

Burlingame Hills Improvement Association, Inc.  
Board of Directors Meeting  
Monday, August 27, 2018, 7pm  
Home of Zerlina and Tom Hayes

MINUTES

I. Call to order at 7:12 pm

Attendance:

Board members present: Amy Sanford, Don Dains, John Keller (by phone), Pam Zaragoza, Steve Epstein, Susan Dan, Tom Hayes

Board members absent: Guy Anthony, Nick Ho

Other's present: Gus Petropoulos

II. Officers' reports

**Secretary** (Minutes from May 21, 2018, board meeting)

Motion made by Don. Second by Tom. Motion Approved

**Treasurer** (by Phone)

Report and reimbursements since last meeting-old and new style: Started with Balance of \$12,968.93 and now have Balance of \$13, 637.83

New budget report: YTD and since last meeting

Discussion about how the Budget should be reported. Currently we are looking at two separate reports and we decided that John (Treasurer) should make a Treasurer's Report that gives a Budget overview, but when we are working on something like the Festival, we should have a separate reporting system.

There is a Google Doc with all of the checks that are received and written that can be shared with the Board.

Don made a motion to approve the Treasurer's Report. Second by Pam. Motion approved.

We decided to stop using the old format and just use the new format.

**President**

General outlook for our Association: very good. Steve has made little to no effort in several months to improve our Membership and we are about to make a new membership record at the Community Festival! Things are going well for the BHIA. Momentum is being built up now as the Festival is approaching.

III. Committee reports-none

IV. Old business

**Between-meeting motions:** Voted to transfer \$717 from Entertainment budget to Food Budget to cover the cost of food servers at the Festival (actual cost is \$232)

**Items for future discussion:**

*Stone pillars* (we need a resident/project manager to get a committee formed—about 8-10 have expressed interest in helping with this project) Karen Lynch has volunteered to support the effort. Steve is going to meet with her this week.

*Neighborhood directories:* Fred Botelho is working on the Directory and he is making progress! All information has been entered into the data base. Next, an email will be sent asking for updates. When Directories are distributed to each neighborhood, Emergency Info will not be shared. This Information will only be shared with Emergency Leaders.

*Meals and gifts policy*-none yet

V. New business

**Open seat on Board needs to be filled:** any ideas? Nominations to Gus ASAP  
**Budget projections for Community Festival**

Mercy is providing all the chairs and 10 tables at no cost. We will rent the remaining tables that we need.

Silent Auction: slow getting items. Steve went to all of the stores on Burlingame Avenue and all of the side streets. Crepevine is donating 13 gift cards for our Leadership Team

In the future Business Development needs to be divided into 3 groups: Silent Auction, Vendor Booths and Sponsorships. It is too big of a job for one person.

**Fall board retreat:** we need two volunteers to organize it with Steve's support-Don & Amy offered to help with this. (Sappore, Steelhead were offered as suggestions). We discussed a dinner with spouses.

**Committee to plan special 60<sup>th</sup>-year Association activities:**

Discussion: **How do we use momentum generated by the Festival to grow our volunteer base?** Volunteer Sign-Ups; Sign in by neighborhood; At the Festival, give each person a card with their name pre-printed and ask them to fill it out with their interests in their entry packet; Extra cards at each table and around the Festival. Card will have 3 or 4 items to check and 5 lines for Comments. It needs to happen when people are feeling good about the organization and remind them that this is why we are here.

VI. Announcements

**September Board meeting:** Monday, September 24, 7PM (6:30 social). Location TBD. (Main topic: Festival debrief)-get Feedback from key sponsors and Community Festival Leaders before the debrief

**October Board meeting:** Monday, October 22, 7PM (6:30 social). Location TBD. (Main topic: 2019 budget)

**60<sup>th</sup> Annual Meeting:** Wednesday, November 14, 7PM (6:30 registration and dues). Lane Room, Burlingame Library.  
Please be sure that your calendar is marked for these important meetings!

VII. Adjournment at 9:12 pm

Motion made by Don. Second by Tom. Motion approved.

**Festival Budget Projections:**

\$1000-\$1500 in decreased entertainment spending

\$2000 surplus in sponsorships

\$1500 shortfall in silent auction winning bids

All beer for Festival and volunteer afterparty donated by ABK Beer (~\$500 value)

Bottom line: \$1250-\$1750 less deficit than budgeted means that we may break even for the first time ever

Respectfully Submitted,  
Amy Sanford  
BHIA Secretary