



MINUTES OF NEIGHBORHOOD WATCH BOARD MEETING  
FINE ARTS ROOM – ORCHARD CREEK LODGE

FRIDAY, DECEMBER 12, 2008 – 10:00 A.M.

Board Members in attendance were Barbara Moss, Paula Payne, John Perfect, Ken Sheehan, Will Small, Joel Thomas, Pauline Watson and Suzette Yuill. Advisory Group members present were Joan Belshin, Nicki Koch, and John La Hiff

The Board meeting was called to order by Executive Director, Ken Sheehan at 10:00 a.m.

Minutes of the September 12, 2008 Board Meeting were accepted as sent. MSA (Thomas/Moss)

**TREASURER'S ANNUAL REPORT – BARBARA MOSS**

Checkbook has an ending balance of \$407.73. Of that amount, \$325.06 is the balance from the \$500 Lincoln Hills Foundation Grant and the \$82.67 is money left over from our May and November potlucks. Since we have a rather sizeable balance, we are withholding submitting our 2009 Grant Request until later in 2009 if the need arises. MSA (Small/Payne)

**REPORT ON NOVEMBER 7 ANNUAL MEETING – KEN SHEEHAN**

Four Directors (Joan Logue, Jean Ebenholtz, Harold McMillan and Ron Ross) resigned (terms expired) and two new Directors (John Perfect and Suzette Yuill) and a new member for the Advisory Group, Joan Brant-Love, and President of Neighbors InDeed were elected at the annual meeting. We met our quorum only after calling the voting members consisting of the Board Members and Village Coordinators (quorum is 30% of the voting members). The 2008 Accomplishments were announced and the Village Coordinators appointed in 2008, 2007, and Coordinators with 2 up to over 5 years of service were given special recognition for their years of service.

**REPORT OF NOVEMBER 7 ANNUAL POTLOCK – PAULINE WATSON**

We had a very successful potluck with 87 people attending. Lee Belshin, a standup comic from Village 38B entertained us and four \$25 gift certificates were raffled off and the winners were, Joel Thomas (Village 24B/C), Barbara Conner (Village 41A), Marsha Hathaway (Village 30), and Bill Bear (Village 31C).

**REPORT OF EXECUTIVE RETREAT – KEN SHEEHAN**

The retreat was held at the home of Pauline Watson. Elections for new officers were held and the new officers for the coming year are: Ken Sheehan, Executive Director; Pauline Watson, Secretary; and, Barbara Moss, Treasurer. The Chair of the Nominations Committee for the coming year is John Perfect. Since there were no candidates for the Assistant Executive Director position, the position will be left vacant and the responsibilities for that position were distributed to the Board members. Also the villages for the retiring Board members were redistributed. This presented us with

an opportunity to properly reassign whole villages with A, B, C, D, or E designations to the Directors thus consolidating the villages. This is a much more fair and equitable distribution of villages thanks to Elaine Small for making our job easier. Elaine Small spent many hours working on colored maps for every village which now gives us a more complete data base of all villages and their mail stations. Thanks also to all the Coordinators and Mail Box Captains who helped in this very massive undertaking.

The Organization Chart was revised to reflect the shift of responsibilities of the Advisory Group from the Assistant Executive Director to the three Officers.

- Ken Sheehan will be responsible for Amateur Radio Group, Reporters for the COMPASS and Sun Senior News, ERT, Lincoln Community Services Officer, and Neighbors InDeed.
- Pauline Watson will be responsible for Alerts Coordinator, Communications Board at OC Lodge, Liaison to Lincoln Police Department, National Night Out, and NW Webmaster
- Barbara Moss will be responsible for Citizens on Patrol and Personal Medical Cards/Vials of Life Program
- Will Small is responsible for Boris the Burglar Street Signs Program
- All Directors and Officers to share the responsibilities of overseeing villages

#### REPORT OF BORIS THE BURGLAR STREET SIGN PROGRAM – WILL SMALL

The location of all Boris the Burglar Street signs have been identified and are located at all major entrances to SCLH. With the help of the Department of Public Works, 36 signs were replaced in 2008 and 12 in 2007. A request has been submitted to SCLH to replace 17 more signs and to install signs at 3 new locations. A visual field survey, which takes about 2 hours, is necessary because signs wear out differently depending on their exposure to the sunlight. Bob Cook of SCLH has budgeted \$500 for the replacement of signs which costs \$24 each and are the property of the Lincoln Police Department. Once everything is finalized, these steps will be included in the NW Policies and Procedures Handbook.

#### MAIL STATION LIST AND MAP INVENTORY REPORT – ELAINE SMALL

All colored maps have been submitted. Some house numbers on the maps were not correct so each Coordinator is asked to recheck their maps before the maps are submitted to the Association for inclusion in the 2009 SCLH Telephone Directory in February. Elaine thanked everyone for their participation in this project. Ken Sheehan received a note from Bob Cook thanking Elaine and Will for their hard work. Barbara Moss also indicated how easy it was to transfer responsibility of one village to another director with everything so organized. Ken Sheehan stated the importance of these lists which tie in with the Coordinators List of Mail Box Captains Semi Annual Report that identifies which house numbers belong to each mail box station and mail box captain.

#### REPORT OF RECENT EMERGENCY INCIDENT – BARBARA MOSS

A resident recently collapsed at Kilaga Springs and was taken to Sutter/Roseville Hospital. Bob Cook from SCLH Association contacted Ken Sheehan to find out the emergency information about this resident. Ken Sheehan contacted the Village

Coordinator who was not available. He left a message and within 15 minutes the Coordinator's husband found the information and relayed it to Ken who then called Bob Cook who then contacted the resident's emergency contact person. That telephone number was disconnected. Residents should be reminded to keep emergency contact information current since Neighborhood Watch is now being relied upon more and more to provide help in emergency situations. This can only be done successfully and we can be more responsive to emergencies if our records are correct.

Ken Sheehan stated that at the quarterly New Resident Orientation Sessions at OC Lodge, new residents learn all about Neighborhood Watch and their names submitted to NW Directors for further contact. The Coordinators' List of Mail Box Captains in addition to the List of Village Coordinators are informative forms to have at those orientation sessions since some of the new residents do not know who their Coordinators or Mail Box Captains are. Pauline Watson has offered her help to type the forms for the Directors.

#### REPORT FROM ADVISORS

- Joan Belshin Alerts Coordinator discovered that many people have not signed up for the Alerts System. Last year there were 1,700 people registered and now we have 2,500, a 32% increase. The alerts/items of interest information are submitted to a data base server in Los Angeles who verifies and then posts to our NW website. The Alerts System has two categories: Alerts and Items of Interest. Residents need to be more informed about this valuable tool. Will Small stated the need to foster a strong communication system of Alerts and Items of Interest because of today's economy. Ken Sheehan will send out an email message to Board Members and Coordinators to forward sign-up alert instructions to residents.
- John LaHiff from the Lincoln Hills Amateur Radio Group again extended an invitation to everyone to attend their Monday night meetings at the South Visitors Center to watch the Amateur Radio Group in action. You should arrive by 6:45 p.m. before the exercises begin.
- Emergency Response Team meeting that Ken Sheehan attended last month reported that the budget item for the red and yellow "Alert" signs was approved. Distribution of signs to remaining villages will be done as soon as the signs arrive.

#### REPORT ON VILLAGE REASSIGNMENTS – KEN SHEEHAN

- John Perfect had three new residents move in and prepared a welcome package for them.
- Barbara Moss has a supply of Vials of Life and wallet-sized Medical Cards available
- Paula Payne is working on organizing her new villages. She meets once a month with her mail box captains which is a good way to keep in touch. Quite a few mail box stations have co-captains because everybody wants to get involved.

#### NATIONAL NIGHT OUT – PAULINE WATSON

National Night Out will be held on Tuesday, August 4, 2009. Residents wishing to host an event will fill out a new registration form that will soon be available from the NW

website under National Night Out Guidelines. The completed form is to be submitted to Pauline Watson.

#### 10<sup>TH</sup> ANNIVERSARY CELEBRATION OF SCLH – PAULINE WATSON

Pauline Watson is the liaison between NW and the Committee for the 10<sup>th</sup> Anniversary celebration planned from September 10 through 17, 2009. The Committee did meet a couple of times to gather ideas and to form subcommittees. The Committee will resume after the holidays.

#### REVISION OF 2009 MEETING SCHEDULE – KEN SHEEHAN

Ken Sheehan discussed the reduction of more Board meetings. The revised schedule is also posted on the NW website. The following meetings for 2009 are as follows:

- One General Meeting – April 14
- Two potlucks: Spring Potluck – June 11 and Annual Potluck – November 6
- Two Board Meetings – June 12 and December 11
- National Night Out – August 4
- One Coordinators Workshop – August 24
- Annual November Meeting – November 6

A motion was made to approve the change in the 2009 Meeting Schedule. MSA (Moss/Payne)

#### OPEN MIKE

Elaine Small reported on the recent article that appeared in the Sun Senior News about golf cart owners. The Police will start citing golf carts outside the perimeter of SCLH since they are not NEV (neighborhood electric vehicles). Golf cart upgrades do not meet the requirements of the Department of Motor Vehicles especially golf carts that have four seats. Only two persons per golf cart are allowed.

A motion was made to adjourn the meeting. MSA (Small/Payne)

The meeting adjourned at 12:00

Notes respectfully submitted by

Pauline Watson  
Neighborhood Watch Secretary