

Save Our Trails!



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

DRAFT Minutes
Save Our Trails Annual Meeting
Monday, July 11, 2011
Willow Glen Baptist Church

ADMINISTRATION

Attendance

Directors in Attendance

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

Directors Absent

Roland LeBrun (excused), Taisia McMahon (excused), Lars Thurfjell (excused)

Directors on Leave

Joan Bohnett, Shirley Rogers

Members in Attendance

None

Visitors in Attendance

None

Bill conducted the meeting in Taisia's absence.

Minutes Approved

The Board unanimously accepted the minutes of the June 13 meeting.

Excused Absences

The Board voted to approve requests for an excused absence by Lars, Taisia, and Roland, by a vote of 5-0-1.

Leaves of Absence

The Board voted to approve Shirley Rogers' request for a Leave of Absence, by a vote of 6-0-0.

OFFICERS' REPORTS

President's Report

- (a) Bill noted that the clean-up operation for the Three Creeks Trail ROW has now finally started.
- (b) Bill reported that Taisia suggested that several Directors (e.g. she and Bill) meet with the supervisor of the site clean-up to walk the ROW and view the work that was done.
- (c) Bill reported that Tai indicated that she had sent out a message to everyone on the gmail list informing them that the list will be closed and they will be moved over to Associate Membership, and that she received only two responses from people asking not to become members.

Secretary's Report

- (a) Martin said that he, along with Shirley and Bill, met with CSJ PRNS staff for instruction in our volunteer project of installing reflective tape on bollards on the entrance to various trails. However, the meeting was somewhat of a fiasco, as Martin expected that PRNS staff would be providing the reflective tape, and PRNS staff expected that we would be bringing it. Subsequently, Martin wrote to Yves Zsutty about the mix-up, and Yves said he would get the specs for the tape, acquire it, and send it to PRNS staff. Martin would then schedule another instructional session.
- (b) At the previous meeting Martin had asked for a resolution stating SOT's position that the Los Gatos Creek Trail should not be on city streets. Members demurred, asking instead for a tour of the area before taking a position. The tour took place on June 18th; in attendance, along with Martin, were Shirley, Mary Ellen, Lars, Roland, Jack, and Helen Chapman, president of the Shasta-Hanchett Neighborhood Association, and her husband, Dan. We were given access to the creekshed at S. Autumn Street near Park Avenue, and walked along the creek, through the west culvert under Park & Montgomery, along the boundary of the Fire Department facility, to just south of W. San Carlos Street.
- (c) Martin said that, in accord with Board directive, he sent a letter of support to the CSJ for a grant application for the paving of the GRT from Highway 880 to Highway 237.
- (d) Martin said that he met with Yves Zsutty and other CSJ staff on 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. Helen Chapman and Larry Ames were both unable to attend, and Martin was the only representative of the public. He persuaded Yves that another meeting should be scheduled so Larry Ames would be able to present his suggestions about how the intersection might be reconstructed to allow for a more natural setting from the Creek and to allow the LGCT to avoid crossing the intersection at street level. The next meeting will take place on July 13th.

(e) Martin reported that he submitted the annual financial report, IRS Form 990-N.

Treasurer's Report

Mary Ellen reported that we currently have \$876.21 in our bank account, plus approximately \$100 in our PayPal account. However, we owe the church \$140 for room rental.

Attorney's Report

None

PROGRESS ON ACTION ITEMS

No.	Who	Action	Progress
1	Taisia	Extract the contact information from the gmail list and forward it to Mary Ellen	Assign a due date of 7/15.
2	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	Closed.
3	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.	Closed
4	Rick H.	Send an email to the Board specifying details (size, color scheme, etc.) of the banner with proposed logo and	Assign a due date of 8/8.
5	Rick H.	Get three bids for the banner and present them to the Board.	Assign a due date of 8/8.
6	Martin	Distribute draft of flyer to Board for comments	Closed.
7	Taisia	Contact Leslee Hamilton to confirm that GRPC will work as SOT's agent as a 501(c)(3) on grant applications	No progress.
8	Martin	Contact the executive director of FOSCT to learn more about their ideas regarding organizational membership.	Removed; Board to consider the issue at the August meeting.
9	Joan	Initiate process of devising formal procedure for resignations.	No progress.
10	Roland	Provide feedback on brochure	Closed
11	Mary Ellen & Rick	Propose an email policy (revising the MUST READ / MAY DELETE policy) to the Governance Committee for their	Closed
12	Mary Ellen	Propose a policy regarding on membership lists and announcement lists	Closed

13	Roland	Ask Bruce Tichinin to check on the status of the \$800K grant from the state	Closed
14	Martin	Schedule tour of LGCT Reach 5 with interested members and with Helen Chapman	Closed

COMMITTEE REPORTS

Outreach Committee

- (a) Martin distributed an updated copy of the flier that he revised in accord with comments received from Board members by email. He credited Larry Ames for having made the map of the Three Creeks Trail. Members suggested a number of further changes, viz:
- Change stars to bullets in map
 - Use a smaller font for the identification of locations in the map
 - Have a more consistent relationship between the bullet and the associated identification
 - Place the identification closer to the bullet
 - Make the map larger: bring it to the margin both left and right.
 - Lengthen the lines and provide more space between them in the return address field.
 - Change the font so the SOT Treasurer's address will not be pixilated.

Martin said that he would make the requested changes (with Larry's cooperation) and bring the second revision back to the Board in August.

- (b) Rick said he did not have anything to report yet regarding the banner. (See Action #4 and #5.)
- (c) Rick proposed a revision to the letterhead used in SOT correspondence. (A copy of the new letterhead is placed at the top of these minutes.) A motion was made to adopt the new letterhead. The motion was accepted unanimously, by a vote of 6-0-0.

Deferred Issues

- (a) Martin asked for a resolution stating SOT's position that the Trail should not be on city streets. Members demurred, asking instead for feedback from the meeting with city staff scheduled for July 13th. Martin said that he would prepare the text of a resolution that he would like to see enacted. (Action #17)
- (b) Martin and Mary Ellen concurred that the effort in setting up a Wiki-like bulletin board on the web for trail users to post real-time information on trail conditions was going to entail more work than they wanted to undertake, and that the payback both to SOT and to the trail-using community was questionable. The issue will be dropped.

New Issues

Web site List policy

At the previous meeting, Mary Ellen had noted that although the sot_members@saveourtrails-scc.org address was intended as a *membership list* for chatting among members about trail-related issues), it is in fact being used as an *announcement list* (i.e., for one-way communication between the President or Secretary and the members.) She had volunteered to think through a new List policy and to bring a proposal before the Board at the next meeting.

At this meeting, Mary Ellen proposed that the list be officially changed from a membership list to an announcement list. A motion was made to that effect, seconded, and voted on. It passed unanimously, by a vote of 6-0-0.

Adjournment

The meeting was adjourned. The next meeting will be on Monday evening, August 8th, 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

PRNS – Department of Parks, Recreation, and Neighborhood Services

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: Open 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 Ellen	7/15
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.	8/8
5	5/31/11	Rick H.	Get three bids for the banner and present them to the Board.	8/8
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	
9	5/31/11	Joan	Initiate process of devising formal procedure for resignations.	
15	7/11/11	MGD & MEP	Write a blog post on the SOT site regarding the clean-up work.	7/15
16	7/11/11	Bill	Put something on the "Back Fence" referring to the blog post of #15.	7/15
17	7/11/11	Martin	Draft the text of a resolution stating SOT's position on the preferred placement of the LGCT.	8/5