



**FPNA Monthly Board Meeting
DRAFT AGENDA**

February 10, 2015 at 7:00 pm – 2112 N. Ross Street (Julie's House)

Officers	<input type="checkbox"/> Ashley R. Lawson	President
	<input type="checkbox"/> Julie Humphreys	Co-First Vice President
	<input type="checkbox"/> Wayne Suraci	Co-First Vice President
	<input type="checkbox"/> Darlene Glenn-Wolff	Second Vice President
	<input type="checkbox"/> Tracey Stein	Secretary
	<input type="checkbox"/> Rich Heider	Treasurer
Directors	<input type="checkbox"/> Sandy DeAngelis	Home Tour Director
	<input type="checkbox"/> Summer Martinez	Co-Membership Director
	<input type="checkbox"/> Alex Martinez	Co-Membership Director
	<input type="checkbox"/> Suzee Muzila-Katz	Social Director
	<input type="checkbox"/> Nancy Smith	Communications Director
	<input type="checkbox"/> Bev Schauwecker	Parliamentarian

1. Call to Order:

- Decorum: To speak on a topic, please obtain recognition from Chair by raising your hand
- Approval of Minutes / Team Agreements: (Tracey): January 12, 2015 Board Meeting Minutes
 - Chance to Review / Any Changes / Read Action Items
 - Team Agreements
 - 1. Be neighbors first**
 - 2. Trust each other; respect each other**
 - 3. Be accountable for your part**
 - 4. Ask for help; offer help**
 - 5. Be innovative and open to different ideas**
 - 6. Accomplish the mission (entire board)**
- Member Comments (if any)

2. Old Business Status Report and Updates:

- Status - Blake Anderson Heart Stone: Sandy to ask Giovanna about a preferred date and time
- Status - North Santa Ana Traffic Committee: No current pending traffic issue
- Status - Antonia Silva, Scholarship Recipient: (Rich) Check has not been cashed
 - Next steps for this situation:
- Status Report - Election Committee: (Sherri Honer (Chair) Erwin Schauweker & Susan McManus). Election results report attached
 - Committee to provide Final Report to Board – March 2015; report to include election process/procedure recommendations
 - Election Expenses (if known by Committee) will be included

3. Administrative Matters To Review / To Discuss:

- A. Reminders:
 - Board Voting: Co-Positions get (1) Vote per position. Please confer with your co-member prior to voting (i.e. 1st VP and Membership).
 - Contracts – Board Members are not to sign any contracts without Board approval. Any signatures on contracts are to be on behalf of FPNA and not the individual.
 - Board is responsible for keeping their committees / projects on budget per the allocated line item
 - Once funds for the year (2015) have been allocated and approved by Membership, Board Committee / Member cannot move the funds to another line item without Board Discussion / Approval

- B. Ad-Hoc Committees (Parliamentarian):

FPNA Constitution and Bylaws (pg. 5); ARTICLE XIII COMMITTEES

 - A. The President shall appoint committee chairs, with approval of the Board.
 - B. A committee chair shall select no less than two (2) FPNA members for their committee.
 - C. Each committee chair shall report to the Board in a manner specified by the President.

- C. 2015 Calendar Events & Meetings: Finalize / Publish / Announce – RV Below **Item # 6; pg.4-5**

- D. FPNA Non-Profit Mailing Permits / **Bring Intelligent Mail Documents** (Bev and Nancy)
 - Do we need 2 mailing permits?
 - 2 – Annual Fees

- E. Discussion: How well are we communicating with Floral Park Members
 - Website – Needs Re-designed to Achieve Smooth FPNA Operations and User Experience
 - eBlast – Secretary to work with President / 1st VP to outline FPNA Business and process for sending communications
 - **See page 6** – FPNA Business & Approved Content (Draft)

 - 3 Components to Website User Experience and Usability
 - How well is the information ORGANIZED (i.e. site navigation / architecture){
 - What the information says - the CONTENT (re: FPNA Business)
 - The DESIGN, the feel, the experience – is this appealing, user friendly, nice graphics

 - FPNA Communication Vehicles – should communicate FPNA Principles, approved Content (i.e. FPNA Business – see governing documents); and should follow a similar Design Standard (i.e. same look and feel, and should all reflect the same message)
 - Website
 - eBlast
 - Flyers
 - Yard Signs

 - Needs Updated to reflect current, approved Content (i.e. FPNA Business)
 - Focal Point should be upcoming – Home and Garden Tour 2015
 - Highlight a New Year / New Board / Upcoming Events, Meetings, Objectives
 - March New Member Mixer, General Meeting, Committee Meetings etc.

- F. Deadline for Newsletter is **February 15th**
 - Members Submitting Articles
 - Approved Content – FPNA Business

- G. Upcoming FPNA Meetings and Events:
 - Are we effectively communicating the details to raise awareness and get people involved?

- Welcoming new Neighbors to Meetings and Events
- *New Member Mixer, March General Meeting, Home-Tour, Most Beautiful Yard, and Neighborhood Hero Award*
- **March General Meeting** – Updates on Speakers, Venue, Next Steps
 - Email to Scott Kutner (City) asked about other locations in the area
 - The Frida Cinema (community based, non-profit art house theatre) - Wayne has a contact
 - Wooden Floor – Nancy suggestion
 - Riverview Park (Issaac Walton Center) - Bev to find out more
 - Tracey – Rancho Santiago conflict – will do additional research
- H. Sarah Mae Downie Tree Lighting – Review Project; Budget; Responsibility
- I. Holiday Decorating Contest - Review of Project; Budget; Responsibility

4. New Business

- **A. Appoint Bylaw / Operations Review Committee** (Bev to Chair; Julie H., Wayne S., Ashley L.):
 - Review and Report Recommendations - Bylaws, Standing Rules, Board Member Positions, Record Retention Policy, Communication Guidelines
 - To ensure consistency, compliance with 501(c)(3) non-profit status, and recommend ways to improve effectiveness in FPNA operations
 - Board Members - Email suggestions to Chair (Bev) for Committee to review and consider in carrying out its tasked function
 - Committee to present written recommendations to Board – 2 months
 - Questions about current governing documents, present to the Board
- **B. Preliminary Review of (Historic District / Historic Research)/ Ad-Hoc Committee:**

Overall: Deciding the Board’s Role / Inventory and Collect work that’s been done, past attempts / Identifying Pros & Cons / Time / Resources / Education / Informed Discussion

For Tonight: A brief discussion of whether or not the Board wants to move forward and track down all the information to review / inventory / compile for the Board to review and have an informed discussion on the topic. First, it is necessary to compile all records on the topic to see what has been done, the scope of past projects, before deciding what to do next.

Goal: An Informed Board to have a Productive Discussion
- **C. Brainstorm 2015**
 - Continue Reviewing Current Projects
 - Initiatives
 - Surveys

5. Board Reports

Special Note: *Please submit a written report summarizing committee meetings, activities, and/or approved projects to the Board on the Saturday before the Tuesday Meeting. Reports should be brief, no more than 1 pg.*

- President
- 1st
- 2nd
- Treasurer
- Secretary
- Home Tour
- Communications
- Social director
- Membership Director
- Parliamentarian

6. Upcoming Events & Meetings

- March 10, 2015 at 7 PM – FPNA Monthly Board Meeting at *TBD*
- March 24, 2015 at 7 PM General Membership Meeting at *TBD*

**February 15th – Deadline Newsletter Article Submission*

March 1, 2015 at - New Member Mixer at Kevin Shuler's House

March 10, 2015 at 7 PM – FPNA Monthly Board Meeting -

March (15 / 22) – New Proposed Event – Supper Club at Robins Nest

March 24, 2014 at 7 PM - General Membership Meeting - TBD

April 11, 2015, 8AM to 12 PM - Dumpster Day

April 14, 2015, 7PM – FPNA Monthly Board Meeting -

April 25 & 26, 2015 at - Home Tour

**April – Most Beautiful Yard Award / *April – Neighborhood Hero Award*

May 12, 2015, 7 PM – FPNA Monthly Board Meeting

**May 15 – Deadline to Select Scholarship Recipients*

**May – Membership Drive*

June 9, 2015, 7 PM – FPNA Monthly Board Meeting

June <13, 14 / 20, 21 / 27, 28> 2015, 3PM – General Membership Meeting & Scholarship Awards Ceremony at 2121 N. Victoria Drive (Sandy DeAngelis and Ed Trotter's Home)

June 27 / 28, 2015 at ____ - Freedom Fest Event

July 14, 2015 at 7 PM – FPNA Monthly Board Meeting

July 19 / 26, 2015 – Proposed Supper Club - Egeko

**July – Deadline to propose recommended charities to Board at Monthly Board Meeting*

August 2, 2015 at ____ - New Member Mixer at Summer & Alex's House – (Membership Responsible)

August 11, 2015 at 7 PM – FPNA Monthly Board Meeting

August 2015 – Concert in the Park (Morrison Park / Neighborhood Collective Concert)

September 8, 2015 at 7 PM – FPNA Monthly Board Meeting

September 15, 2015 at 7 PM – General Membership Meeting (possible presentation of Charities / Grants)

**September 15th – Deadline to distribute scholarship applications to Santa Ana High Schools / Colleges*

September 19, 2015 – Fall Concert Event

October 11, 2015 - New Member Mixer at Jess & Joy's House

October 13, 2015 at 7 PM – FPNA Monthly Board Meeting

October 17, 2015 at – Chili Cook-Off Event

November 10, 2015 at 7 PM – FPNA Monthly Board Meeting

November 17, 2015 at 7 PM – General Membership Meeting & Election Nominations for 2016 FPNA Board

**December – Holiday Light Contest / Board is reviewing Sarah Mae Downie Tree Decoration*

December 8, 2015 at 7 PM– FPNA Monthly Board Transition Meeting

December 12 or 19, 2015 at – Holiday Party Event

7. Adjourn

- Meeting is adjourned

To Ponder / Brainstorm →

- Meet individually with Ashley (if you haven't already) to discuss your 2015 committee goals and support items needed: Julie H., Suzee M., and Alex and Summer
- Houses for Monthly Board Meeting
- 2015 Initiatives

FPNA Business / Approved Content

Draft Rev. 2/08/2015

Guiding Principles: FPNA Mission Statement

- FPNA Board Meetings / Minutes / FPNA Board Approved 2015 Initiatives
- FPNA General Membership Meetings
- Financial Reports from Treasurer
- FPNA Board Elections Process
- FPNA Governing Documents (Changes / Improvements)

- Scholarships (High School / College / Joe Bangor Scholarship)
- Sponsorships (Charities)

- Efforts to Obtain Sponsorships for FPNA Operational Activity and Events
 - Website / Newsletter / Home Tour / Social Events / General Meetings / Mixers
 - Board Approved process and guidelines to obtain sponsorships, track sponsorships, and report to Board

- Neighborhood Outreach / Contributions from Existing Members / Cultivate New Members
 - Membership Drive
 - New Neighborhood Mixers / New Neighbor involvement activities
 - Welcome Baskets

- Social Events
 - Freedom Fest / Fall Concert / Chili Cook-Off / Holiday Party
 - Concert in Park
 - Any additional FPNA Board approved Event

- Home and Garden Tour – PR and Education about Floral Park

- Neighborhood Beautification Projects
 - Preserve and Improve the Beauty of Floral Park's Public Spaces: Entranceways, city street trees, street lighting, Sarah Mae Downie herb garden, public sign maintenance, street medians, Floral Park Monument preserve / maintenance
 - Dumpster Day / Charitable Organization to pick-up donated items during dumpster day
 - Most Beautiful Yard
 - Heart Stones
 - New improvement projects, submitted to Board in writing and approved by Board

- Notify Neighbors of pending Construction or Traffic
 - Directly affecting or impacting Floral Park