

**Willow Glen Business Association Board Meeting
 Tuesday, December 12, 2017 ~ 8:00 a.m.
 Willow Glen Community & Senior Center, 2175 Lincoln Avenue, SJ 95125**

Attendees: Frank Bejan, Vince Falcon, Henry Flynn, John Gilligan, Emilie Highley, Bobbie Johnson, Bill McAfee, Lynne Rovai, Jim Stump, Staff – Stephanie Whaley & Valerie Merklin

Absent: Chris Bertucelli, Robert Hernandez, Chris Kouretas, Julie Painchaud, Linda Ruiz

Meeting was called to order at 8:10 a.m. by Board President Henry Flynn

Approval of Minutes: Motion was made Lynne Rovai to approve the November 2017 Board Minutes, Second by John Gillian. Unanimously approved with one correction – correcting Tom Borden’s name (November minutes indicated Tom Boardman).

Executive Committee Minutes – November Minutes were reviewed by President Flynn. Acceptance of November Minutes – Bobbie Johnson. Second by Bill McAfee.

Board Development – Valerie Merklin reviewed the By Laws regarding Board elections.

Review of the current Board:

Henry Flynn	Name to be placed on 2018 Ballot
Mike Gaines	Resigned
Robert Hernandez	Name to be placed on 2018 Ballot
Bobbie Johnson	Name to be placed on 2018 Ballot
Chris Kouretas	Name to be placed on 2018 Ballot
Jim Stump	Name to be placed on 2018 Ballot
Julie Painchaud	Term is up, will not continue
Chris Bertucelli	Resigned
Nate Perez	Term is up, will not continue
Linda Ruiz	Thought term is up, term is continuing (half way through), Henry Flynn to clarify with her

Henry Flynn will request a formal letter from Mike Gaines, Julie Painchaud, Chris Bertucelli and Nate Perez indicating their terms are up, or they are resigning and will not continue with the WGBA Board.

Both Tim Mulcahy and Joe Pollifrone, Sereno Group, have indicated that they would like to serve on the 2018 Board.

Henry Flynn formally stated all candidates being nominated: Henry Flynn, Robert Hernandez, Bobbie Johnson, Chris Kouretas, Jim Stump, Tim Mulcahy, Joe Pollifrone.

A motion was made by Bobbie Johnson to accept the slate of nominees. Second by Jim Stump. Unanimously approved.

No nominations were made from the floor.

Ballots are to be sent out 4 weeks prior to the Annual Meeting.

Suggest planning our Annual Meeting on 1/22 or the week of and coordinating it with Councilwoman Dev Davis as a guest speaker addressing Crime on the Avenue. Stephanie to reach out to Councilwoman Davis.

Treasurer's Report – Valerie presented the updated financials, Profit & Loss, through 12/11/2017. Bubbly Walk netted an *estimated* \$30,000. DOTA shows a profit due to the 2018 Grant which was received. BBQ Event financials not shown as a Fund Raising Event – it is geared as a 'Feet on the Street Event'. It was a break even event. Year-to-date shows ~\$89,000 in the black – overall the WGBA is in a better financial position than in the past year.

Jim Stump made a motion to approve the October Financials. Second by Bobbie Johnson. Unanimously approved.

Emilie Highley made a motion to approve the November Financials. Second by Lynne Rovai. Unanimously approved.

Member Relations - It was reported that the Holiday Party was a successful event. E-mails received by the WG Community are positive regarding holiday décor on the Avenue. Only complaints received were the fact that 2017 Ornaments and Cable Car Rides were a sell out.

Our Avenue – Vince Falcone has now joined the committee. Items reviewed by John Gilligan: (a) Dumpster situation – temporary location will be at the Alano Club (b) Shed – addition of solar was again discussed. We now have a larger shed – the smaller one will be taken away. John will handle the shed being painted. (c) Universal Site Services – the contract is now for 18 months with a 5% increase. Some costs were reduced with the contract being extended (d) Tree trimming proposal – the quote on the former proposal was \$16,000 – new proposal is \$21,750 A discussion ensued. A motion was made by John Gilligan to accept the new proposal. Second by Lynne Rovai. Unanimously approved.

Tree trimming will begin in January (e) Old Fashion Globe Lights – 33 are out. Valerie is still researching who will replace them. This may be City required maintenance.

Promotions & Events – (a) Bubbly Walk netted \$29,976.00 in profit – businesses on the Avenue made money that day – great day for all! (b) An estimated \$14,154.00 profit was made the first weekend of the Cable Car rides (c) 2018 calendar of events is set (d) A discussion ensued on how to let the community know where the monies are going for the different events. Suggestion was made to ‘blow up’ the CBID flyer and put them in the kiosks. (e) There is still a need for more volunteers to work the events. (f) Sponsorship agreement has been entered into with Claudette Mannina for DOTA 2018

Open Forum – Christina _____, Councilwoman Dev Davis’ office commented on the leaf flowers operating in the CVS parking lot at 4-5:00 a.m. have created an issue with the neighbors. After a brief discussion, it was determined that this is a private property CVS issue – these folks are hired by CVS, not be the WGBA.

Carole Demkowskii, Three Sisters made mention of the Home & Vintage Garden Show that was coming up that would include 7 vendors in the Bay Area. Everyone is invited, 15-17 December. Carole also made mention of a leak in the flower bed near her store front which needs to get fixed. John Gilligan to reach out to Carole regarding getting the leak repaired.

Stephanie commented that Details also had an issue in their planter box – John Gillian will look into this also.

Valerie brought up about the sculpture that was knocked down/hit. She has opened up discussions with Lynn Rodgers from the City. The sculpture may be beyond repair – this is yet to be determined.

Associate Member Applications – No applications presented.

Meeting adjournment – 9:20 p.m.

Respectively submitted,

Emilie Highley, Secretary
Willow Glen Business Association

**Willow Glen Business Association
Executive Committee Meeting
29 December 2017**

In attendance: Henry Flynn, Jim Stump, Emilie Highley, Valerie Merklin, Staff

Absent: Chris Kouretas, Stephanie Whaley

- 1. The ballots were mailed. At the 9 January Board meeting, everyone will be reminded to send their ballots in by 19 January. The Board is still in need of a Treasurer.**
- 2. 22 January is the date for a planned meeting. Councilmember Dev Davis is available for that meeting which will address crime on the Avenue as a topic. This meeting will also serve as our Annual Meeting for 2018.**
- 3. Discussion ensued on the job opening for the WGBA. Stephanie and I have worked with Andrew Soliz, SJSU, in preparing the job for posting on their website "Hand Shake" The job will be finalized, incorporating several changes and will be posted right after the first of the year (by January 2nd). Valerie indicated that she has a lead on an individual that may be interested and Jim Stump has a contact at SJSU which he will reach out to. More details to follow at the 9 January Board Meeting.**
- 4. "Adopt a WG Event" – Stephanie will be reaching out to Peter Allen, President of the Campbell Rotary Club – they want to adopt an event for 2018 and provide Rotarians as volunteers to work it. If this is successful, we could also approach other organizations, such as Kiwanis, Lion's Club, etc., to adopt an event.**
- 5. Paws on the Avenue – taking a 'rest' for 2018.**
- 6. DOTA & the BBQ – Valerie indicated that Grant reports are due to the City.**
- 7. Per Valerie, the Financial Review for FY15-16 is complete and has been turned into city. The FY 16-17 report still has to be completed. Valerie is working with Jess Gutierrez to get the info to the CPA doing the review.**
- 8. Taxes – the 990 is due, extension has been filed.**
- 9. CBID Financials – It was discussed that we would request that Jess Gutierrez, Partner, CFOs2GO, (our accountant), to take ownership of all CBID reporting– Jess is well acquainted with the CBID. Valerie to reach out to Jess.**
- 10. CBID Brochure has been mailed to all property owners.**
- 11. WGBA office is being 'cleaned' out. Before anything was shredded, Pat Gutierrez, of CFOs2GO, reviewed the contents.**

12. Valerie is working with Lynn Rogers of the City on final reports that are due for Lincoln Ave artwork project. Valerie is going to reach out to Lynn to see if there are any available funds to repair the sculpture that was damaged.
13. Beginning January 2018, budgets for FY 18-19 will be prepared for the CBID and other events and activities on the Avenue, using 2017 as a draft 'template' to assist in managing costs, etc.
14. Discussion ensued on the possibility of adding one more day for the Holiday cable car rides - all days for the 2017 Season were a sellout.

Meeting was adjourned at 9:58 a.m.

Respectively submitted,

Emilie Highley, Secretary
Willow Glen Business Association