

HANA Board Meeting Minutes

Date: July 11th, 2006

Time: 7:30p.m

Duration: 1:15

Place: Recreation Park West Meeting Room

Recorder: Barbara Doulas

Attendees: Nick Julian, Frank Lenahan, Michael Weber, Dan Walsh, Pat Rosen, Ed Macke, Mike Kalway, Dave Landeweer, Jeanne Cosgrove, Barbara Doulas

Proceedings:

- 1) Attendees signed-in and officers and board members supplied their e-mail addresses to E. Macke to which the HANA email aliases can forward email to.
- 2) Dine-n-Duck
 - a) Date for event is Friday July 14th, not Saturday July 15th! **Action Item: D. Walsh to call participants to verify date and tee assignments.**
- 3) Discuss August HANA Picnic
 - a) J. Cosgrove gives budget update – request \$800. Last year the picnic cost \$923. Question whether picnic may come in over budget. Requested cost approved from funds.
 - b) Discuss cost cutting measures for future:
 1. Eliminate porto-potty – costs \$135
 2. Solicit food donations from local businesses
 3. Shop for better prices from other karaoke and dinoJump vendors.
 4. Create reusable signs (use 10 around area) to save on posterboard costs.
 - c) Need grills and charcoal. **Action Item: M. Weber to donate charcoal and D. Walsh and B. Doulas to donate weber grills for picnic.**
 - d) Need picnic table drop-off location. Previous address next to park not available this year. **Action Item: M. Weber to call Mark Didier to donate land (kitty corner from park) for park district to drop off picnic tables before picnic.**
 - e) Picnic provides clean start for 2006 membership drive (database and member records). Need info booth with membership information at picnic. Also have lost&found box and post-picnic pick-up location.
- 4) Newsletter Delivery
 - a) Reviewed block captain distribution list as provided by D. Landeweer.
 - b) Had discussion on distribution process and decided to keep current system with the addition of delivery feedback from block captains. **Action Item: D. Landeweer to coordinate with block captains to get feedback from block captains when distribution is complete and, for the next delivery, also the number of newsletters delivered along with the addresses of the designated households, so as to provide HANA with a more accurate number of required newsletters for printing purposes and cross-checking of addresses for the membership database.**

- c) Discussed potential of block captain burn-out. Consider soliciting for new volunteers to do newsletter delivery? D. Landeweer says block captains have been telling him when they can no longer do deliveries and has been handled on a case-by-case basis.
- 5) Frontier Days
 - a) All volunteer slots filled and HANA raised \$528 from working the event!
 - b) Comment raised that for next year HANA needs to better streamline the soliciting of Frontier Days volunteers (input regarding Greg? posting email? – Note: my notes incomplete here – I need clarification to create an action item) **Action Item: ?? who? What?**
- 6) Insurance
 - a) Mike Kalway had reviewed the current policy and his investigation has raised many questions on whether there is too much coverage in some areas and not enough in other areas. M. Kalway has contacted various village committees and insurance offices and has had preliminary discussions with as well as set up appointments with two local insurance agents (that have a vested interest in the A.H. community) to determine what the adequate coverage should be for HANA's insurance policy.
 - b) Discussed how current policy is due to expire in July, and coverage is needed for the HANA July golf outing as well as the HANA picnic in early August, events for which HANA should have insurance. The time frame is not enough to evaluate making a change in the insurance providers and policy coverage, so group decided to extend current policy. **Action Item: D. Walsh to find out if it is possible to extend current insurance policy short term (30 days or 6 mos), and if not, then renew the annual policy and find out if it is possible to get some sort of pro-rated refund if/when a policy switch is made in the next few months.**
 - c) Cost to renew annual policy up \$30 to a total of \$1047.
 - d) Planned to form an insurance task force that would investigate and evaluate various insurance solutions, and organize presentations to the HANA board (possibly with potential agents also present) to settle on the best solution.
- 7) Future Tasks
 - a) Planned August 1st meeting to address any outstanding picnic issues, as well as identify top priority issues and create corresponding task groups to address these issues on the side.
 - b) Top agenda includes defining (or re-defining) HANA's mission. **Action Item: HANA officers, which?: Need a copy of charter and by-laws, as well as a copy of articles of incorporation.**
 - c) **Action Item: Building HANA for future: B. Doulas to create a membership campaign info board and membership form for HANA picnic.**
- 8) Good of the Order; Meeting adjourned at 8:45p.m.

Summary of July Action Items

- **Golf Outing: D. Walsh to call participants to verify date.**

- *M. Weber to donate charcoal and D. Walsh and B. Doulas to donate weber gills for picnic.*
- *M. Weber to call Mark Didier to donate land (kitty corner from park) for park district to drop off picnic tables before picnic.*
- *D. Landeweer to coordinate with block captains to get feedback from block captains when distribution is complete and, for the next delivery, also the number of newsletters delivered along with the addresses of the designated households, so as to provide HANA with a more accurate number of required newsletters for printing purposes and cross-checking of addresses for the membership database.*
- *Next Frontier Days: HANA needs to better streamline the soliciting of Frontier Days volunteers (input regarding Greg? posting email? – Note: my notes incomplete here – need clarification to create an action item) Action Item: ?? who? What?*
- *D. Walsh to find out if it is possible to extend current insurance policy short term (30 days or 6 mos), and if not, then renew the annual policy and find out if it is possible to get some sort of pro-rated refund if/when a policy switch is made in the next few months.*
- *HANA current mission definition: HANA officers, which?: Need a copy of charter and by-laws, as well as a copy of articles of incorporation.*
- *B. Doulas to create a membership campaign info board and membership form for HANA picnic.*

Summary of Outstanding Action Items

- *Next (July) meeting: See section 11, Building HANA, Tasks for the Future*
- *M. Weber to obtain a copy of the HANA by-laws (from John Triss?).*
- *Weber: Consider adding a personal commentary from a HANA board member (primarily president) in the newsletter to lend a personal touch and convey a special message to the readership. “A Word from your HANA <president, other officer>”.*
- *Newsletter, HANA Board: Consider charging an annual donation or “premium membership” for regular classified ads run in the newsletter (such as a \$50 annual fee). Discuss this with membership task force and newsletter editor to work out details such as when to collect and how inform HANA public of change.*
- *B. Doulas to investigate lowering printing costs.*
- *D. Walsh to explore alternate HANA meeting locations (library, residence, restaurant, etc.).*