

## HANA Board Meeting Minutes

**Date:** October 9th, 2007

**Time:** 7:30p.m

**Duration:** 1:25

**Place:** Recreation Park West Meeting Room

**Recorder:** Barbara Doulas

**Attendees:** Michael Weber, Frank Lenahan, Mary Kelly, Pat Rosen, Barbara Doulas, Mike Kalway, Ed Sobon

### Proceedings:

- 1) Introductions and attendance
- 2) Review of September meeting minutes
- 3) HANA financials
  - a) No change since September meeting.
  - a) Total Current Assests: \$2186.85.
  - b) Total Liabilities & Equity: \$2186.85.
  - c) Net Income September 2006 through September 2007: \$635.21.
- 4) Christmas Greens Delivery
  - a) Delivery issue resolved. The Goldberrys will be in town during the delivery and will be able to host as the greens repository.
  - b) Greens truck delivery dropoff date approximately November 12<sup>th</sup> or 13<sup>th</sup>.
  - c) Distribution of greens from Goldberrys' home to HANA households to take place November 17<sup>th</sup>. Need volunteers to help with HANA deliveries.
  - d) Barbara Doulas to coordinate with Ed Macke to send email to HANA email list to solicit volunteers to help distribute greens on 11/17.**
  - e) Additionally, Barbara Doulas to coordinate with Ed Macke to send reminder email that Greens orders are due by October 21<sup>st</sup>.**
- 5) HANA Website
  - a) Addressed Ed Macke's comments on current costs to host HANA website: An annual fee of \$50 to continue with 1and1.com (which in Ed's opinion provides a fairly priced package with competitive features).
  - b) Agreed that HANA should definitely continue the HANA website.
  - c) Barbara Doulas to follow-up with outside contacts who could potentially host the website free of charge. Follow-up with Ed Macke and HANA board.**
- 6) HANA Newsletter
  - a) Upcoming issue to be printed in early November and distributed mid-month. This is the final issue prior to the Old Fashioned Christmas celebration.
  - b) Review Mary Kelly's draft Table of Contents for November newsletter (see table included at end of minutes).
  - c) Plan to add in a "Happy Holidays" letter from president Michael Weber hyping HANA.**
  - d) Consider working in a "to-do-good" piece that ties into programs HANA is promoting. For example, in promoting Neighborhood Watch, add tips on keeping your home safe during holiday travel, holiday festivities, winter weather, etc.

- e) Additional Old fashioned Christmas information: Publish need for a luminary staging area, open houses, Santa house, call for Christmas carolers, carriage ride ticket information/forms.
  - f) **Alternate pricing for newsletter printing costs: Mary Kelly to get various bids over next few months and plan to convert for 2009.**
- 7) Old Fashioned Christmas
- a) Still need tons of volunteers. Hopefully get some responses returned in the next couple weeks as October newsletter was just distributed.
  - b) Dan Wash has agreed to coordinate the event one last time. Need to seek out a coordinator for 2009 (perhaps solicit/promote during Old Fashioned Christmas event).
  - c) **Michael Weber to verify Santa House (call Richters, the 2006 santa house hosts) and Santa (call Dan, the 2006 santa).**
- 8) HANA Membership Drive
- a) Mike Kalway presented various options to improve the immediate level of participation (Mike Kalway's memo is included at the end of the meeting minutes). It was decided to proceed with two of the proposed options (option 1 & option 3) in the November time frame.
  - b) Implementing Option 1:
    - i) It is critical to get letter out before the start of the holiday season.
    - ii) **Michelle Weber is to craft a formal letter from the board sending Seasons Greetings to the neighbors, inviting them to participate in HANA and attend an early spring meeting, as well as highlighting 2008 HANA events/goals such as 4<sup>th</sup> of July parade, summer "movie-in-festival-park", neighborhood watch. Draft letter targeted for mid-to-late October.**
    - iii) **Lowered printing costs possible with laser printing provided by Mary Kelly. Mike Kalway and Michael Weber to also investigate options for reduced printing costs.**
    - iv) **Envelope stuffing party planned at Kalway residence in early November.**
    - v) **Frank Lenahan to explore reduced postage rate available for non-profit organization and mailing labels/lists.**
  - c) Implementing Option 3:
    - i) Plan a pre-holiday block captain appreciation meeting, early November, tentatively set for Tuesday evening, November 6<sup>th</sup>.
    - ii) **Mike Kalway to draft personal invitation and circulate to HANA board by latter part of October.**
    - iii) **Michael Weber to update Dave Landeweer on plan for block captain appreciation gathering.**
    - iv) **Location TBD: Ed Sobon to investigate Paprikash, Mike Kalway to check out Metropolis or Chamber of Commerce. Plan to serve coffee/beverages, pastries, hors d'oeuvres.**
    - v) Note, there are approximately 30 block captains. Require RSVP to event.

**Addendum 1: Suggested TOC November 2007 HANA Newsletter:**

**November 2007**

**2007 HANA Newsletter**

**Updated 10/11/07**

<b>Key Events (contact person)</b>	<b>Board Meeting Discussion/Decision</b>	<b>Status</b>
Old Fashioned Christmas	Oct	<del>Consider Tips, FAQs, scheduling info</del>
From the HANA Board: Article from Michael Webber	Oct	Consider adding an occasional column from HANA board members speaking on a specific issue (such as Mike Kalway's column in the Oct issue)
Call for specific Old Fashioned Christmas volunteers	Oct	Carolers, House for luminaries, artistic/woodworking talent for open house signs; ref page 4 sign-up sheet
Greens delivery reminder	N/A	Thanks for your order; expect delivery on 11/17
Tree Lighting Ceremony	N/A	
Take a Bough	N/A	Historical Society
UNICEF follow-up article	N/A	If UNICEF family calls in with info
Mark Your Calendar	N/A	<b>Calendar sources:</b> VAH ( <a href="http://www.vah.com">www.vah.com</a> ) AHML ( <a href="http://www.ahml.info">www.ahml.info</a> , <a href="http://community.ahml.info">http://community.ahml.info</a> ) Historical Museum ( <a href="http://www.ahmuseum.org">www.ahmuseum.org</a> ) AHPD ( <a href="http://www.ahpd.org">www.ahpd.org</a> ) Northstarnet Arlington Heights ( <a href="http://www.ahkcommunity.com">www.ahkcommunity.com</a> ) Chamber of Commerce ( <a href="http://www.arlingtonhtschamber.com/web06.nsf/pages/home?opendocument">http://www.arlingtonhtschamber.com/web06.nsf/pages/home?opendocument</a> )
Classifieds	N/A	
Masthead info	N/A	
Update your e-mail address	N/A	
Carriage ride, volunteer & dues form	Oct	Add e-mail address to order form; add artistic/woodworking signs for open house and house to assemble luminaries the list of volunteer activities
Opportunities to share our good fortune (village sponsored, etc)	Oct	<del>We discussed this idea at a previous meeting earlier in the year</del>

**Scheduled to go to print 11/1/07.**

**Addendum 2: Membership Drive Memo submitted by Mike Kalway:**

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HANA MEMBERSHIP DRIVE

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**DATE:** 10/9/2007  
**TO:** HANA BOARD MEMBERS AND GUESTS  
**FROM:** MIKE KALWAY

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To help in the accomplishing of our goals and to provide increased services to the HANA resident, we must increase membership. Without community involvement (and the dues associated) we are extremely limited in terms of potential.

The following outlines suggestions (cost associated) to improve the immediate level of participation:

**Option 1**

- A letter would be authored by the Board inviting neighbors to participate in HANA on a more formal basis and immediately contribute in terms of dues. The letter would include an invitation to a new member meeting / focus group and self addressed envelop for dues.
- The cost associated besides time, would be \$250.00 for printing, and \$266.50 for postage or \$516.50 for the project

**Option 2**

- Would be the construction of the letter as suggested, but it to be part of the next newsletter with the dues envelope included

**Option 3**

- Send an invitation for a Block Captain's meeting to thank them for their support, solicit their advice and test the feasibility of moving their position to a more expanded role

**Option 4**

- Construct a door to door campaign using Board Members and volunteers to share information and of course the value of finical support

These are suggestions, but due to the proximity to the Holliday's a decision as to direction is needed as quickly as possible.