

HANA Board Meeting Minutes

Date: September 12th, 2006

Time: 7:00p.m

Duration: 1:37

Place: Recreation Park West Meeting Room

Recorder: Barbara Doulas

Attendees: Pat Rosen, Mike Kalway, Barbara Doulas, Frank Lenahan, Ed Sobon, Nick Julian

Proceedings:

- 1) Attendees signed-in.
- 2) Reviewed minutes from August meeting.
- 3) Insurance
 - a) Mike Kalway introduces guest speaker Chip Scott of S&C Insurance Center, Inc. and Pat Rosen provides an overview of HANA to Chip.
 - b) Chip Scott speaks:
 1. The current policy, a Commercial General Liability policy (CGL) that by definition protects against bodily injury to others and property damage, is sound, and was a wise decision to obtain.
 2. The policy does not offer coverage against personal injury (negligence as a result of a breach of duty or loyalty to the organization). Translates to, for example, defense costs against allegations such as a failure by HANA to check if event service providers, such as horse carriage rides or dino jump, truly carry legitimate insurance in the case an accident occurs.
 3. Personal injury protection can be provided by an additional policy known as a Directors and Officers Liability Policy (DOL).
 4. Suggested obtaining two policies; quoted CGL Policy: \$927 and DOL Policy: \$824
 5. Policies operate differently: CGL policy is an occurrence policy that is based on when an event occurred, whereas the DOL policy is based on when a claim is made, some point after which the event occurred.
 6. Offer the option to purchase coverage for additional years (such as a 3 year extension) if group decides DOL policy is a thing that they want. This is known as a tail policy and is a means by which to get a lower rate.
 - c) Evaluation of presentation facts by HANA group:
 1. Current policy seems sound though HANA is overpaying by approximately \$200 annually.
 2. Determine the need for DOL policy after getting more information at the insurance presentation at October meeting.

- 4) Summer Picnic
 - a) Final receipts need to be resolved: Sheri Bovino expenses \$81.76.
 - b) Total picnic costs: \$917 + hotdogs&buns...? (confirm with picnic committee).
 - c) Membership responses from picnic low: estimate 2 forms returned. ☹
 - d) Picnic turnout LOW, definitely disproportionate to cost.
 1. Consider moving picnic to earlier in summer, some weekend in June. Group decides to let picnic subcommittee suggest 2007 date to board.
 2. Suggest that cost-cutting measures need to be taken for 2007 picnic (and possible future picnics until HANA financials and member base grow large enough to support a larger picnic budget), such as forgoing the Karaoke DJ in favor of alternate, more cost-effective forms of entertainment.
- 5) HANA Financials
 - a) Voted and passed proposal to charge \$80.00 per year or \$25 per issue for ad space in HANA newsletter. This would include a copy of a business card in the newsletter or equivalent supplied artwork/ad that is scalable.
- 6) October Newsletter
 - a) Holiday Greens from boy scouts – need to make arrangements in order to include relevant information in October newsletter. **Action item: Dan Walsch is handling holiday greens info.**
 - b) Group approved inclusion of membership solicitation presented at summer picnic adapted to the newsletter to be included in the October issue. **Action item: B. Doulas to send write-up to E. Macke.**
 - c) Discussed proposal to publicize neighborhood UNICEF Trick-or-Treat fundraiser campaign to be coordinated by Sara Nowak. Group approved inclusion of information in HANA October newsletter. **Action item: B. Doulas to coordinate with Sara Nowak to supply relevant information for newsletter.**
 - d) Discussed summer occurrence of vandalism in form of graffiti and carvings to Festival Park gazebo, and group approved inclusion of short write-up of Festival Park history in October newsletter to promote appreciation and respect for our local park. **Action item: B. Doulas to send write-up to E. Macke.**
 - e) Discussed importance of Radon testing in homes and how under-publicized the issue is (though the village periodically attempts to promote it, this issue is often overshadowed by more urgent issues). Group approved inclusion for the October newsletter of a Radon article that informs residents of the dangers of Radon and how to test for Radon in the home. **Action item: B. Doulas to send write-up to E. Macke.**
 - f) Discussed potential article for future newsletter that provides tips for dealing with injured and/or orphaned suburban wildlife, and dispels common myths and provides useful numbers to call. Inclusion for October is contingent on available space. Perhaps reserve for spring issue. **Action item: B. Douals to send write-up to E. Macke.**
 - g) Discussed proposal given (second hand) by Joan Dailey (Daley?) mentioning potential interest by youths (including her daughters) to create a HANA Juniors newsletter. Board had questions about content, frequency, means of formatting,

distribution, coordination, and costs. Relevant parties were not present to answer questions. The board is open to hearing more on the subject in the future, but would need something more definite to consider before approving the proposal.

- 7) Database
 - a) Discussed need to have a single database tracking membership that contains all the relevant member information kept current and made accessible to board members (password protected) through the website.
 - b) Need to track name, address, phone number, email, membership status (non/active, re-newel date), greens order (too many holiday greens requests made with “just give me the same order as last year!”).
 - c) Discussed current configuration (hosted by outside vendor) and costs for potential configurations. Group agreed that the cost of obtaining a formal database may not be necessary and that a version controlled spreadsheet officially updated by only the webmaster could do the job. Further discussion necessary. **Action item: B. Doulas and E. Macke to investigate further and present solution to board.**
- 8) Good of the Order; Meeting adjourned at 8:37p.m.

Summary of September Action Items

- ***D. Walsh: Coordinate October newsletter writeup for Holiday greens info.***
- ***B. Doulas: Coordinate October newsletter writeup for membership solicitation, UNICEF campaign, “Radon in Home” article, Festival Park Gazebo article, and, potentially, injured/orphaned wildlife article).***
- ***E. Macke and B. Doulas: Investigate membership database solutions.***

Summary of Outstanding Action Items

- ***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.***
- ***HANA current mission definition: HANA officers, which? (John Triss?): Need a copy of charter and by-laws, as well as a copy of articles of incorporation. Also need to “Build HANA” and define future tasks.***
- ***Next (July) meeting: See section 11, Building HANA, Tasks for the Future***
- ***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>”.***
- ***B. Doulas to investigate lowering printing costs.***
- ***D. Walsh to explore alternate HANA meeting locations (library, residence, restaurant, etc.).***