

**MEETING AGENDA**  
**JULY 21, 2009**  
**7:00 PM**  
**Deerhorn Valley Fire Station #37**

**WELCOME and OPENING (5 min)**

**BUSINESS ITEMS (15 min)**

1. Reading and Approval of June 16, 2009 Minutes
2. Financial Report and Status
3. BRIEF Update on Actions & Responses since last meeting

**ACTION ITEMS: (30 min)**

1. Approve nomination of Kim Hamilton (current Secretary) as DVCA Treasurer
2. Approve nomination of Ariele Brooke as DVCA Secretary
3. Form and Approve an Ad Hoc Committee to examine our organizational structure: Governance, By-Laws, Financial Checks and Balances, Accountability, Transparency, etc. (Marcia Spurgeon, Kim Hamilton, and Peg Hance have agreed to serve on this committee.)
4. Creating a Culture of Transparency: Approve regular monthly posting of meeting documents (Agendas, Minutes, Reports, etc.) on DVCA Webpage (<http://www.deerhornvalley.net/communityassocia>) for public review and access.
5. The Antler Newsletter: Approve fund (\$?) for an initial bulk mailing (nonprofit) to all residents with a subscription form for those wishing to receive mailed copy (quarterly). Ariele (Editor) will bring estimates for printing and mailing.

**ACTIVITY: RETHINKING OUR MISSION (20 min)**

Together we'll take a look at what kind of organization the DVCA aspires to be. Kim will lead this activity to get us thinking:

**What is our purpose... our reason for being? What does DVCA aspire to be?**

**Deerhorn Valley Community Association  
Minutes from Meeting on July 21, 2009  
Deerhorn Valley Fire Station 7:00 PM**

**Members Present:**

Ruth Brewer	Phyllis Dozier	Sharon Gladding	Paul Jacob
Ariele Brooke	Anne Evosevich	Kim Hamilton	Cindy Schneider
Rob Deason	Sarah Evosevich	Peg Hance	

**WELCOME AND OPENING:**

Chairperson Cindy Schneider opened the meeting and stated the need for DVCA to be as transparent as possible. We would like to have an Ad Hoc committee to address by-laws, financial oversight, checks and balances, and the mission statement. Kim volunteered to head this up, and the others who will participate are Peg Hance, Marcia Spurgeon, Ariele Brooke, and Sharon Gladding. Cindy asked all members to percolate this question: What are your goals for the DVCA?

**BUSINESS**

**Reading of Minutes**

Peg Hance read the minutes from June 16, 2009. They were accepted as read.

**Update on Actions and Responses Since Last Meeting:**

Kim Hamilton reported that an update had been sent (email) to members present at the last two meetings and the former/current Board members re: our financial situation;

Cindy informed us that the original letter requesting the Treasurer's resignation was sent by certified mail and picked up on June 22, 2009. The letter contained a request for the treasurer's resignation, citing the failure to provide appropriate financial documents to DVCA; a return of any items, including all DVCA records; and a directive to desist soliciting any donations in the name of DVCA. As of the date of this meeting, there has been no response.

On July 21, 2009 a second letter was sent to RD informing her that the Chase bank account with her as sole signatory has been closed. Another request was made to please return any financial records, unused checks, etc. Ruth Brewer brought out the fact that no date had been established for the return of items requested.

**Financial Report and Status**

Kim Hamilton gave the following Treasurer's Report:

**ACCOUNT # 4213869659 (now closed)**

06/01/2009			<u>Beginning Balance:</u>	<u>\$7,981.39</u>
06/29/2009	Withdrawal #1004	GOA		\$2,500.00
06/29/2009	Withdrawal #1005	Don Deede (Thermal Blanket)		\$ 135.00
06/29/2009	Withdrawal #1006	Don Deede (EMS Bag)		\$ 662.35
07/01/2009			<u>Ending Balance:</u>	<u>\$4,684.04</u>

It was noted that while the signatory on these checks was no longer valid, all checks were dated 3/1/2009, prior to the change of signatories. The purchases of the EMS Bag and Thermal Blankets were approved, but not receipted. The transfer of Sempra Foundation funds to GOA was never approved by a vote of the Board or membership.

Sempra Foundation (Fire Assistance Fund) has been notified of the possible misallocation of funds, and we are waiting to hear from them. The original grant was to pay the excess utilities at the Fire Station for the Relief Center. The DVCA was not informed about the original application or intent of funds (\$2,500) awarded. No financial records or copies of Sempra correspondence have been returned to DVCA by the [former] Treasurer.

Cindy stated that Lars said an EMS bag is still on the engine. Reportedly the thermal blankets were received and are in use by GOA Food Pantry.

Kim stated that we need to determine the proper action DVCA will need to take to properly account for the \$2500 Sempra Grant. We will also need to determine if we still have outstanding utility bills owed to RFPD.

## **ACTION ITEMS**

### **Office Vacated (Vice President)**

It was declared that due to her non-participation and non-response to correspondence, "Due to the non-participation, absenteeism, and non-responsiveness to correspondence of Vice President, Janis Morley, the members present voted to vacate the office of Vice President." Janis Morley has vacated her office as Vice President of the Board of the DVCA. The action was approved by the membership.

### **New Board Nominations**

As stipulated in the current by-laws, Cindy made the following nominations: Kim Hamilton will vacate her position as Secretary of the DVCA to take the position of Treasurer of the DVCA. Motion made and approved without opposition.

Ariele Brooke/Johannson was nominated for Secretary of the DVCA for the remainder of this year (through Dec. 2009). Motion made and approved without opposition.

### **Establishment of Ad Hoc Committee** (Governance, Financial Oversight, Mission Statement)

The Ad Hoc Committee will re-establish a good governance structure for the DVCA. The members present asked for the following procedures to be discussed in the ad hoc committee:

- Establish proper signatory forms (dual signatures) and procedures
- Provide for reimbursement of expenses procedures and accounting of same
- Establish proper accounting procedures for donations, disbursements, expenditures

Noted by one member is the fact that many donations and disbursements were made after the fire that are unrecorded and un-receipted. To date we have received no records from the previous Treasurer/Secretary, and cannot account for the source of our funds other than "donations."

Ruth made a motion to approve the Ad Hoc Committee: Kim Hamilton Peg Hance, Marcia Spurgeon, Ariele Brooke, and Sharon Gladding.. Second by Anne Evosevich. Passed without opposition.

Note: There was a short discussion about publishing the Ad Hoc Committee's information for transparency (possibly through the website or emails), but not the initial working documents.

### **Public Posting of Minutes**

After discussion Rob motioned that the draft minutes and approved minutes of DVCA meeting would be posted on the Deerhorn Valley website. Kim seconded. A member asked about including the Sempra docs. Discussion included that there is still some ambiguity around the issue, as well as the grant docs containing personal information, so it's not a good idea. It was added that we do have a legal and moral obligation to the community regarding these issues.

Original motion was approved with none opposed. Kim will post the minutes on deerhornvalley.net as a downloadable PDF files.

### **The Antler**

Ariele passed around the latest copy and asked for feedback to be given after the meeting, focusing on typos, accuracy, etc. rather than design or content (save that for later). She suggested that if there is money available, this first post-fire publication (Summer 2009) be mailed to all residents in Rural Route #1 in a bulk mailing. Residents can then notify DVCA if they want an email version or pay the cost for a printed and mailed newsletter (a subscription). Kim stated that we have collected approximately \$5,000 and as yet it has not been spent to benefit the community. Discussion centered on using the Auxiliary's bulk mail permit (if approved) to send out this mailing, since we do not have our own bulk mail permit. Perhaps we or the CSZ can provide the specific funds to mail it and allow this kind of cross-over, which would provide information on the Auxiliary, CSZ, etc.

Kim made a motion to fund this first new printing and mailing of The Antler (Peg added) as a community outreach activity funded by The DVCA for a maximum cost of \$400. Ruth Brewer seconded. All were in favor. None were opposed.

Other suggestions for The Antler are listed below:

1. Make it 11x17 double-sided, and folded with no staples total 4 pgs.
2. Send it first class and then after that, people can subscribe to a hard copy.
3. Adjust to only b/w printing if the color is too much money.
4. The newsletter shows what is going on with the money we've collected.
5. Ads in bulk mailing were done before.
6. Our return address needs to be put on the mailing side.
7. A quarterly publication is not going to be as current as a newspaper.
8. We should have a calendar of events.
9. We should say it's quarterly and stick to it. Next issue would come out in November.
10. We just need to do a little more info gathering, including quotes from printers.

### **Our Mission Statement**

Kim passed out mission statement handout to assist us in thinking about the creation of ours. A mission statement inspires, is 25 words or less, defines, and gives direction. Please email Kim or bring back to next meeting. What can we aspire to? Cindy requested that we look over the info and return feedback to Kim or Cindy for the ad hoc committee. Now that we have a full board of three, Cindy will submit a Statement of Information by credit card for \$28. Also, she has made a 3<sup>rd</sup> request to IRS for the original 1023 and 1024 by-laws. "We're in a post-disaster environment, and it's very different."

### **The DV Directory**

Ruth and Phyllis are taking this project on. Peg will provide the database that Jim Norton was working on and will update it. She will give the final word .doc to Ruth and Phyllis.

### **Adjournment**

Peg made a motion to adjourn the meeting. It was seconded by Anne and Ariele. All were in favor. None were opposed.

All members present were asked to think about why we have a Community Association, its purpose, and how to best focus our energies to be of service to the community.

**DEERHORN VALLEY COMMUNITY ASSOCIATION**

A 501c3 Nonprofit Corporation  
P.O. Box 862  
Jamul, CA 91935

**Treasurer's Report**

July 21, 2009

*NOTE: This report is drawn entirely from conversations and recovered bank statements from JP Morgan Chase Bank (formerly Washington Mutual). To date no information or financial records have been returned to DVCA by the previous secretary/treasurer. -KH*

ACCOUNT # 4213869659 (now closed)

	06/01/2009
	<u>Beginning Balance: \$7,981.39</u>
Actions:	
06/29/09	
Check #1004 dated 3/1/09	
"Generations of Action"	\$ 2,500.00*
Signed by Renee C. Deede (SEMPRA GRANT?)	
06/29/09	
Check #1005 dated 3/1/09	
"Donald Deede"	\$ 135.00**
Signed by Renee C. Deede (THERMAL BLANKET?)	
06/29/09	
Check #1006 dated 3/1/09	
"Donald Deede"	\$ 662.35**
Signed by Renee C. Deede (EMS BAG?)	

\* NO RECORD OF APPROVAL FOR FUNDS TRANSFER IN MINUTES

\*\*NOT RECEIPTED, BUT APPROVAL RECORDED IN MINUTES

	07/08/2009
	<u>Ending Balance: \$ 4,684.04</u>
07/08/09	
1) Closed account	
2) Transferred remaining funds to new account #3591690067	

ACCOUNT # 3591690067..... Opening Balance: \$4,684.04

*Report prepared and submitted by Kim Hamilton, DVCA Secretary*

*July 21, 2009*