



**Willow Glen Business Association
Board of Directors & General Membership Meeting**
Agenda for Tuesday, November 10, 2009 • 8:00 am – 10:00 am

NOTE LOCATION CHANGE
Willow Glen Community and Senior Center
2175 Lincoln Avenue (near Curtner)

Item	Type	Person Responsible	Timeline	Action
Meeting called to order	G	Board President Kevin Swanson	8:00 am	
1. Approval of minutes	A	Board Secretary Emilie Highley		Consideration of October 13, 2009 minutes (attached)
2. Executive Committee Report	A	President, Kevin Swanson		Report on 10/30/09 Executive Committee meeting. Approval of Nominations Committee. Priority setting & strategic plan meeting.
3. Committee Reports	I	3.1 Member Relations Chair, Tom Trudell		Report on status of Committee projects, accomplishments to date, and goals for the following month.
	I	3.2 Promotions & Events Chair, Karen Stevens		
4. Neighborhood Report	I	Willow Glen Neighborhood Association, Business Committee Chair – Richard Zappelli	8:55-9am	Update on neighborhood issues related to the business district
5. Member's Time	G	Moderated by Board President	9:00 am Time Certain 15 minutes	Open forum for BID and community members to share ideas and concerns from members in attendance. This is not the time to solve problems, but a process to get them on the table for committee consideration as necessary.
	I	3.3 Our Avenue Chair, Fred Oliver		Report on status of Committee projects, accomplishments to date, and goals for the following month.
	I	3.4 CBIB Implementation Committee Chair, Michael Mulcahy		
6. Finance Committee Report	A	Board Treasurer David Machado		Review of Monthly Finance Reports Present Finance Committee FY 2009-2010 Work Plan for board approval. Approve Collection Policy.
7. Executive Director's Report (includes report on festivals)	I	Norma Ruiz, Executive Director		Refer to written report. Approval of Associate Members
8. New Business	A	Norma Ruiz, Executive Director		Discuss board member matrix and identify types of board members needed. Present process for monitoring actions.
9. Meeting Adjournment	G	Board President Kevin Swanson	10:00am	

I – Information Only A – Action Required G – Good of the Order

Mark your calendar – next meeting is Tuesday, December 8, 2009 8:00–10:00 am
Location: Willow Glen Community and Senior Center