February 14, 2012 Executive Committee Report

Submitted by: Natalie Lewis

Willow Glen Business Association
Executive Committee Meeting, January 27th, 2012

Executive Committee Members present:
Dave Machado, President
Jess Gutierrez, Treasurer
Natalie Lewis, Secretary
Cynthia Gutierrez, Administrative Assistant

Business Association Board Members present:
Tim Mulcahy, Robyn Levine

Business Association Members present:
Karen Stevens, Sandra Burkitt

Meeting called to order at 8:11am

DOTA: Cynthia reported Read Zaro needs more specifics on DOTA in regards to the beer/wine garden, etc, so a contract can be drawn, vendors can be contacted, etc. Jess suggested a new committee be established and a meeting be held so Cynthia and Read can move forward. Jess will work with Read on the sponsorship list, including media and in kind sponsors. Jess is working with Citibank regarding a merchant card for on-line ticket selling. Cynthia will add DOTA to the February 14th board meeting agenda so the new board can confirm their approval of the event. Sandra to work with Cynthia prioritizing DOTA's to-do list.

Executive Director hiring process: The ED position has been posted on Craigslist. 20 cover letters and applications have been submitted thus far. A Personnel Committee needs to be established to review all applications.

Additional Board meeting: February 7th at 8am, WGBA office. New committees need to be formed, i.e. Executive, DOTA, Personnel (including Cynthia's contract), Nominating, P & E.

Kathy Haren's vacant seat & appointment: To be discussed with new Nominating Committee

Annual Meeting: Scheduled Tuesday January 31, 6:30pm at the Willow's Senior Center on Lincoln/Curtner. Cynthia is working on the agenda, has ordered the cake/coffee.

New Executive Board: To be discussed at the February 7th meeting.

Meeting adjourned at 9:14am.

Respectfully submitted,

Natalie Lewis
Board Secretary