF. Emmanuel will add SFCC to his MSFT 365 account so there is extra storage available.

Action Items:

- Talk to Ken Schiring to see if he has a contact at the City for historical documents. **Owner: John**
- Convert scanned documents to PDF. **Owner: Patrick**

8. **Committee Reports:**

- a. Traffic/Transportation: Kurt was not on the call for the August meeting so we did not get an update. From July, Kurt and John met with Rebecca Rondi, the new traffic liaison. There was a traffic study done on NE 30th. Kurt will follow-up on the results. Kurt suspects things are backlogged since everyone is probably still working from home. Kurt also talked to the City about the open area at the 164th / NE 30th T-Intersection. The City had removed all the vegetation that was obscuring traffic. He'd like to see the City do something to make the corner more visually-appealing. The City says they don't have money to landscape the area. They agreed to see if there are any surplus plants from other projects that can be used.

Action Item:

- Traffic study results. **Owner: Kurt**
- Replanting 164th/NE 30th Corner. **Owner: Kurt**



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- b. Neighborhood Enhancement / Great Neighborhoods: The next Great Neighborhood Meeting is 9/3. Lee attended (and was a panelist for) a virtual walk the City held. He felt it went pretty well and felt it was interesting to hear everyone's thoughts. He liked that a number of people brought up the tree canopy and sustainability.

Lee attended the City's Environmental Stewardship Plan open house at Interlake HS on March 3rd. Lee sent out a copy of the presentation, which has been posted to the website. There was a survey that was open thru end then of May. The City was to summarize the feedback and release the results. The City is also planning to release a draft of the Environmental Stewardship Plan later this summer. As of the July meeting, Lee still hasn't seen the survey results.

Action Item:

- Lee to check on status of the survey the City did for the Environmental Stewardship Plan and the Plan itself. **Owner: Lee**

- c. Communication: Emmanuel reminded everyone that the Annual Meeting is coming up in October.

- d. Land Use: Patrick says the application for the comprehensive plan is open and he'll keep an eye on what's being proposed for next year. He felt there wasn't anything in this years' list that was of concern for our area.

- BTC: There's no current activity.
- Trees: No update

Action Item:

- e. Crime / Block Watch: John had nothing new to report. He did mention that he signed up for the service from the USPS where they send you of your mail each day. He felt it was a good service so you know what should be delivered each day and can retrieve important items.

Action Item:

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- f. Covenants: Lee said he talked to Nicholas Matz about the attorney who was threatening people if they didn't sign the waiver for to remove the height restriction. Nicholas was going to see if he could do anything about the issue.

Action Item:

- Check with Nicholas Matz about the height restriction waiver. **Owner: Lee**

Next Meeting: September 17, 2020 @ 7 p.m. via Zoom

Meeting Adjourned at 7:41 p.m.



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Minutes approved by the Board:

President or Secretary

Date: _____

Sherwood Forest Community Club
TREASURER'S REPORT
Bank Statement Range 7/1/2020 - 7/31/2020
Prepared by John Haro on 8/20/2020

Current Statement Balances of accounts at BECU

Checking	as of 7/31/2020	\$ 151.51
Savings	as of 7/31/2020	\$ 3,820.12
TOTAL		\$ 3,971.63

July 2020 Bank Activity

Date	Description	Checking	Savings	Balance
7/1/2020	Starting Balance	\$ 121.36	\$ 3,820.06	\$ 3,941.42
7/22/2020	deposit	\$ 110.00	\$ -	
7/24/2020	Emmanuel Solis (Newsletters Jul 2020)	\$ (63.37)	\$ -	
7/24/2020	Patrick Tousignant (ZOOM Account for SFCC 1-yr Jul 2020)	\$ (16.48)	\$ -	
7/31/2020	Interest	\$ -	\$ 0.06	
7/31/2020	Ending Balance	\$ 151.51	\$ 3,820.12	\$ 3,971.63

Dues-Donations Deposit Log

Date	Name	Address	Type	Amount	Recv Date
7/22/2020	Sherwood Forest Resident	16222 NE 24th ST	dues	\$10.00	7/22/2020
7/22/2020	Sherwood Forest Resident	2892 160th PL NE	dues	\$10.00	7/22/2020
7/22/2020	Sherwood Forest Resident		donation	\$90.00	
Transactions Total				\$ 110.00	