

NHW Board of Advisors Meeting Minutes for May 18, 2010 RB Community Library

In Attendance: George Cooke, Robin Kaufman, Gary Carlson, Ralph Parris, Pat White, Officer Sue Steffen, Roger Wolfe, Hal StClair, Marsha Franklin, Valerie Brown

Meeting called to order at 4:03 PM by Gary Carlson, Director.

Gary Carlson introduced new District E Coordinator, Marsha Franklin, pointing out her previous NHW experience in a different community. He identified gaps in NHW leadership structure and need for each person to mentor an assistant or replacement. He also identified his own timeline that after 4 years as the Director, he would be looking for a replacement by end of year and then train and mentor that individual the next 6 months.

CRO – Sue Steffen reported that they have someone in custody for 2 of RB’s residential burglaries. There were 3 residential burglaries in Scripps Ranch last week, with more than one series of burglaries going on there—2007 gray Range Rover with paper plates. She again emphasized the importance of verifiable crime information before spreading the word. Gary pointed out that the Crime Committee under Bill Horan was working on a protocol for everyone to use in crime alerts.

Storefront Reports

Roger Wolfe presented the financial report, which shows we have not earned back what we lost yet through the San Diego Foundation. Funds deposited with them are assessed both a management fee and investment losses. Since checking account balance is at \$500, Roger recommended we transfer funds from The San Diego Foundation into the checking account to cover expenses for the year and this was approved. The budget, with projections through 2018, was presented with 2010 year-to-date actual expenses of \$1,354.64.

Roger presented the proposed ‘Website Policy’ for board approval. George clarified the Webmaster’s role is to publish content and keep the website updated per the policies. Content is to be provided to the webmaster, who will edit it for formatting. George asked to amend the motion to state, “Other formats may be accepted by the Webmaster”. Pat White made the motion to approve proposed website policy and procedure as amended, seconded by Robin Kaufman. MOTION CARRIED.

Roger presented the proposed ‘Communication Policy’. Robin suggested we amend the second bullet to include “other electronic communications” after email. Ralph made the motion to approve the motion as amended, seconded by Pat White. MOTION CARRIED.

All of the NHW Policies and Procedures are available in a Storefront Binder and will likely be placed on our website for leader’s reference.

Emergency Preparedness for 2010

Valerie presented the RB NHW Emergency Preparedness Summit Proposal and requested representatives from each District to serve on the EP Committee and assist with putting on this event. Revised comments included: shorten the welcoming remarks to 3 minutes/person; the Church at RB is preferred as the site; provide follow-up to this event with leadership and with districts; connect it with National Preparedness Month in September and use National Nite Out to market it to interested District volunteers. Robin made the motion to accept the motion to create an EP event for NHW leadership and block captains to be scheduled in conjunction with National Preparedness Month and to avoid all major holidays, Roger Wolfe seconded. MOTION CARRIED.

NHW Training Handbook

Pat White updated the board on the status of the leadership handbook and presented several items for consideration by the board:

Item 1-Board agreed to selection of Option A for title of document, “Rancho Bernardo Neighborhood Watch Leadership Handbook”.

Item 2-Copies (CDs and hard copies) will be provided to district and area coordinators, committee chairs, and board members.

Item 3-The board agreed to use a PDF format for the handbook.

Item 4-Forms used in the handbook should be in the section discussing it, with forms not mentioned in the text being included in section 12 of the handbook.

Item 5-Handbook contributors will receive first draft of handbook to review for editing.

New Business

Gary mentioned the April 24th Hats Off to Volunteers Event will be an ongoing event and there was a NHW booth at the event. June 6th is RB Alive, July 4th is Spirit of the Fourth community fair, and RB NHW will have a booth at both event; Gary is looking for volunteers to cover the booth for 2 hour shifts for those events and importantly, ‘engage passersby’ into learning more about NHW.

Robin suggested one person be in charge of the booth to coordinate with all volunteers (to remind people what they’ll be doing at the booth), 2-4 people per shift, and offer an enticement to visit the booth. RSVP will be sharing table with PD, RB NHW will be beside Sue at RB Alive and will try to have her police vehicle there for “tours” (very successful at PQ fair). Robin suggested Gary ask Brianna for the booth at the corner of Lomica and Bernardo Drive to accommodate the PD vehicle. George seconded the idea of promotional items, like pencils printed with name and website.

Gary mentioned the wonderful district meetings Robin and Marla put together in April. He suggested Districts D & E schedule one as well. Robin asked that DCs email other DCs so they can know and attend if able.

Pat requested Gary to email copy of the new board listing

Gary requested assistance in getting our new representatives a badge. Take a digital camera to your district meetings and take photos to get to Jeremy (jedi@san.rr.com) for putting together a badge and leaving it in storefront file cabinet, second drawer down.

Gary mentioned that Call-Em-All needs to be updated, phone numbers and emails are bad. Gary asked all DCs to look at AC and BC listings and provide him current contact information for them. Pat suggested the DC provide the current Community Center presidents to Gary as well.

Robin mentioned there are 5 new RB CERT team members and she will submit their names for full reimbursement. Robin requested the board consider adjusting the meeting time to either morning or later afternoon; Pat concurred and asked Gary to poll the DCs and see what time works best for them, outside of library hours.

Meeting adjourned at 5:15 PM.

Next board meeting: 3rd week of July, Time TBA at RB Community Library