

## **Northwest Olympia Neighborhood Association Board Meeting Minutes**

Date & Time: Monday, November 20, 2004, 6:30 pm

Place: 214 Sherman St NW

Present: Margaret Barrette, Greg Black, Tom Conner, Steve Drutz, Marla Kentfield, Larry Leveen, Hugh O'Neill, Lyle Tribwell

Absent Directors: Erica Guttman

### **1. Designate Minutes Duties, Call to Order, Public Communications**

Immediate past president Larry called the meeting to order. Marla agreed to take minutes. There were no public communications.

### **2. Introduction of Board Members** – Board members introduced themselves, including their background in neighborhood involvement, home location and professional background. The neighborhood is well represented from the south corner of our boundaries to the northern boundary and the interior. Previous involvement with the South Capitol and Eastside Neighborhood Associations plus past membership on the planning commission and Olympia parks initiatives add valuable perspectives. Professional background in transportation, energy conservation, native plant restoration, marine affairs, housing board, finance and technology provide a wealth of knowledge as we seek to engage our neighbors and local officials in improving our neighborhood.

It was noted that Lyle lives in the Blossomwood area off Elliott, within the Burbank Neighborhood borders. While the Burbank and Lenox Knolls associations were specifically excluded in our by-laws as a courtesy and in respect of their earlier organizing efforts, our boundaries show to the north boundary of the city limits and now also include those neighbors who may also choose to join the separate West Bay Dr group. It was agreed that Lyle's membership and participation on the board is appropriate and that perhaps a future modification of our by-laws could be considered to clarify this point. There are currently 1340 households in the association's boundaries, with 366 of them north of Schneider Creek.

### **3. Approval of Meeting Agenda** – Approved.

### **4. Minutes Approval for September 13, 2004 Board Meeting and October 26, 2004 Annual Meeting** - Approved.

### **5. Commitment Review of 9/13 meeting**

Annual meeting commitments were completed and the meeting was a success.

Garfield Overlook – Lyle reported that meetings with neighbors occurred with one neighbor's request for fence clearly separating their property covered via a rail (versus chain link) fencing. Mary Jo Buza's design work is nearly complete and, once finalized by the city, we will need to pay her \$800. The city has assigned a park staff person to the project. The 2-rail plus chain link fence will be done via volunteer labor, but the city will clear blackberries, complete tree work and the sidewalk (funded from utility tax dollars). We may get \$600 carryover to 2005 which will cover lumber and bench costs.

### **6. Treasurer's Report** – Approved. Bank account balance as of 10/31/04: \$606.74 in savings; \$563.49 in checking plus \$746 uncleared dues payments and adjusted for \$493.76 outstanding checks = \$1,422.47 Balance.

Steve noted there was confusion on food budget (\$150) versus entertainment (\$300 for band) at annual meeting, balance of \$493 cost was for coffee and printing. \$698 in dues collected at annual meeting and \$48 afterwards. Steve reiterated that he will remain treasurer until a

replacement is found and emphasized that records are kept in simple Excel spreadsheet and the job is very straightforward.

WSECU account statement is mailed to the president. Two signatures are required on checks. The form for new signers on account (Tom Conner, Hugh O'Neill, and Marla Kentfield) will be submitted to WSECU by Larry.

Larry mentioned the city may eliminate matching grant program, but thinks there will be a lot of opposition. Guidelines will be sent out if the process is opened for applications.

## **7. New Business**

**Orientation to the board** – Larry reviewed the background materials sent to new and returning board members. He encouraged continuing the practice of providing agenda and background information as early as possible in advance of board meetings. Larry and Paul Brewster shared website duties in the past and Steven Beck produced newsletters. Larry commits to stay active with NWONA except in cases where his Olympia Planning Commission role will cause conflict. He has prepared a draft communications plan for the new chair and committee members.

**Elect Board Officers** – Tom Conner, President; Hugh O'Neill, Vice President; Steve Drutz, Treasurer (until move from neighborhood in the spring); Marla Kentfield, Secretary. Approved by unanimous vote of board members present.

**Brainstorm NWONA goals for 2005** - There was general discussion of appropriate goals. Last year goals included greater board member involvement, member growth, 4 general meetings for the year and development of a communications plan to include a website and use of the kiosk. The West Bay Drive planning and park purchase were important focus and remain so. The neighborhood connections program was endorsed by past NWONA boards and plan for a bicycle and walking path from Woodard Ave to West Bay Dr, not endorsed by previous land owner Hardel, could potentially be re-addressed with new owner Tre Vo. A West Bay Dr crossing was added to the plans at Woodard but we need to monitor that it makes it to the comprehensive plan. Three neighborhood traffic calming projects are in the queue and should be monitored. It was agreed that committees should attempt to meet prior to the next board meeting and provide their input to 2005 goals.

## **8. Review of Commitments taken at this meeting**

Tom will send out minutes (after receipt from Marla) and agenda for January 17 meeting. (Note – The city gets a copy of minutes. Distribution list is available from Larry.) A discussion of 2005 goals will be included as agenda item.

Preliminary budget proposal will be presented by Steve at January meeting.

Larry will get new signature card to bank (WSECU).

Lyle will report on final plan for Garfield Overlook.

Committee chairs (Karen Kraft – Transportation & Safety; Lyle Tribwell – Land Use; Hugh O'Neill – Social & Recreation; Marla Kentfield – Communications) will provide input on goals at January 17 meeting.

## **9. Meeting Evaluation & Next Meeting/Draft Agenda**

Agenda format (in place for 5 years) worked well. Marla okay with her home as meeting place unless attendance grows beyond space available. See item 8 for preliminary agenda items for January 17 meeting.