



**Minutes**  
**Save Our Trails Annual Meeting**  
**Tuesday, June 13, 2011**  
**Willow Glen Baptist Church**

Attendance

Directors in Attendance

Martin Delson, Rick Hernandez, Roland LeBrun, Jack Nadeau, Mary Ellen Petrich, Bill Rankin, Richard Silva, and Lars Thurfjell (making a quorum).

Directors Absent

Taisia McMahon (excused), Shirley Rogers (excused)

Directors on Leave

Joan Bohnett

Members in Attendance

None

Visitors in Attendance

Melrose Cacan, of Pierluigi Oliverio's office

Bill conducted the meeting in Taisia's absence.

Minutes Approved

Richard requested a correction of the term "Acting Secretary" to "Secretary". The Board unanimously accepted the draft minutes of the meeting as amended, with no objections and one abstention.

Excused Absences

The Board voted to approve Shirley Rogers' request for an excused absence, by a vote of 5-0-3.

## Officer's Reports

### President's Report

Bill reported that the clean-up had not yet been scheduled. As reported by Bruce, the contractor is waiting for a grading permit from CSJ. Martin said he would be meeting with Yves Zsutty the next day, and would ask about this.

### Secretary's Report

- (a) Martin said that he heard back from CSJ regarding our having volunteered to work under the city's direction installing reflective tape on bollards on the entrance to various trails. City staff asked volunteers to sign a form called the "*Volunteer Service Agreement and Release*". Lars and Shirley (who responded earlier by email), Mary Ellen, Richard, Bill, and Martin volunteered. Several volunteers filled out the Agreement at the meeting; Martin asked the others to mail it to him or to scan it and send it as a pdf. He would then arrange with the city for the most convenient time for instruction and work.
- (b) Martin said that he would be meeting with Yves Zsutty and other CSJ staff the next day (June 14) to discuss the recommendation of the Diridon Station Area Good Neighbor Committee that the Los Gatos Creek be restored to its natural setting as it passes below the intersection of Park Avenue and Montgomery Street. Martin said that doing so would allow the LGCT, which according to current plans is going to be on the sidewalk and crosswalks at that intersection, to pass below the streets and avoid the intersection. Martin asked for a resolution stating SOT's position that the Trail should not be on city streets. Members demurred, asking instead for a tour of the area before taking a position. Martin said he would arrange to tour the area with interested members at a mutually convenient time.

### Treasurer's Report

The credit union where we have our account has a new name and manager: "CEFCU". SOT currently has \$876.21 in our bank account.

### Attorney's Report

None

## Outreach

- (a) Martin distributed a copy of the flier that he drafted and that the Outreach Committee commented on. Several additional comments were made (e.g. to include the web site address in several places.) Martin will make the suggested changes.

Martin asked for advice in producing a high-quality copy, and wondered whether we should use a printer to type set our material and print it. Roland suggested using a service provided by Office Depot.

- (b) Rick said he did not have anything to report yet regarding the banner.

## New Issues

### Term of office for Martin

Martin pointed out that when he was appointed to the Board, the Board did not determine when his term of office would expire. It was moved that Martin's term of office on the Board expire in 2012. The motion was carried by a vote of 5-1-2.

### Email policy

Martin said that he found the policy for email that was passed at the last meeting to be awkward to use in practice; specifically, he found it clumsy to apply the policy that the subject line say "MAY DELETE: (subject)" when writing to a third party and cc'ing the Board on the correspondence.

He moved that the policy be replaced by a revised policy, as follows:

*When one Member of the Board communicates by email on a matter that the whole Board should know about, the Member shall address the entire Board (i.e., the Board shall be in the "TO" field of the email.) When one Member of the Board communicates another about Board business, but if the email is not of general interest, then the email should be copied to the entire board (i.e., the Board should be in the "CC" field of the message.) No Member of the Board shall send out any communication on SAVE OUR TRAILS business with blind copies (i.e., the "BCC" field shall be empty.)*

The proposal was rejected by a vote of 3-3-2.

Mary Ellen volunteered to work with Rick to propose an alternate policy to the Governance Committee that would respond to some of Martin's objections.

### Web site List policy

Mary Ellen noted a contradiction between the way that she set up the options to communicate via the web, and the way that we are actually using them.

She has set up two *membership lists*

[sot\\_members@saveourtrails-scc.org](mailto:sot_members@saveourtrails-scc.org), for use by SOT members to email other SOT members  
[sot\\_board@saveourtrails-scc.org](mailto:sot_board@saveourtrails-scc.org), for use by Board Members to email other Board Members

The first was intended as a means for members to exchange information with one another. But in fact, rather than it being used this way (i.e. as a *membership list* for chatting among members about trail-related issues), it is being used as an *announcement list* (i.e., for one-way communication between the President or Secretary and the members.)

She wondered whether we should redesignate it as an *announcement list*. Someone suggested looking into establishing a Yahoo Group, but that idea did not gain much traction, as the general feeling was we wanted to concentrate everything on the existing web page.

Mary Ellen volunteered to think through a new List policy and to bring a proposal before the Board at the next meeting.

#### Resignation of Bruce Tichinin

It was recognized that Bruce Tichinin submitted a letter to the Board dated June 12<sup>th</sup> in which he tendered his resignation because he would be leaving the area for one year, and in which he asked to be permitted to continue to serve as attorney, and also be permitted to continue to monitor and contribute to Board communications.

Four motions were raised to address this development.

- (1) It was moved that the Board accept Bruce's resignation. The motion passed unanimously.
- (2) It was moved that the Board express its appreciation to Bruce for all the work and effort that he expended in starting SOT, and guiding it to the point we are right now. The motion passed unanimously.
- (3) It was moved that the Board continue to retain Bruce as SOT attorney, with the understanding that Bruce will continue to adhere to declared Board policies. The motion was adopted by a vote of 7-0-1.
- (4) It was moved that Bruce be retained on the "sot\_board" mailing list and be afforded all communication rights as other Board members. The motion was adopted by a vote of 7-0-1.

#### Adjournment

The meeting was adjourned. The next meeting will be on Monday evening, July 11<sup>th</sup>, at 7:00 pm.

**Appendix A: Abbreviations**

CSJ = The City of San Jose  
 FOSCT = Friends of the Stevens Creek Trail  
 GRPC = Guadalupe River Parks Conservancy  
 LGCT = Los Gatos Creek Trail  
 NC = Nominating Committee  
 OSA = Open Space Authority  
 ROW = right-of-way  
 SCVWD = Santa Clara Valley Water District  
 SJPF = San Jose Parks Foundation  
 SVBC = Silicon Valley Bicycle Coalition  
 SOT = SAVE OUR TRAILS  
 UPRR = Union Pacific Railroad  
 WGNA = Willow Glen Neighborhood Association  
 3CT = The Three Creeks Trail

**Appendix B: Action Items**

No.	Date	Who	Action	Due
1	5/31/11	Taisia	Extract the contact information from the gmail list and forward it to Mary	
2	5/31/11	Mary Ellen	Write a letter to inform these individuals on the gmail list that (a) the gmail list will be closed, (b) unless they wish not to, they will automatically be made Associate Members of SOT (at no cost to them), and (c) they should write to her if they do not want to be a member	
3	5/31/11	Martin	Write a letter to Yves Zsutty informing him that SOT has voted to provide labor to work with CSJ to help make trail hazards such as bollards more visible.	6/3
4	5/31/11	Rick H.	Send an email to the Board specifying details (size, color scheme, etc.) of the banner with proposed logo and text.	
5	5/31/11	Rick H.	Get three bids for the banner and present them to the Board.	
6	5/31/11	Martin	Distribute draft of flyer to Board for comments	
7	5/31/11	Taisia	Contact Leslee Hamilton to confirm that GRPC will work as SOT's agent as a 501(c)(3) on grant applications	
8	5/31/11	Martin	Contact the executive director of FOSCT to learn more about their ideas regarding organizational membership.	
9	5/31/11	Joan	Initiate process of devising formal procedure for resignations.	
10	6/13/11	Roland	Provide feedback on brochure	6/30

11	6/13/11	Mary Ellen & Rick	Propose an email policy (revising the MUST READ / MAY DELETE policy) to the Governance Committee for their consideration	
12	6/13/11	Mary Ellen	Propose a policy regarding on membership lists and announcement lists	7/11
13	6/13/11	Roland	Ask Bruce Tichinin to check on the status of the \$800K grant from the state	
14	6/13/11	Martin	Schedule tour of LGCT Reach 5 with interested members and with Helen Chapman	