

Bayside Acres Neighborhood Association (BANA)

Board Meeting Minutes to Discuss the Summer Party
July 12, 2021
6:08 PM PST
Zoom Meeting

Meeting Commenced at 6:08 PM PST

Board Member Attendees:

- **Present:** Laurie Favaro, Julia Glenister, Ogden Hamilton, Bob Lenz, Alan Schaevitz, David Tattersall, Joe Tyszkiewicz, Abbie Urban
- **Absent:** Scott Gerber

Party Date - August 15, 2021:

- The date of Sunday, August 15, 2021 was agreed upon. David reserved the date at the Loch Lomond Yacht Club for the BANA Summer Party, including bartenders [*Note: Last year's party was canceled due to Covid-19*].
- 2:30 PM on August 15th: The club will be opened for volunteer helpers to drop off food, set up tables, including the welcome table to collect dues and party fees.

Provisioning and Volunteer Assignments

- Board member roles were assigned for the purchase and preparation of food, reception at the check-in table, setting up chairs and tables for the party and clean up.

Abbie

- will assist with food preparation
- offered to pickup hamburgers on Sunday morning and store them
- will help Julia with the welcome table to collect dues/party fees if she has the bandwidth. [*Update: Post meeting Abbie said she will make sure to have*

some bills to make change, and she will send Julia a list of those who have paid to date.]

Alan

- will prepare the three notices about the party (see below)
- to create a form for people to RSVP with one click.
 - *[Update: Subsequent to the meeting, it was decided that instead of a form embedded in the email. Alan will provide his contact info for people to reply by phone, text or email].*
- to print copies of the letter about the party to give to Joe, Ogden and David. They will distribute them by hand to those residents whom we don't have emails
- to provide Laurie with the RSVP count before her 8/10 shopping date
- to provide Julia/Abbie with the most up-to-date membership list of dues paid
- offered the use of his refrigerator for food purchases

Bob

- will go to the club the day before to make sure the grill is working
- has offered to be a burger flipper assistant to Scott

David

- will check with Mary about ...
 - shopping with Laurie on August 10th.
 - leftover name tags we can use. If not, David will ask the club if they have any.
 - Paper table covers for tables
 - whether Andrew Sinclair might be willing to help with the party set up or clean up
- to talk to Colleen at the Club about cost, and about the need to have the bar stocked, enough fuel in the BBQ gas tank, and the place cleaned before our party.
- will talk to Andy about buying his hamburgers for a reduced price. (Update: It was decided the hamburgers will come from Costco)
- to open the club at 2:30 pm on August 12

- to assist with the bar and mic sound set up

Julia

- to set up and staff welcome table to sign in people and collect dues
- will take minutes and prepare report of David's comments, and any questions that members and guest have during his presentation
- to work with Ogden to prepare a poster board of Firewise accomplishments (map of the six trees) and "Things to Come"

Joe

- will hand deliver party notice with RSVPs to member residences without email addresses

Laurie

- will shop for all the salads, hamburgers, veggie burgers, hot dogs, condiments, salsa, chips and cookies on August 10th. Mary Sinclair may be able to help with the shopping (David checking)

Ogden

- volunteered to help with the grill and knockdown and clean up
- Will work with Julia on creating a Firewise Poster of accomplishments and "Things to Come"

Scott

- will be our chief griller/burger flipper (Bob and Ogden have volunteered to assist him)

Email Communication

- Three email notices will be sent out to members about the Summer Party (Alan):
 - Reserve the Date (July 18) (It was emailed)

- Details of Party and RSVP (August 1)
- Reminder with RSVP (August 8)

Hand Delivered Notices About The Party on August 2, 2021

Print-outs of the party notice with an RSVP to be dropped off by three volunteers in mailboxes to members for whom we don't have email addresses. There are currently 34 addresses that don't have emails.

- **Bayview/Main/Manzanita:** Joe
- **Point San Pedro:** Ogden
- **Marine/Oak/Beach:** David

Food

- Beef burgers (1/3 lb), 6 veggie burgers, hot dogs, condiments, salads, salsa and chips, cookies.

Supplies

- The club has utensils, dishes and knives. Joe noted that in the past he has brought his own knives to cut vegetables for salads.

Grill

- Scott
- Bob
- Ogden

Kitchen Staff (Prepping onions, tomatoes, etc; Putting food out on the buffet table)

- Abbie
- Cathy Lenz

Clean Up - All

- Put away tables and chairs
- Vacuum

- Clean kitchen
- Package and find takers for leftover food

Agenda

- 4:00 pm - Doors open
- 5:00 pm - Food service begins
- 6:00 pm - As BANA President, David will say a few words about the past year, and what is to come.
- 7:00 pm - Party ends
- 8:00 pm - Clean up

Misc

- **Firewise:** Julia and Ogden will prepare a poster board of Firewise accomplishments (map of the six trees) and “Things to Come” that will be on a table in the corner of the room.

Cost

- David noted that supplies such as the cost of hamburgers have all risen. He proposed that the party continue to be free to two residents of each dues-paying residences, that children under the age of five years old will continue to be free, guests should be charged \$10 per person.
 - [**Note:** *There was discussion on pricing post meeting. The party is for members of BANA and their guests. It was agreed that the entrance fee for the party will be **free** for up to two residents per member residence and children under 5 years-of-age. Cost is \$5/person for those who are residents, but not members or who exceed two for a given member residence and \$10/person for guests or residents without an advanced reservation.*]
- Abbie confirmed there is over \$4k in the BANA bank account due to our skipped Summer Party during Covid-19 lockdown.

Meeting Adjourned at: 7:04 PM PST

Minutes Submitted by Secretary: Julia Glenister