

**Board of Directors & General Membership
Minutes of the 13 February 2018 Meeting
Willow Glen Community & Senior Center. . .2175 Lincoln Avenue**

In attendance: Frank Bejan, Henry Flynn, Vince Falcone, John Gilligan, Robert Hernandez, Emilie Highley, Bobbie Johnson, Chris Kouretas, Bill McAfee, Tim Mulcahy, Lisa O’Hara, John Pisacane, Lynne Rovai, Linda Ruiz, Jim Stump, Valerie Merklin and staff: Stephanie Whaley and Nadine Tadeo (new staff member)

The meeting was called to order at 8:10 a.m. by President Henry Flynn.

First priority was the review of Terms of the Officers and the need to elect our Board Treasurer. A motion was made by Henry Flynn to elect Time Mulcahy to the position of Board Treasurer. Second by Lynne Rovai. Unanimously approved.

President Flynn took a moment to introduce our new staff member, Nadine Tadeo, who will be assisting Steff.

- 1. Approval of January Minutes – Motion was made by Tim Mulcahy to approve. Second by Robert Hernandez. Unanimously approved.**
- 2. Executive Committee Report: Henry reviewed the meeting minutes as called for approval. A motion was made by John Gilligan to approve. Second by Lynne Rovai. Unanimously approved.**
- 3. Treasurer’s Report: Valerie Merklin reported on Year-to-Year Financials and that we are moving in a positive direction. Linda Ruiz asked about the ‘jump’ in monies spent on supplies – Valerie to provide more detail on Supplies and Professional Fees. A motion was made by Bobbie Johnson to approve the Treasurer’s Report. Second by Chris Kouretas. Unanimously approved. It was also noted that the 2016-2017 CBID Financials were being worked on by Valerie and Jess Gutierrez, CFOs2GO for submittal to the City of San Jose.**

4. **Board Orientation:** The better part of the meeting was dedicated to the presentation made by Valerie Merklin regarding the WGBA Board Orientation (a handout was given to all Board Members).
5. **Open Forum:** We were joined by – Pat Whitaker, Whitaker Financial Services, Vinh & John of Functional Performance Fitness, Linda Herschbach, Thrift Box, San Jose Auxiliary – Lucile Packard Children’s Hospital, Yama Ebrat, State Farm and Amanda Jimenez, City of San Jose.
6. **Our Avenue – John Gilligan discussed:** (a) The sculpture by Manly’s that was hit by a car – quotes received for \$1800 to replace the retaining wall and \$3000 for pier replacement. At this time, it is suggested that we wait on both until DOT is approached on the repairs needed. Lynn Rogers of the City will also be contacted on replacement of the art (b) Steff to look into back pay for public parking at BofA and other areas on the Avenue. (c) Church of God is donating space for the Universal dumpster – twice a year during leaf pick-up. (d) Traves Bond is donating time and labor to move the bin. John may need to get a fork lift to co-ordinate moving the bin onto to the truck for transporting purposes. (e) Leaf blowing time has been changed from 5:00 a.m. to 7:00 a.m.
7. **Associate Member Applications:** There were no applications to be presented.

Meeting was adjourned at 9:30 a.m.

Respectively submitted,

Emilie Highley, Secretary
Willow Glen Business Association

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

In attendance: Henry Flynn, Tim Mulcahy and Emilie Highley

Absent: Chris Kouretas, Jim Stump and Stephanie Whaley, Staff

Meeting was called to order at 9:05 a.m.

- 1. Extension was filed on the 990 – Jess Gutierrez, CFOs2GO, is reviewing and will respond on status.**
- 2. 2018-2019 CBID Budget due to the City of San Jose by 5/1/2018 – draft sent to Tim Mulcahy for review and work toward completion.**
- 3. FY 2016-2017 financial Review is still due to the City (was due by October 1st) – Jess Gutierrez, CFOs2GO is reviewing the data and will submit to the City.**
- 4. Henry to send an e-mail to the Finance Committee regarding the CBID & 990, with ‘cc’ to Frank Bejan and Bobbie Johnson in hopes that they may want to serve on this committee.**
- 5. Matthew Rodriguez, Willow Glen Sweet Shoppe is interested in becoming more involved – plan is to appoint Matthew as a Community Member at our March Meeting.**
- 6. Remind Steff about putting together an outline of her office support during her Maternity Leave – the Executive Board will review her proposal.**
- 7. Wine Walk is just around the corner – need to solicit for volunteers for this event and others to follow. Ensure that Steff has reached out to Peter Allen of the Campbell Rotary about ‘adopting’ an event.**
- 8. A discussion ensued on a recognition for Reed for his years of service to the WGBA – suggest a plaque? Who will take this as an action item?**
- 9. Steff to provide an updated ‘roster’ of WGBA Board Members for 2018-2019 before the March Board Meeting**
- 10. All were in agreement that the tree trimming has made a difference on the Avenue.**
- 11. Universal Site Services has adjusted their hours of leaf blowing.**
- 12. Henry and Tim to go to Wells Fargo after the meeting to add Tim to the bank account.**

Meeting was adjourned at 9:46 a.m.