

## **SOTS MEETING MINUTES – January 8, 2015**

**A. Call to order – 7:10 PM**

**B. Welcome to Guests** – Present were Barrett and Patty Knudsen, Beth Kleparek, Camille and Randy Churchill, Betsy and Dana Wheelock, Chestine and Bob Edgar, Gary Harris, Tim Wilhelmi and Jean Spohn.

**C. Communications of the President** – Barrett welcomed all attendees.

**D. Minutes and Report of the Secretary** – Minutes from the SOTS Annual Meeting held November 20, 2014 were read. Bob Edgar motioned to amend the minutes to include a copy of Joe Cail's summary regarding the CC&R issue and an issue that Toni Lysen, Patti Larson and Mr. and Mrs. Ma discussed a construction project as well as a few other items such as:

- the fact that the Board thanked Heather Ingersoll for coordinating the Street of Garage Sales
- Chestine Edgar reported that 2000 feet of Salmon Creek had been surveyed with the help of the Boy Scouts and that in late spring interested community members would be contacted to help continue the survey
- Bob Edgar reported during the City Items that the City was currently working on the biennial budget and an Economic Development plan.

It was determined that the issues regarding Joe Cail's presentation was an opinion regarding the CC&Rs and should not be included in the minutes as no other opinions were documented in such detail. The construction project discussion was not part of the meeting as it was tabled until the meeting was adjourned.

**E. Report of the Treasurer – Gary Harris – as of 01/06/15** – Gary Harris reported on the current balances as noted on the agenda: Savings = \$14,442.72, Checking = \$2,552.68, Total = \$16,994.40

- The Report of the Treasurer led into discussions regarding collecting the mail in a more timely manner in order to avoid past due notices on some bills and process dues payments in a more timely manner – Gary indicated that he would check the mail more often, weekly if practical.
- The discussion turned to possession of mailbox keys – Gary and Barrett have keys and apparently Kevin and Joe also have keys that they will return to the club.
- Chestine inquired about comparisons with last year's budget – one of her concerns is the cost of the newsletter (i.e. printing, mailing, etc.). She recommends going to an electronic media. Much discussion followed – the general consensus is that there should be some outreach in the next few newsletters regarding converting to electronic media.

- The discussion also turned to timing of dues/survey notices, dues increases, envelope stuffing, last year's attorney fees, cost of renting the Shorewood Elementary school facility for meetings, preparing future budgets, the economy, the cost of bulk mailing, the cost of post cards mailings for community events and on and on.

## **F. Committee & Events Reports**

### **a. Communications – Bob, Chestine, Barrett**

- Bob continued the discussion regarding the newsletter, surveys and due notices. Bundling the mailings to include all three seemed to be the most practical for now.
- Chestine brought up the database in which the addresses are maintained. It seems that Kevin kept an older version of the database and Rand is maintaining the current database. Gary indicated that he would get the database from Kevin. Chestine reminded that there was more to the database than just the mailing list – there are documents pertaining to the SOTS Community Directory including the maps, cover, etc. A discussion followed regarding the Directory and the fact that the current Directory would expire at the end of this year.
- Bob inquired as to the whereabouts of the 'Secretary Notebook'. Tim indicated that Joe had it. Betsy suggested that it be stored in the storage unit. Chestine recommended that a second copy be made – one kept in storage and the other would be kept by the Secretary.
- Then back to the newsletter – Barrett recalled that Kevin and Joe had provided much of the information in the newsletter. Chestine indicated that there was plenty of information for the newsletter.
- Then back to the mail – Barrett reminded that received dues go to the Treasurer and survey information goes to Rand.
- The newsletter discussion continued with suggestions for the next newsletter. The newsletter should also contain the survey and the dues notice. It was agreed that by the next meeting that there would be a newsletter as well as the survey and dues notice and envelopes could be stuffed. Chestine reaffirmed that the newsletter would be on a separate sheet and that the survey and dues notices would be printed on the same sheet of paper; dues notice on the front and survey on the back. Also, an addressed return envelope would be included, however, there it would not include a stamp.
- A discussion followed regarding communication/outreach. Chestine mentioned the Westside Weekly. Jean said that the signs were the primary source for communicating neighborhood events. Gary asked 'who puts up the signs'. Jean said that she did, for her area of responsibility. Others indicated that signs for other events are stored in the storage unit and are brought out when needed. Gary

said that the sign on 26<sup>th</sup> Ave SW (approximately SW 120<sup>th</sup> St) needed maintenance – the eyebolts/hooks may need to be relocated as one of them appears to be stripped out. Dana volunteered to check it out and repair as needed.

**b. Beach – Tim, Jean, Guy**

- Tim reported that the beach property looked fabulous, that the grass was green and at this point there wasn't much attention needed.
- Jean indicated that some work was needed on the invasive ivy.
- Gary inquired about the culvert. Tim reported that he had checked it out and all was okay. It is draining well; not cutting into the hillside and that the water spreads out and disperses adequately. Apparently some flotsam made contact with the end of the culvert and bent it. The bend is in an upward direction and discharges the water a little further out helping attenuate erosion. Barrett asked if Kevin was in touch with the City to fix it. Tim reminded that the City added an extension to the northernmost culvert and abandoned the culvert to the south.
- Chestine inquired about new trees. Jean reported that the shore pines are doing well and that they are helping to stabilize the bank. In ten years the bank should be very secure. Jean also reported that the walkway was in good condition.
- Patty voiced concerns about the rocks on the bulkhead. In particular the rocks used as steps to get down to the beach. Apparently there has been some movement and one of the rocks is turned a bit. Jean said that even though it had moved, it is now secure and is best left alone.

**c. Welcoming Committee – Patty** - Patty reported that a new family had moved into Ray's old house. They have a baby. The husband is interested in the SOTS community club.

**d. Ecology/Path Maintenance – Jean, Guy** – Jean reported that the neighbors adjacent to the various paths seem to be maintaining them well. A work party is being planned for January 31<sup>st</sup> at Shorewood Park. A notice will be posted on the SOTS blog and she will put up the signs.

**G. Discussion of Board positions:** - Barrett and others recalled the various vacant positions and previous Board members. As noted on the agenda, Position #1 was held by Beth, Position #2 was held by Joe, Position #3 was held by Kevin and Position #4 had been vacant for some time. Board position logistics were discussed and Chestine reminded that a Board position term was three years.

- Betsy asked if a Board position could be shared – in her case a husband and wife team. Chestine commented that only one of a team could be designated to vote. Gary asked about proxy voting. Much discussion followed and it was determined that a Board position could be shared, but one person would be officially designated and only that person could cast official votes.

- A discussion regarding the Treasurer position revealed that the Treasurer was appointed (presumably by the President).
  - The discussion continued including the changing of the meeting schedule. The previous schedule conflicted with multiple people that would otherwise be interested in SOTS club meetings. While changing the day of the week (Thursday) was not acceptable to some, the change to the second Thursday of the month worked well.
  - Chestine suggested that a header or something similar, at the top of the agenda, include the names of the Board members.
  - Camille suggested that a signature page with the Board members be added to the end of the Minutes.
- a. Secretary position is currently vacant** – A discussion regarding the job of Secretary ensued. Questions were asked regarding the Secretary position as well as Treasurer. Eventually the By-Laws were reviewed and it was determined that the Secretary was an Officer position and that the Secretary must also be on the Board of Directors.
- b. Board Position #1 Previously held by Beth Kleparek** – Beth indicated that she was reluctant to be part of the board as all of the controversy surrounding the CC&R issues left her weary. After much discussion and assurances that the club would again be focused to the mission published in the By-Laws, she agreed to sign on. Gary nominated Beth, a motion was made, seconded and an affirmative vote restored her to Board Position #1.
- c. Board Position #2 Previously held by Joe Cail** – Barrett reminded that the meeting schedule change seemed to work well for some and inquired if that still worked for Jean and would she be interested in being on the Board. She was agreeable to being on the Board. Randy nominated Jean, Tim seconded the nomination, a vote was held and Jean was confirmed to Board position #2.
- d. Board Position #3 Previously held by Kevin DeLashmutt** – Board position #3 was brought up after all of the other Board position discussions and it was tabled until a future meeting.
- e. Board Position #4 currently vacant** – Following the discussion regarding the Secretary position and the fact that Dana volunteered to take notes and indicated that he would be willing to take on the duties of Secretary, it was suggested that he be nominated to a Board position. Tim nominated Dana for Board position #4. A motion was made, seconded and an affirmative vote confirmed Dana to Board position #4 and he was also confirmed as Secretary.
- H. Discussion of Web Page maintenance** – Kevin had maintained the SOTS web site in the past and would not be taking care of it moving forward. He was not at this meeting to discuss any details. Chestine suggested that Lynn and Matt Crockett be approached

regarding maintaining the web site as they seem very adept at computer applications. They are currently maintain the SOTS blog. Chestine said that she did not know the Crockets very well and that she would ask Kevin to talk to them about maintaining the web site. Chestine followed up assuring that maintaining the web site shouldn't be too difficult as it only required some data entry and that the site was already developed and that the servers and maintenance was part of third party service that is paid for by the club.

I. **Discussion of 2015 Events** – The upcoming 2015 events were discussed.

- Betsy indicated that she and Lori Buschbaum would coordinate the Easter Egg Hunt. Easter is Sunday April 5<sup>th</sup> this year. On Saturday April 4<sup>th</sup> the tide is +1.5' at noon – this works well for the Easter Egg Hunt. The Easter Egg Hunt is tentatively set for Saturday April 4<sup>th</sup>.
- Barrett said that he would get ahold of Heather regarding this year's Garage Sale event.
- Barrett also indicated that he would help coordinate the Summer Fest again this year.
- Barrett reported that Tim Riley and John will run the Salmon Bake. If needed, guidance can be sought from Joe Cail. Tim said that getting the Salmon would not be a problem.
- Some discussion regarding street permits as well as securing time at Shorewood Elementary school for future meetings ensued.
  - Camille said that she could handle coordinating with the school for future meetings as she works for the School District.
  - Chestine said that someone should learn about the street permitting process. Many chimed in regarding the process, but it was not clear who would take on that task.

J. **Any Further New Business** –

- Chestine brought up the Salmon Creek project. It would be nice to get the Boy Scouts involved again – in particular the St Francis Troop. The Salmon Creek project would be an excellent opportunity for someone seeking 'Eagle' Scout. There are more new plantings to be taken care of and another 2000 feet to be surveyed/measured. The plantings need to be done soon as this is the right time of year. She also indicated that the City was offering Neighborhood Grants up to \$5,000. The grant funding and its application process were discussed as well as a marker to identify the project – nothing was firmed up. Chestine also suggested that refreshments such as pizza and drinks as well as required materials for the project should be included in this year's budget.
- Once the word budget was mentioned again, another lively discussion was started. Gary indicated that he would work on the budget for the beach.

Questions were raised regarding the direction that the SOTS budget should go. Should it be a frugal budget that has no net gain or should some of the funds be used to build up a 'rainy day' fund.

- Recollections of a previous budget crisis that occurred following a problem at the beach were brought up. Solving that issue required a special outreach to the community to help pay for the solution – there was apparently much discontent over the situation at the time.

Gary encouraged thrifty spending. He cited examples of too many refreshments at some of the school meetings.

Beth suggested pre-approval for some spending.

Randy gave a brief explanation of the budget process. He went on to cite that the purpose of the Officers is to manage the affairs of the club and that the Board of Directors were to assist the Officers. Bob brought the discussion back to the question of what to align the budget to and suggested the By-Laws. Barrett asked that Randy help guide the process as a Board member.

The subject of dues came up. Barrett reminded that the dues are pretty low - \$50 per household (\$40 for seniors). Dana asked how long had the dues been \$50 as that was all he remembered them being for the dozen plus years that he has been a member. Chestine indicated that the dues had been \$50 for a long time and that an increase should be in order. She recommended that the process should involve a process to soften the notification of an increase – perhaps mention it in the newsletter. All agreed that even though there has not been an increase in dues for many years, a modest increase would be the prudent approach – too much may result in an undesirable outcome.

Barrett asked that the budget discussion be continued at the next meeting. Beth suggested that budget guidelines and raising of the dues be added to next month's agenda.

- Barrett also mentioned that he could not continue to hold the President position next year.

#### **K. City Items (Bob) –**

- Bob reported that the City passed their budget, that the Comprehensive Plan had been updated and that the Trespass ordinance had been addressed at their last meeting.
- Chestine reported that the Citizen of the Year award nomination period ended February 1<sup>st</sup> and that there were a lot of new Advisor positions coming up – four on the Arts Committee, three on the Parks Committee and six or seven on the Economic Development Committee.
- Randy inquired if all of SOTS was within the Burien city limits – the answer was yes.

- Chestine also noted that a Sustainable Burien public service event would be held at Page Two bookstore on February 14<sup>th</sup> from 11:00 to 3:00.
- L. **Next Meeting** – February 12, 2015 at Camille and Randy Churchill’s place – 12837 Shorecrest Dr SW at 7:00 PM. Parking may be a little cramped so plan accordingly.
- M. **Adjournment** – Meeting adjourned at 9:15. Pie and other refreshments were served – thanks to Patty and Barrett for hosting the meeting and providing refreshments.

**Secretary’s Note:** The Minutes were formatted in a manner to coincide with the Agenda. Multiple times the topics bounced around and did not necessarily follow the order of the Agenda. Therefore, some of the recordings were placed under the associated Agenda item and may be out of the order that they were actually discussed during the meeting.