



Willow Glen Business Association
Board of Directors & General Membership Meeting
 Agenda for Tuesday, February 13, 2018 • 8:00 am – 10:00 am
Willow Glen Community & Senior Center
 2175 Lincoln Ave.

I – Information Only A – Action Required G – Good of the Order

| Item | Type | Person Responsible | Time line | Action |
|---|------|---|------------------------------|--|
| Meeting called to order | G | Henry Flynn, President | 8:00 am | Welcome |
| Approval of minutes | A | Approval of January Minutes | 8:00 am | Review and approval of January 9, 2018 minutes |
| Executive Committee Rpt | I | Executive Committee Update – Henry Flynn | 8:05 am | Review of minutes of January 26, 2018 + February 2, 2018 Special Meeting |
| Board Development Rpt | I | Board Development – Henry Flynn Election of Treasury | | |
| Treasurer’s Report | A | Valerie Merklin – January Financial reports | 8:10 am | Board approval Accept Report |
| Board Orientation | I | Valerie Merklin and Executive Committee | 8:10 am- 8:55 am | |
| OPEN FORUM/ PUBLIC COMMENT– 2 MIN. EACH | G | Moderated by Board President Time Certain Any person may address the Board on any subject not on the agenda. Since the subject is not on the agenda, the Brown Act (State Open Meeting Law) prohibits action by the Board. However, Board Members and Staff may briefly respond to statements or questions and/or provide referral to Staff. The Board may place the item on an agenda for a future meeting. | 9:00am - 9:30am | |
| Assoc Member Applications | A | | | Board approval |
| Meeting Adjournment | G | Henry Flynn | 9:30 am | |
| Executive Session | | Executive Session | 9:30 am – 9:45 am | |

The next WGBA Board meeting will be Tuesday, March 13, 2018 at 8:00am
WG Community Center, 2175 Lincoln Ave.

The mission of the WGBA is to make downtown Willow Glen a desirable destination to shop, eat and locate a business through maintenance and beautification projects and the promotion of a positive identity for the Willow Glen business community through advertising, public relations, sponsorships, events and festivals and the preservation of the historical and architectural character of downtown Willow Glen.

Willow Glen Business Association Board Meeting
Tuesday, 9 January 2018~8:00 a.m.
Willow Glen Community & Senior Center, 2175 Lincoln Avenue, SJ 95125

Attendees: Henry Flynn, John Gilligan, Emilie Highley, Bobbie Johnson, Chris Kouretas, Bill McAfee, Lynne Rovai, Linda Ruiz, Jim Stump, Staff – Stephanie Whaley & Valerie Merklin

Absent: Frank Bejan, Vince Falcone, Robert Hernandez

Meeting was called to order at 8:08 a.m. by President Henry Flynn

Approval of Minutes: Motion was made Lynne Rovai to approve the December 2017 Board Minutes. Second by Chris Kouretas. Unanimously approved.

Executive Committee Minutes – December minutes were reviewed by President Flynn. Acceptance of December Minutes – Chris Kouretas. Second by Bobbie Johnson.

Board Development – Ballots were mailed and are due back by 1/19/2018. John Gilligan, Bobbie Johnson, Chris Kouretas, and Bill McAfee indicated that they had not received their ballots. Stephanie will take the action item to ensure they get their ballots.

Treasurer's Report – Valerie Merklin reviewed the P&L, and Year-to-Date numbers. (a) Our 7/1/2017-6/30/2017 Fiscal Year showed definite signs of income moving in a positive direction. (b) P&L showed 2017 focus was on events. (c) Per Valerie. . . Our 2017 Holiday's "Rock"! Need to determine if more cable car rides are to be added. (d) CBID line item shows 'profit' at this time, next check will not be received until February. (d) Valerie will provide Year-to-Date comparisons (e) 2018 Direction is positive - "Don't spend monies that we don't have!" A motion was made by John Gilligan to approve the Treasurer's Report. Second by Bobbie Johnson. Unanimously approved.

Our Avenue Committee – John Gilligan reported: (a) Issues with the planters in front of Details – John looking into this (b) Sculpture base (for the sculpture which was hit), was reinstalled – somewhat stable. Christina Garavaglia, Councilwomen Dev Davis' Office will check to see if the City will pay to replace. (c) John has reached out to the City contact on replacement of the lights that are out (d) Lynne Rovai asked who is responsible for cleaning the bus stops. John indicated that it is VTA and he will reach out to them. (e) John coordinated the pickup of the container. . . Many thanks to John for having it removed!

Promotions & Events – Lynne reported: (a) Ladies Night Out is Thursday, 2/8/2018 – posters are done and distributed (b) All poster artwork is done through the Spring Wine Walk (c) Fall Wine Walk to be added back in for 2018 Events (d) Paws on the Avenue not going to take place this year (e) Scott Payne approached us to become involved in The Taste of the Avenue and coordinate it with the Derby. It is determined that we do not have the manpower – suggest taking this event to the Fairgrounds.

BBQ in the Glen – Plans to ‘kick in’ on this event. First meeting being scheduled to determine budget, committees, etc. More updates at the next Board Meeting.

Neighborhood Report – No member of WGNA was present – no report

Open Forum – (a) Becky Hill, Supervisor in WG spoke briefly on wanting to partner more with WGBA on Events (b) Christina Garavaglia, Councilwoman Dev Davis’ Office indicated that they had received leaf blower complaints. 5:30-6:00 would be an ideal time.

Apparently this is not a CVS issue, but an issue for WGBA and Universal to resolve. John Gilligan will reach out to Universal; Christina will reach out through the Councilwoman’s office for resolution and report back to us next month.

Associate Member Applications – No applications this month

Meeting adjournment – 8:55 a.m.

Respectively submitted,

Emilie Highley, Secretary
Willow Glen Business Association

**Willow Glen Business Association
Executive Committee Meeting
26 January 2018**

In Attendance: Henry Flynn, Jim Stump, Chris Kouretas, Emilie Highley, Stephanie Whaley, Staff

The meeting was called to order at 9:02 a.m.

- Stephanie indicated that the kiosk by 3-Sisters had been hit by a truck. Carol Dembroski, the owner (her husband) got pictures. Stephanie to get a quote. Jim Stump will call the truck vendor and discuss.
- Elections are over – ballots received. Some suggestions were made via ‘write ins’ for additional members to be added to the Board – to be discussed at the February Board Meeting. Tim Mulcahy will become Treasurer of the WGBA.
- Low turn out for the 1/22/2018 Annual Meeting – the *WGNA* Meeting had a turnout of roughly 100 attendees
- Stephanie indicated that she has paperwork from the State which needs to be filled out – the paperwork is being addressed
- 2018 BBQ – Focus is building on an event that will bring in revenue. A Planning Meeting will be scheduled to review the budget, sponsorships and set up committees
- Steff discussed her remaining time with us – 4/8 is her ‘due’ date 3/12 would be her last day working in the office She would like to take up to 4 months off. She also suggested that she could do some work from home – it was suggested that she put together an outline (Scope of Work) of what she would do from home and present it to the Board.
- Over 90 resumes have been received in response to our job posting for a Event & Marketing Coordinator (part-time position) Steff and Emilie have reviewed over 40 of the resumes and will be setting up interviews for the top candidates.
- *Details* is ‘retiring’ after many years of being on the Avenue. It was determined that we should give them some type of recognition. *Details* still owes for the Christmas Ornaments – Steff will e-mail to remind them.
- Universal Contract – Henry and Chris (from Universal) will be meeting on January 28th to sign the contract

Respectively submitted,

*Emilie Highley, Secretary
Willow Glen Business Association*

**Willow Glen Business Association
Executive Committee Meeting
2 February 2018**

In Attendance: Henry Flynn, Jim Stump, Chris Kouretas, Emilie Highley and Stephanie Whaley, Staff

A special Executive Committee Meeting was called to discuss the interview results for WGBA's part-time position for a Event & Marketing Coordinator

As the "Hiring Committee", Steff and Emilie:

- **Personally reviewed over 40 of the 90+ resumes received**
- **The 40 were paired down to 10 and from the 10 to 4 candidates**
- **Face-to-face interviews were set for the 4 candidates on January 29th and 30th**
- **Once the interviews were completed, Steff and Emilie discussed results and narrowed the candidates to the top 2.**
- **During the special Executive Committee Meeting, we presented our results**
- **The Executive Board agreed with our results and on Friday, February 2nd, an offer was made to Nadine Tadeo for the part-time position. Nadine accepted – the other 3 candidates were personally called – thanking them for their time and letting them know that a candidate had been selected.**
- **Nadine will attend our February 13th WGBA Board Meeting**

Respectively submitted,

*Emilie Highley, Secretary
Willow Glen Business Association*