



# SHERWOOD FOREST COMMUNITY CLUB

## BOARD MEETING MINUTES

DATE: October 17, 2019

TIME: 7:00 p.m.

LOCATION: Crossroads Mall

- I. **Call to Order:** The October SFCC board meeting was called to order at 7:03pm by Emmanuel and seconded by Janet. Attendees: Lee Sargent, Patrick Tousignant, Ken Schiring, John Haro, Anne Drebin, Mary Jo Staebler, Janet Castaneda and Emmanuel Solis
- II. **Motion to approve minutes from previous meeting(s):**  
Minutes for the meeting held on August 15, 2019 were discussed and approved at this meeting. Motion to approve by Patrick and second by Lee.
- III. **Treasurer's Report** – The report as of 09/30/2019 was presented and reviewed during this meeting. Checks pending to post: none.
  - a) **Budget overview:** Checking account: \$572.57 | Saving account: \$3,817.94
  - b) **Dues update:** \$10.00 dues.
  - c) **Payments:**
  - d) **Reimbursements:**
  - e) **IRS status:** The Annual Report 990-N must be filed with the IRS every year (electronic process) and is due this month. (renewal due every year in October) **Task:** Emmanuel will submit the forms.
  - f) **Monthly reports:** No minimum balance required. No need to call the bank to maintain the online access active.
  - g) **Motion to approve Treasurer's Report:** Motion to approve the treasurer's report by Emmanuel and seconded by Patrick. **Update:** The website payment can only be done via credit card or PayPal, they don't accept the debit card. The payment will be due every year in September. \$18.00 USD for the domain and \$48 for the account. **Task:** Emmanuel to send receipts to Lee.
- IV. **Committee Reports**
  - a) **Communications:**  
**Ideas:** Bring people's attention to the website. Keep the website updated. Make polls to learn about what people is interested and they thoughts on topics that affect our neighborhood.  
Put flyers inviting people to participate in the club committees. Prepare other materials to advertise the committees and the open positions for blocks reps.  
**Action Item:** Email about the Annual Meeting. Update NextDoor with the meeting information. Update the website. Email blast to invite SF neighbors to the meeting.  
The Newsletter is ready to be delivered this coming weekend.
  - b) **Traffic/Transportation:**  
Update: None  
**Action Items:**  
Kurt is working on finding a way to monitor speed limits on 30<sup>th</sup> street. The idea is to present this issue to city council since the police is not keeping track properly.  
Pending to ask Karen the status on the petition to implement restricted parking for residents on 160<sup>th</sup> St.
  - c) **Land Use:**  
**Trees:** No update.  
**Action items:** none.  
**BTC:** The process to handle applications seeking to modify COB Comprehensive Plan is under revision. The proposal will be presented by Nicholas Matz during the City Council meeting on October 23<sup>rd</sup> at City Hall at 6:00pm  
**Action items.** Attend the meeting and show your support.  
**Covenant:** No update.



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**Action items:** None.

d) Emergency Preparedness:

Update: Proposal to find people interested to join the CERT program.

Create an inventory of people willing to lend tools to neighbors.

**Action items:** Prepare information to share with the neighbors.

e) Block Watch:

Update: No update.

**Action Items:** n/a

f) Neighborhood Enhancement:

Update: No update.

**Action Items:** n/a

g) Other Business:

Patrick finished scanning all the official documents. Next step is to scan letters. Patrick to research the software for quick search and also methods for quick scan.

Emmanuel to send the link to OneDrive to Patrick to start uploading the scanned documents.

V. Old Business:

VI. PENDING TASKS AND RESPONSIBLES

- a) Scan SF history (boxes) and organized the information we have to make it accessible – Patrick
- b) SF Welcome package – Emmanuel & Janet
- c) Tree Ordinance for Bellevue – All – guided by John & Patrick
- d) Research about basic emergency kits for block reps – Emmanuel & John
- e) Meeting with Block Reps
- f) Make a directory tools available at SF that can be borrowed in emergencies – block reps | Emmanuel
- g) Invite Joseph Joy to attend block reps meeting and speak about CERT tips – Emmanuel
- h) Fix SFCC email address list; the server is currently reporting the email as spam.
- i) Communicate to COB the need for confidentiality when doing personal reports thru the city application.
- j) Annual Meeting:
  - a. Post about the Annual Meeting on NextDoor, the website and email.
  - b. Deliver the Newsletter by Saturday 10/19, ideally before noon.
  - c. Prepare the Power Point Presentation. *Emmanuel to send the slides to Lee and John for their update.*
  - d. Prepare printed materials for the meeting (email list, committee list, map, etc)
  - e. Board open positions: President, Treasurer, Secretary, 1 Trustee.
  - f. Find volunteers for each committee
  - g. Find volunteers for the open block rep positions

**Meeting adjourned at:** 8:08p.m.

**Next Meeting:** October 24, 2019 at Interlake High School Library.

Minutes approved by the Board:

\_\_\_\_\_  
President or Secretary

Date: \_\_\_\_\_

10/25/19

Sherwood Forest Community Club  
 TREASURER'S REPORT  
**Bank Statement Range 8/1/2019 - 9/30/2019**  
 Prepared by Lee Sargent on 10/16/2019

Current Statement Balances of accounts at BECU

Checking	as of 9/30/2019	\$	572.57
Savings	as of 9/30/2019	\$	3,817.94
<b>TOTAL</b>		<b>\$</b>	<b><u>4,390.51</u></b>

August 2019 - September 2019 Bank Activity

Date	Description	Checking	Savings	Balance
<b>8/1/2019</b>	<b>Starting Balance</b>	\$ 522.57	\$ 3,817.31	\$ 4,339.88
8/12/2019	deposit	\$ 20.00	\$ -	
8/12/2019	deposit	\$ 30.00	\$ -	
8/31/2019	Interest	\$ -	\$ 0.32	
9/30/2019	Interest	\$ -	\$ 0.31	
<b>9/30/2019</b>	<b>Ending Balance</b>	<b>\$ 572.57</b>	<b>\$ 3,817.94</b>	<b>\$ 4,390.51</b>

**Dues-Donations Deposit Log**

Date	Name	Address	Type	Amount	Recv Date
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