

Willow Glen Business Association Board Meeting
Tuesday, January 8th, 2019 ~ 8:00 AM
Willow Glen Community & Senior Center, 2175 Lincoln Avenue, SJ 95125

Attendees: Vince Falcone, Henry Flynn, Robert Hernandez, Bobbie Johnson, Bill McAfee, Tim Mulcahy, Lisa O'Hara, John Pisacane, Lynne Rovai, Staff – Stephanie Whaley and Kandy Stevens

Meeting was called to order at 8:15 a.m. by Board President Henry Flynn

***Approval of Minutes* - Motion was made by Robert Hernandez to approve the December Board Minutes, second by John Pisacane. Unanimously approved.**

***Executive Committee Minutes* – December Minutes were reviewed by President Flynn. Acceptance of December Minutes – Robert Hernandez, second by Bill McAfee. Unanimously approved.**

***Executive Committee Update* – (a) President Henry Flynn thanked the entire board for their time commitment throughout the year in addition to ending a successful 2018 (b) The appointed Board of Directors Community member positions are filled; Emilie Highley, Bill McAfee, Nate Perez and Steve Sibley. The board has three Member-at-large positions open.**

***Treasurer's Report* – (a) Balance Sheet - total assets 10% less which puts us in a good cash position. (b) P&L – gross profit improvement \$97.3 compared to previous year \$79.0. (c) Expenses up slightly due to personnel and supplies. (d) December profit results were outstanding, producing 80% of our overall YTD business. Bill McAfee made a motion to approve the Treasurer's Report. Second by John Pisacane. Unanimously approved.**

***Our Avenue Committee Update* – (a) Committee is working with Universal Site Service on an eighteen month maintenance proposal. Proposal due date is end of April. (b) Bill created a spread sheet identifying all lights on the avenue that need to be fixed by SJ City. He will follow up with SJ City on light replacements. (c) Committee is creating a master spread sheet to monitor irrigation, graffiti, and all other repairs on the avenue. (d) Trash can over flow in front of Starbuck's and Pizza My Heart continues to be an eye sore on the avenue. Staff will follow up with Starbuck and Pizza My Heart management and request for additional trash can support. Lynne recommended reaching out to the SJ City for an additional garbage can. (e) Robert Hernandez is stepping down from Our Avenue Committee so he can focus on the BBQ Event. (f) John Pisacane volunteered to join the committee.**

***Staff* – (a) Office mailed Election Ballots on December 27th to all Associate Members.**

Strategic Marketing – (a) Robert Hernandez reported the new Website launch is on target to go live on February 1st, using same web address! (b) Robert is in the process of backing up all data from the current site.

Promotions & Events – (a) December was a profitable month! (b) Ornaments SOLD OUT! (c) Cable Car Rides SOLD OUT! We experienced one set back the Cable Car broke down on one Sunday. Customers were refunded their money. An additional Saturday was added to the schedule to make up for Sunday. (d) Bubbly Walk event was a SUCCESS with over 1,000 attendees. (e) Consideration is being given to changing the BBQ event date.

Open Forum – (a) Serena Desai, Councilwoman Dev Davis' office was present. (b) Jamie Sizelove from Bay Area Phone Doctor introduced himself and shared his interest in joining the Board. (c) Sara Rivas from Luxe Clinical Aesthetics introduced herself and indicated that she's interested in joining the Board.

New Business – (a) Committee recruitment, ideal number of people on a committee is at least four to five. Henry recommended reaching out to past committee members.

Meeting adjournment – 9:00 a.m.

Respectively submitted,

On behalf of Emilie Highley, Secretary
Willow Glen Business Association

Kandy Stevens

**Willow Glen Business Association
Executive Committee Meeting
18 January 2019**

**In attendance: Henry Flynn, Tim Mulcahy, Bobbie Johnson, Emilie Highley
Staff - Stephanie Whaley and Kandy Stevens**

Meeting was called to order at 9:05 a.m.

- 1. Some confusion on the Ballot as brought out by several merchants – By Laws reviewed as to accuracy and to resolve the confusion. E-mail to be sent confirming vote for President and Vice President before the Annual Meeting.**
- 2. Henry restated the importance of adhering to the WGBA By Laws**
- 3. 3 open Board positions will be appointed at the February Meeting.**
- 4. We reviewed the interested individuals for possible Board positions and Community Members**
- 5. Henry indicated that he would continue in an advisory position to Robert Hernandez ensuring a smooth and efficient transition into the new Administration.**

Meeting was adjourned at 9:28 a.m.

Respectively submitted

Emilie Highley

Secretary, Willow Glen Business Association