

# Save Our Trails!



Promoting trails in Santa Clara County for the benefit and enjoyment of all

DRAFT Minutes  
Save Our Trails Meeting  
Tuesday, May 7, 2013  
Dwell Christian Church

## ADMINISTRATION

### Attendance

#### Directors in Attendance

Corinne Asturias, Joan Bohnett, Joe Carpenter, Martin Delson, Jake Jacobson, Scott Lane, Roland LeBrun, Taisia McMahon, Jack Nadeau, Mary Ellen Petrich, Bill Rankin, Richard Silva, Bruce Tichinin, Bertha Ward (making a quorum).

#### Directors Absent

Lars Thurfjell (on leave)

#### Members in Attendance

Larry Ames, Diane Solomon

#### Visitors in Attendance

Terry Reilly, staff to Councilmember Oliverio

#### Invited Speakers

None

### Rules of Conduct

Tai asked Joan to remind the group of the rules of conduct adopted on 2/7/2011.

### Introductions

Guests were introduced.

### Minutes Approved

The draft minutes of the meeting of April 2, 2013 were amended and accepted as amended by a vote of 11-0 with 3 abstentions.

### Excused Absences

None.

## **DIRECTORS' REPORTS**

### **President's Report**

Taisia reported that in June, the San Jose City Council will consider an arrangement with the San Jose Sharks allowing them to purchase the westernmost segment of the ROW of the Three Creeks Trail for them reportedly to expand the parking lot of the nearby Sharks Ice Rink. Reportedly, the Sharks are offering to set aside a 16-foot section of the ROW for the Three Creeks Trail. Taisia, along with Bill and Bruce, will meet with city staff on Tuesday, May 14, to discuss the city's plans in the light of the General Plan and the vision for the Three Creeks Trail.

### **Attorney's Report**

Moved to the closed session at the end of the regular meeting.

### **Treasurer's Report**

Mary Ellen reported that our net cash flow for the year is +\$125.79, and the current net worth is \$1,342. She proposed the following budget for the current year:

#### **Projected Income**

Donations: \$600  
Memberships: \$600  
Total: \$1200

#### **Operating Expenses**

Donation for monthly meeting space: \$420  
PayPal charges: \$10  
Office supplies, mail: \$50  
General Meeting  
    Food and supplies: \$150  
    Flyers and promotions: \$100  
Trail cleanups (2 x per year)  
    Food at trail cleanups: \$120  
    Promotion: \$50  
Savings: \$300  
Total: \$1200

The treasurer suggested that we keep a \$505 cushion, and the Board approved.

### **Secretary's Report**

Martin reported that he transmitted two letters at the direction of the Board: the first, to the San Jose City Council to express our support of the plan to replace the trestle across the Los Gatos Creek; and secondly, a letter to Senator Beall to express our gratitude for his role in extending the term of validity of the RZH grant used to help purchase the Western Alignment of the Three Creeks Trail.

## **PRESENTATIONS BY GUESTS**

None

## **ANNOUNCEMENTS**

None.

## **COMMITTEE ACTIVITY**

### Clean-Up Committee

Scott said that the turn-out for the April Three Creeks Trail Clean-Up was small, but the volunteers made a good deal of progress. He did want to make us aware though of an unfortunate encounter with poison oak, and recommended that in the future, if a member of the clean-up crew encounters poison oak, they note its location and leave its clean-up for professional crews.

It was remarked that the small turn-out might be due, in part, to conflict with a number of other clean-up and other public service activities that were scheduled for the same day. It would be advisable in the future to schedule clean-ups on days that avoid these competing activities.

### Governance Committee

The Governance Committee reported on the results of a meeting where they considered three issues and had recommendations to bring before the full Board.

#### **Issue #1: Recommended policies for reconsidering or rescinding a previous vote.**

1. If a position is taken at a meeting, a Member who voted on the prevailing side may move to reconsider the position before adjournment of that meeting. A majority of the Members present must agree to reconsider.
2. If a position had been taken at a previous meeting, a Member may move to rescind the position previously taken. If notice had been given five days in advance of the meeting of the intent to vote to rescind the position, then a majority of the Members present may agree to rescind the position. However, if notice had not been given at least five days in advance of the meeting of the intent to vote on rescinding a position previously taken, then a 2/3 vote of the Members present must agree to rescind the position.

This recommended policy was accepted unanimously.

#### **Issue #2: Recommended policies for treatment of emails**

1. This email policy supersedes the policy adopted on 4/11/2011, viz “*When one Member of the Board communicates with another about Board business, the email should be copied to the entire board with one of two texts in the heading: MUST READ or DELETE IF NOT INTERESTED IN \_\_\_ (subject)*”

2. This email policy is divided into two sections: Email policies for the writer, and Email policies for the Recipient.
3. Policies for the writer of an email
  - a. When one Member of the Board communicates with another Member, or group of Members, about Board business, the email shall be copied to the entire Board. The persons addressed should be in the **TO:** field of the message. The entire Board should be in the **CC:** field of the message. (This policy includes communications among committees; the committee members should be in the **TO:** field of the message; the Board should be in the **CC:** field of the message.)
  - b. When one Member of the Board wishes to communicate with the entire Board, the writer shall place the Board in the **TO:** field of the message, and shall indicate at the start of the **Subject** line one of the following indications, in upper case, as appropriate:
    - **ACTION:** (*description of action Board members are asked to take*)
    - **IMPORTANT :** (*description of subject matter Board members should be aware of*)
    - **MAY IGNORE:** (*description of a topic that is related to the general area, but that Board Members are not expected necessarily to read or react to*)

To illustrate the above point, here are three examples of the **Subject** line of three possible emails

- **ACTION:** Vote on sending a letter to City Council on issue xxx
  - **IMPORTANT:** Agenda for the next meeting
  - **MAY IGNORE:** Upcoming meeting of Open Space Authority on xxx
- c. An email shall be only on a single topic. A writer who has several topics to discuss should write several emails, one on each topic.
4. Policies for the Recipient of an email
  - a. A Board Member should read all emails where their name appears explicitly in the **TO:** field.
  - b. A Board Member should read all emails addressed to the entire Board where the **Subject** line starts with the indication **ACTION** or the indication **IMPORTANT**.
  - c. A Board Member may read, but is not expected to read emails addressed to the entire Board where the **Subject** line starts with the indication **MAY IGNORE**.

- d. A Board Member may read, but is not expected to read emails addressed other individuals, where the Board is only in the **CC:** field of the message.
- e. When responding to an email, the Board Member responding should respond to all Members listed in the **To:** field and the **CC:** field of the original email. (That is, they should respond to “all”.)
- f. When responding to an email, the Board Member responding should address only the topic in the original thread. (If the responder wishes to raise another issue, they should start a new thread with a new **Subject** heading.)
- g. When responding to an email, the Board Member should respond to the last message (i.e. the most recent message) in the thread. (This will help reduce the splintering of a discussion into multiple threads.)

Joe noted that many of the problems this proposed policy attempts to address result from the fact that we are using simple emails to communicate among ourselves, rather than a service like Yahoo Groups or Google Groups. Taisia suggested that a committee be formed to look into the issue improving communications among Board Members, and that we adopt the proposed email policy until the committee can proposed a more appropriate way of communications.

An Electronic Communications Committee was formed with Joe as chair, and with Corinne, Mary Ellen, and Scott as further members. Until the recommendations of this committee can be heard, the email policy proposed by the Governance Committee was accepted unanimously.

### **Issue #3: Recommended modification of the Policy on excessive unexcused absences**

For the sake of consistency with the By-Laws, the policy adopted in 2/7/2011 is modified to read as follows:

The term “*excessive unexcused absences*” is defined to be attendance or excused absence by a Board Member at less than ~~sixty percent~~ two thirds of the regularly scheduled meetings of the Board during that Member’s term of office in any calendar year.

This revised policy was accepted unanimously.

#### History Committee

Joan reported that the Trail History group is developing short summaries of the history topics collected at the first community meeting. The topic summaries will be discussed at the community meeting on May 29th. Participating local Historians are Jean Dresden, Joe Melehan, Ken Middleton, Bonnie Montgomery, Jim Zetterquist and Joan Bohnett.

#### **DEFERRED ISSUES**

None

**STATUS OF ACTION ITEMS**

Items 135, 137, 138, 139, 140, and 142 were closed. Corinne reported she was still working towards completing item 67.

**NEW ISSUES**

Under current policy, only Officers have the permission to send an email to the full membership. On occasion, Officers have done so unintentionally. Mary Ellen proposed a change in policy to make it less likely that an Officer could inadvertently send an email to the full Membership when it was intended only to the Board. Under the proposed policy, the Members' elist would be moderated, but each of the Officers would be a moderator. That means that each time an Officer wanted to send an email to the Members' elist, that Officer would need to approve the posting after sending it. It would be a little extra step, but it would help keep email from being placed accidentally on the Members' elist.

The proposal was adopted by a vote of 13-0 with 1 abstention.

**NEW ACTION ITEMS**

No.	Date	Who	Action	Due
143	5/7/13	Mary Ellen	Send copy of budget to Martin to insert in minutes	6/1/13
144	5/7/13	Mary Ellen	Inquire with J Reber about how people can get a receipt for their donations.	6/1/13
145	5/7/13	Joan	Send copy of History Committee's report to Martin for minutes	5/21/13
146	5/7/13	Joe	Find out the rules under which San Jose may waive the requirements for parking, and send to Bruce	5/21/13
147	5/7/13	Joe	Convene meeting of Electronic Communications Committee (Corinne, Mary Ellen, and Scott) to recommend an improved	6/1/13

**Attorney's Report**

Guests were requested to leave and the Board went into closed session to hear and discuss the Attorney's Report. No vote was taken and no actionable item was created during the closed session.

**ADJOURNMENT**

The meeting was adjourned. The next meeting will be on Tuesday evening, June 4<sup>th</sup>, at 7:00 pm.