

Sycamore Square Neighborhood Association (SSNA)  
Special Meeting – August 29, 2019  
Minutes  
*Approved by the SSNA Board on September 5, 2019*

SSNA President called the meeting to order at 7:04pm.

Board members present at roll call were Jennifer Hengst, Kathy Flynn, and Mr. Starr. Board member, David Zadick, joined the meeting at 7:07pm at which time a quorum was present (4 of 6 board members) so votes could be taken.

There were no other attendees.

There was no public comment on non-agenda items.

Mr. Starr appointed Ms. Flynn as outreach/marketing lead for the 2019 Annual meeting. There was agreement by the board.

It was agreed that door-to-door fundraising would not take place prior to the 2019 Annual Meeting.

Ms. Flynn and Ms. Hengst agreed to investigate the use of GoFundMe or a similar tool to accept donations to the SSNA.

It was agreed that the business coupons fundraising idea would not take place prior to the 2019 Annual Meeting.

Ms. Hengst suggested that a half-and-half raffle be included, where the SSNA would split a cash prize with the raffle winner. There was support for the idea but more information is needed.

There was discussion that donated items over \$30 in value be included in a silent auction, and lower-priced items be raffled off.

It was agreed that a simple means of receiving payment for silent auction items be devised prior to the auction. Venmo, PayPal, Square, Shopify, Eventbrite and cash were suggested. Ms. Hengst agreed to complete research by Tuesday, 9/3/19.

Ms. Hengst noted that Venmo previously flagged her when it was used for church luncheon payments.

Mr. Starr noted that a clear and publicly available accounting for all transactions be made available for the integrity of the process. Mr. Starr offered to link his bank account for donations if necessary.

Board members agreed to review the donation spreadsheet tab in the 2019 Annual Meeting Project Plan in the shared G-Drive.

Mr. Starr agreed to complete the Street Closure Permit Application and to pay for insurance by Friday, 8/30/19.

It was agreed that only one kids activity, either a bounce house or an activity table, would be included.

Mr. Zadick agreed to inquire with Blick Art Supply about donations of kids' art supplies. Mr. Zadick agreed to paint large banners for displaying around the neighborhood similar to Liz Nankin's 2017 drop-cloth banner.

The board agreed unanimously to budget \$75.00 for printing related to the Annual Meeting. Ms. Flynn noted that she uses Sharp Printers on La Brea and she agreed to inquire with them about pricing. The board agreed that door-to-door flyering is valuable outreach and so handbill flyers should be included in any printing. It was agreed that a larger flyer for posting on street poles, at the Mansfield, at Wilshire/La Brea, and at Lassens and other businesses be produced, not to exceed 24 flyers.

Volunteer roles include: pet judges, setup/teardown, greeters, poster/sign painters, and bounce house attendants.

It was agreed that Ms. Flynn would set up an Instagram page for Sycamore Square.

Mr. Starr agreed to submit an email for distribution by the 5100 and 5200 Wilshire Buildings.

Regarding the pet beauty contest, there was discussion of a collage board of dogs photos, the use of a professional photographer (volunteer) such as Airic Lewis, and the possible printing and posting of pet photos on the spot in a collage. Mr. Zadick agreed to share ideas at the September 5<sup>th</sup>, 2019 SSNA Monthly Meeting.

There was discussion of a neighborhood pet directory.

The ideas of a plant, clothing, or other "swap," of a neighborhood historical photo scanning drive, and of a talent show were determined to be too challenging for inclusion at the Annual Meeting.

Mr. Starr agreed to make the G-Drive folder for the 2019 Annual Meeting editable by all board members.

Mr. Starr called the meeting adjourned at 8:32pm.

*Respectfully submitted by Conrad Starr*