

Santa Teresa Foothills Neighborhood Association (STFNA)  
Board of Directors Meeting  
November 20, 2008

Board members in Attendance:	Absent:
Matt Freeman-President	Danielle Spreier-- Secretary & Webmaster
John Hesler-Vice-President	Forrest Williams-Director
Rick Mandel—Treasurer	Nancy Pyle—Director
Lynne Paulson—Recording Secretary	Mike Bosworth—Legal Advisor
Dave Smith—Director	Andres Quintero-Proxy for Forrest Williams
Kathy Sutherland-- Proxy for Nancy Pyle	Ash Kalra---Director
Christine Kukielka--Director	Eleanor Bossa
	John Cunningham

**Next STFNA Board Meeting**

**Thursday December 18** STFNA Board meeting, 7pm, Location: Southside Community Center, 5585 Cottle Road, San Jose (corner of Cottle and Poughkeepsie)

**Other Upcoming Calendar Items**

**TBD—possibly in week of December 1** Meeting with project manager for Santa Clara County Parks Department ---Santa Teresa Park Historic Area project

**Action items**

1. Rick Mandel Include additional items in next Financial Report (outstanding expenses where check is not yet on bank statement and income not yet deposited)
2. Matt Freeman Add agenda item on next STFNA Board meeting for discussion of potential new projects and funding needs.
3. Matt Freeman Add agenda item on next STFNA Board meeting for election of officers.
4. Kathy Sutherland Contact NDC to find out any plans for neighborhood websites with automated features.
5. Matt Freeman/Danielle Spreier Obtain additional information on website options including the features provided by Wild Apricot.
6. Matt Freeman Add agenda item on next STFNA Board meeting for discussion of options for STFNA website.
7. Matt Freeman Send Rick Mandel and Lynne Paulson a copy of email on Curie Grant approval for redirection of funds.
8. Matt Freeman Confirm with Jacqueline Price that STFNA Board will review any grant applications prior to submittal.
9. Christine Kukielka Contact English teacher to obtain input on proposed scholarship program.
10. Matt Freeman Add agenda item on next STFNA Board meeting for discussion of BEST Scholarship program.
11. Matt Freeman Set up meeting with Parks Department project manager for Santa Teresa Park Historic area proposal.
12. Matt Freeman Contact Andres Quintero regarding coordination with Council District 2 on comments related to Santa Teresa Park Historic area proposal.

**Approval of Previous Meeting Minutes**

The minutes of the October 23, 2008 STFNA Board meeting and the October 29, 2008 STFNA General meeting were approved unanimously.

### **Financial Report**

Rick Mandel presented the financial report for September 24-October 23, 2008 (Attachment 1). A summary of the financial status for the planned BEST scholarship program was also provided (Attachment 2). The BEST scholarship funds are in addition to the funds listed in the regular monthly budget report.

The reports were approved unanimously. Items not yet reflected in the status that will be added next time (Action Item 1) include:

- Monthly Budget reports will include a list of outstanding expenses such as receipts received but not yet paid and checks written but not yet included on the checking account bank statement. This will give us a better picture of funds that are already set aside for specific items. Monthly reports will also list income that is not yet deposited in the bank (such as dues received).
- Expenses for the printing of the newsletter are not yet reflected in the status. (~\$500).
- Expenses for the noise consultant for the Golf Course Event Tent project. This is a cost share with other neighborhood groups.

It is planned that the next STFNA Board meeting will include discussion of potential additional projects and estimated funding needs. (Action Item 2).

### **Feedback on October STFNA General Meeting**

There was a discussion of the October 29 STFNA General meeting. Some comments included:

- Attendance was very good (~74 people).
- The meeting was a little too long mainly because the agenda included so many items. Next time we plan to prepare the agenda to include time limits on each agenda item.
- Consider adding an agenda item for open comments from attendees. However, there will need to be a time limit of several minutes for each speaker.
- Question & answer sessions on an agenda item are useful though we will need to put a time limit on them so the meeting is not too lengthy.
- Attendees seem to be interested in communications with the police so this continues to be a popular agenda item.
- Allowing candidate statements during a meeting held near an election date is useful. However, based on an October candidate forum sponsored by STFNA and 2 other neighborhood groups, it may be difficult to get good attendance if this is the only topic for a meeting.

### **Welcome of New Board Members**

New STFNA Board Christine Kukielka was welcomed. She provided a summary with information on her experience and interests (Attachment 3). Matt Freeman summarized STFNA history and goals. Individual Board members in attendance introduced themselves.

The agenda of the next Board meeting will include Election of Officers (Action Item 3).

### **Website Changes**

The STFNA website is currently hosted on webmaster Danielle Spreier's server. This costs approximately \$100/monthly but the expenses were covered by Danielle's business. In the future, business changes will result in the need for STFNA to be on a different server, paid for by STFNA.

Danielle and Matt Freeman have investigated other options for the STFNA website. One option is to use a service provided by Wild Apricot. This is a server set up for clubs and groups and includes features such as:

- A blog where permissions can be set for who can update specific pages
- More automated tools for sending notices and managing the email list
- Discussion forum
- Ability for individuals to manage their own membership account including options to pay dues with a credit card.

The cost is estimated at about \$100/month but it varies by the number of members. It is possible that we could get local businesses to sponsor the website by purchasing ads.

Kathy Sutherland volunteered to contact the Neighborhood Development Center (NDC) to find out if they have plans for any community group websites with automated features. (Action Item 4).

Matt Freeman and Danielle Spreier will continue to investigate options including obtaining further information on features provided by Wild Apricot. This will include checking to see if the domain name stays the same and finding out more on the ability to limit permission for sending emails. (Action Item 5).

Since communication is very important for the success of our neighborhood association, we will need to review this topic at the next board meeting. (Action Item 6).

### **CAP Grant for Curie Drive Project**

Jacqueline Price has obtained an email with approval to redirect the grant funds to additional items related to the maintenance of the Curie Drive project. Matt Freeman will forward this email for the Treasurer's records and Recording Secretary's minutes (Action Item 7). Matt will also contact Jacqueline to confirm that we will continue the process that requires that any new grants will be reviewed with the STFNA Board prior to submittal of the grant application (Action Item 8).

### **Golf Course Event Tent Update**

John Hesler reported on the status of the proposed Boulder Ridge Golf Course request for an outdoor event tent. STFNA joined a number of other neighborhood associations to comment on this proposal. At the November 6 Planning Commission meeting, the status was provided and no action was taken. Also at the November 6 meeting, City Council member Nancy Pyle's letter was read and distributed. This letter expressed significant concerns with the proposal. The City Director of Planning expressed concerns during the meeting. The applicant and his attorney said they will modify the application to propose a permanent building rather than a tent.

It was significant that the Planning Commission directed the County staff to take the lead in setting up community meetings with the neighborhood associations and applicant to provide a forum for information and question and answer sessions.

John will continue to monitor this issue and keep us informed.

### **BEST Scholarship Update**

Dave Smith provided an update on the plans for a proposed scholarship program funded by Beautify Everything Santa Teresa (BEST) events. A committee meeting was held in November to discuss the proposed program and criteria. The meeting was attended by Dave Smith and 3 other volunteers. The committee proposed the following:

- Criteria for scholarship includes:
  - Student must live within the geographic boundaries of STFNA
  - Student must attend Santa Teresa High School and be a Junior or Senior
  - Student must have GPA of 3.5 or higher
- Decision on selecting the winner for the scholarship was recommended to be made at an STFNA General meeting. The students applying for the scholarship would present their essay at the meeting. A vote would be taken by a random selection of approximately 20 meeting attendees.

The committee did not make any recommendation on whether the scholarship fund was to be viewed as a gift or as a loan to the student. The amount of the scholarship was not decided.

The Board thanked Dave for his successful fund raising including donations from the BEST event this summer and auctioning of several donated items at the General meeting.

There was some discussion of items including whether students from other high schools could be included, whether a committee should select the scholarship winner rather than random STFNA General meeting attendees and what types of future fundraising activities could be held (raffles, e-waste collection events, BEST event with high school musicians providing entertainment in backyards of our neighborhood).

Santa Teresa High School involvement is important and Dave has been in contact with the head counselor. Christine Kukielka volunteered to contact an English teacher to obtain her input. (Action Item 9)

The topic of the scholarship program will be added to the December STFNA Board meeting agenda for further discussion (Action Item 10).

### **Status of Action items from 10/23/08 STFNA Board meeting –see notes in italics**

1. Rick Mandel --Include additional items in next Financial Report *Additional report for BEST Scholarship funds was provided. A new action item was identified (Action Item 1) to address the other open items on the Financial Report.*
2. Jacqueline Price –Obtain written confirmation from the City of San Jose that they have approved re-allocation of the remaining grant funds for the Curie Parkstrip Beautification Project so that the funds can be applied to additional future expenses for this project. *Completed. (See Attachment 4).*

3. John Hesler –Attend November 6 Planning Commission Meeting to hear status of Boulder Ridge Golf Course Event Tent proposal. *Completed*
4. Dave Smith -- At the General Association meeting, request additional volunteers for the Scholarship committee. Hold the first meeting in November. *Completed*
5. All—Volunteer to distribute newsletters to additional areas *Completed. We had 92% coverage in distribution to our target area.*
6. Matt Freeman—Make sure General Meeting agenda includes recognition for Wanda (newsletter deliveries) and Mikayla Pratt (welcome letters for new residents). *Completed*
7. Matt Freeman Set up meeting with Parks Department project manager for Santa Teresa Park Historic area proposal. *Replaced by new action item #11*
8. Matt Freeman—Contact Forrest Williams regarding support for comments on improved public access for Santa Teresa Park Historic area. *Replaced by new action item #12.*

Submitted by Lynne Paulson, Recording Secretary  
Minutes approved at 12/18/08 Board Meeting

Attachment 1

**STFNA**  
**Monthly Budget Report**  
September 24, 2008 – October 23, 2008

**September 24 beginning balance** **\$ 6,795.30**

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Deposits and Credits  
*none*

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Withdrawals & Debits  
*Check #1076 (spring newsletter printing)* *433.00*

**October 23 ending balance** **\$ 6,362.30**

**Notes:**  
Earmarked for Curie Parkstrip Beautification Project (grant – Jaqueline Price contact) \$ 1295.00

Attachment 2

BEST Scholarship

Date	Donations		Payments	Description
	Receipt	Deposit		
2008-10-23	\$210			Cash
2008-10-23	\$970			Checks
2008-10-25		\$1,180		Deposit at Wells Fargo
2008-10-29	\$85			Checks
2008-10-29	\$45			Cash

Total                                  
          \$1,310      \$1,180

Receipt => When treasurer receives money

Deposit => When money gets deposited into bank

Payment => Scholarship money paid out

### Attachment 3

#### Christine Kukielka

San Jose, CA 95123

Phone 408.691.2599

E-Mail "execck@gmail.com"

**Born and raised** in Oldenburg / Germany where I lived, studied and worked until 1991.

**Move to US / California** in 1991. Lived in San Francisco until 2000, then moved to Santa Clara and last move to San Jose's Santa Teresa Foothill home in 2004.

#### Professional Experience

The Parkinson's Institute and Clinical Center, Sunnyvale, CA February 2008 – Present  
Manager Support Services

Micronas USA, Inc., Santa Clara, CA April 2006 – February 2008  
Business Office Manager

Instantis Inc., Santa Clara, CA February 2003 – April 2006  
Office and HR Manager

LightSpeed / Teralytics, Sunnyvale, CA 2000 -  
2003  
Office Manager / Executive Assistant to CEO

Union Bank of California, San Francisco, CA 1997 - 2000

UCSF Medial Center, San Francisco, CA 1992 - 1997

DAG – White Color Worker Labor Union, Hamburg, Germany  
1988 - 1992

#### Education

Human Resources Management; UC Berkeley Extension 1999

Euro Sprachschule Oldenburg/Germany – Private College –  
Language study for Translators of English and French (German based)

Paralegal Studies with 2 year apprenticeship at Law Office in Oldenburg/Germany

#### Personality

Dependable, energetic, creative, confidential, detail oriented and resourceful. Results and deadline oriented.

Good common sense. Sense of humor.

#### Passions, "What If's" and Aversions

*Major love:* Son Roman (14 years old) and Other Half Emilio.

*Passion* for modern interior design and architecture, Arizona's desert, California coast, bicycling, good quality foods.

*If I had more time ...* I would become a hobby gourmet chef, a drought resistant plants gardener, travel for more than 7 days at a time.

*If I could start over ...* I would study medicine and become a neurologist.

*Dislike* unfair treatment and antisocial behavior.

**Why am I on the Board?**

After I get familiar with the Board's mission I hope to add value as a board member by pitching in where needed and in helping to realize the association's goals.

#### Attachment 4

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**From:** Jacqueline Price [mailto:jacqueline\_price@mindspring.com]  
**Sent:** Thursday, November 20, 2008 5:55 PM  
**To:** mattf  
**Subject:** FW: Santa Theresa Neighborhood Grant Status

Please see below – I have emailed Neil at Conservation Corp to get his part done asap and I will go down and buy the bark this weekend for delivery next Spring. All three receipts ( the previous power washing ) and these two will need to be delivered with the remaining \$27.00 upon completion to San Jose Beautiful.

Thanks!

**From:** Taylor, Devony [mailto:Devony.Hebbert@sanjoseca.gov]  
**Sent:** Thursday, November 20, 2008 4:33 PM  
**To:** Price, Jacqueline  
**Subject:** RE: Santa Theresa Neighborhood Grant Status

Hello Jacqueline,  
The Steering Committee met yesterday afternoon and approved your grant change request as follows.

\$868 Decomposed Granite – work to be completed by Conservation Corps  
\$400 Bark

I hope that this approval enables you to move forward with your project. If you have any other questions, feel free to call or email.

Good luck on your project!  
Devony Taylor

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**From:** Jacqueline Price [mailto:jacqueline\_price@mindspring.com]  
**Sent:** Wednesday, November 19, 2008 9:38 AM  
**To:** 'Taylor, Devony'  
**Cc:** mattf  
**Subject:** Santa Theresa Neighborhood Grant Status  
**Importance:** High

Devony – Hi – boy, the wheels of bureaucracy move very slowly sometimes. Since you last sent me this email – I have had to deal with new people at the city level, our city forest and San Jose Conservation Corps. It has been very time consuming.

Each and every one have come back with new information and quotes so unfortunately I need to ask the steering committee to consider and hopefully approved the re-distribution of the remaining \$1295.00 as follows:

Decomposed Granite – replacement and stamping and Sandstone replacement on 5 park strips

Conducted by members of San Jose Conservation Corp: \$868.00

Good Morning Jacqueline,

Project 1: One 2-person crew will have to use a jack hammer and shovel to breakup the hardened DG (\$672.00 labor for two days). The DG cost from Payless Nursery is \$91.00 a yard and the Flagstone cost is \$0.21 per pound. I believe it will take 1-yard of DG and about 10 pieces of Flagstone (each weighing 50 pounds); material cost will be \$196.00 (\$91.00 + 105.00 + tax). Total Cost for Project 1 is approximately \$868.00 (\$672.00 + \$196.00).

Neil Kozuma  
San Jose Conservation Corps  
(408) 918-1010

Purchase of Bark \$400.00

Remaining Monies to be returned \$27.00

The tree situation will have to wait now until next Summer – we cannot plant during dormancy anyway

Please let me know when and if I can move ahead – thanks so much!

Jacqueline Price  
Santa Theresa Neighborhood Association.

**From:** Taylor, Devony [mailto:Devony.Hebbert@sanjoseca.gov]  
**Sent:** Friday, May 30, 2008 2:10 PM  
**To:** Price, Jacqueline  
**Subject:** RE: Any word on status of grant?

Hi Jacqueline,

I was looking through my files today trying to find your grant folder before I got back to you. I am looking for the original file and can certainly send you a copy when I find it. The Steering Committee met last week and conditionally approved your proposed changes.

Total Grant \$1,545.00

Spent \$250.00 power washing  
Remaining Funds \$1,295.00

Proposed Changes \$500.00 Decomposed Granite & Sandstone – SJ Conservation Corps Approved

\$300.00 Tree Replacement  
\$400.00 Bark  
Amount Remaining \$95.00

Not Approved – Committee recommended you work with City Forest to get a free tree Approved

Let me know if you have any questions.

Best regards,

**Devony Taylor**

Keep San Jose Beautiful and Strong Neighborhoods  
City of San Jose

Keep San Jose Beautiful: (408)723-1574  
Strong Neighborhoods: (408)554-6391

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**From:** Jacqueline Price [mailto:jacqueline\_price@mindspring.com]  
**Sent:** Friday, May 30, 2008 1:58 PM  
**To:** 'Taylor, Devony'  
**Subject:** Any word on status of grant?

**Below is the email my city representative sent in case you didn't get.**

Good Morning Jacqueline and Alicia,  
The below recommendations are approved. The area is looking great and my gardener Duane Lindsay is on it:-)))) Have a great week!!!

Andre C. Morrow, M.A.CSCS  
Maintenance Supervisor PD-6  
City of San Jose PRNS  
PH: (408) 277-5108  
Fax (408) 997-2035  
Cell (408) 858-2508

-----Original Message-----

From: Jacqueline Price [mailto:jacqueline\_price@mindspring.com]  
Sent: Monday, May 19, 2008 6:11 AM  
To: 'Morrow, Andre'  
Subject: FW: Extension Request - rev 2

Hi Andre: San Jose Beautiful is asking for me to support my request below with your permission as my City representative. Please read below and let me know if any concerns - If not, can you please send approval?

thanks!  
jACQUELINE

**From:** Taylor, Devony [mailto:Devony.Hebbert@sanjoseca.gov]  
**Sent:** Friday, May 16, 2008 12:20 PM  
**To:** 'jacqueline\_price@mindspring.com'  
**Subject:** FW: Keep San Jose Beautiful

Hello Jacqueline,  
I apologize for the delayed response. Your email to Alicia Sisneros was forwarded to my supervisor and in her mailbox while she was out on maternity leave. The Steering Committee meets next week and I will have an official answer regarding your request after that meeting. Do you have any documentation (email) from City staff approving or supporting your proposed changes? That would be helpful to have in my conversation with the Steering Committee.

Thank you,

**Devony Taylor**  
Keep San Jose Beautiful and Strong Neighborhoods  
City of San Jose

Keep San Jose Beautiful: (408)723-1574  
Strong Neighborhoods: (408)554-6391

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Version: 8.0.175 / Virus Database: 270.9.8/1801 - Release Date: 11/20/2008 9:11 AM