

HANA Board Meeting Minutes

Date: November 14th, 2006

Time: 7:00p.m

Duration: 1:10

Place: Recreation Park West Meeting Room

Recorder: Barbara Doulas

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

Proceedings:

- 1) Attendees signed-in.
- 2) Reviewed minutes from October meeting.
- 3) Insurance
 - a) Michael Weber said a professional contact of Dan Walsch said we need insurance only to cover the cost of a lawyer because all events are insured through the vendors. Arrange to have this representative as a guest speaker next spring.
- 4) HANA Financials
 - a) Made approximately \$1000 on greens.
 - b) Still missed several households because of issues with newsletter delivery (didn't make greens cutoff).
 - c) Collected dues for approximately 70 households (2006 and 2007).
- 5) Old Fashioned Christmas
 - a) November newsletter needs t focus on OFC. Highlight areas in need of volunteers along with detailed descriptions: Loading carriages, luminaries, park clean-up, caroling, open houses, sidewalk safety check (de-ice), check with Dan Walsch for any other areas in need.
 - b) Festival Park setup 11am Dec. 2nd.
 - c) Brian Daley cannot host luminary party (as per Dan Walsh). Confirm and find alternate location to make luminaries as needed. Michael Weber to follow-up.
 - d) Talk to Dan about volunteer status (submissions in drop box).
 - e) MW to do traffic control, park setup, Santa volunteer; ES to coordinate carriage rides; JM to coordinate pyrotechnics, BD to supply firewood; PR coordinate open house assistants, baked goods, assist with ticket delivery; FL to assist with ticket delivery.
 - f) Ed Sobon can help with tickets for carriages but needs help with distribution. Will distribute 12/9, pre-distribute 12/8.
- 5) Adjourn
 - a) Next meeting 12/5/06 at 7pm.

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.).*