

UPCC Board Meeting Minutes
August 9, 2023
Rosemary's House 7-9pm

Present: Mike, Rosemary, Elise, Kristin, Laura

Discussion Topics:

1. **Emails-** There are still having issues with the UParkCC.org emails working correctly. Siteground hosts the website. Is the forwarding working? Jenny needs access from Steve. Jenny thinks there are 2 options to fix this. Should be an admin of Siteground. Maybe need to have more than 1 admin person. It was suggested that perhaps we add Mike and Laura as admins. There is probably a 2-factor authentication that might require a code from Steve. There was also probably a Gmail account used to set up the google drive originally. No one is quite sure who would have set that up initially. Mail chimp uses the google email as well, possibly.

2. **Website-** Discussion around is the website doing what we need and want it to do? Are there changes and adjustments needed. Question about whether Laura is spending too much time on website updates. Laura noted at this time, she isn't spending too much time on website updates. The original website was designed in WordPress which is not the easiest to use. At this point we can't change it and just need to move forward. Discussion about adding a page for Sing Sleigh event. Elise has already typed something up for Sing Sleigh that she will get out for newsletter and share with Laura for the website. Laura has on her list to work on "Donate" section, fixing calendar, and possibly adding older meeting minutes/hide pages. Discussion about eventually adding pages or un hiding Observatory pages to help people get to reservations/events at Observatory. Laura has recently added a meeting archive, newsletter archive, and newsletter sign up. At some point we might consider developing content to show what UPCC has done in the past (maybe since 2000?). This will require looking back at past notes/archives.

3. **Events**
 - a. Sing and Sleigh- December 3rd, Start at 3:30, Sleigh starts at 4pm. No end time.
 - i. Confirmation of Observatory (Jennifer Hoffman is contact, Steve/Mike will check in with her)
 - ii. Confirmation of Santa (No confirmed Santa yet, Santa last year was really good, but we are still looking)
 - iii. Sleigh- book one, find another, cost. Mike has contract (Kodiak Ranch Colorado) and will sign it. Will continue to look for 2nd sleigh option.
 - iv. Permit- Rosemary will do some research.
 - v. Ideas- Discussion on ideas for this year such as where is best place to put Santa? Give him a more regal chair, make more visible. Observatory was

open last year but monitored so there was a line. Cookie table was inside and it was a bit crowded. Could we maybe put hot chocolate and cider outside this year under a tent? Mike will sketch up a map of where to put things. Could we make sure there is more of a UPCC Board presence? We could consider adding another coordinated event like a Toy Drive? Laura will look at pricing for new UPCC signs/banners to increase presence and awareness of new website. We should ask if DAS would like to be involved with another event such as stargazing?

- b. Yard Sale- Friday and Saturday August 25th and 26th 8am- 2pm
 - i. Signs- Mike has 20 signs being printed. Kristin will help distribute.
 - ii. Map- Laura is on this
 - iii. Marketing-Ask Debbie to post on Next Door on the garage sale section/Kristin/Laura will post on UPCC Facebook page.
 - iv. Shredder event- Saturday 10 am until 12 pm at Accelerated Schools is being sponsored by Mike Cox
- c. Food Trucks- Is everything on track? Yes.

- 4. **Chamberlain Observatory-** Short discussion about working with DAS to get more public hours. Laura says there are pages that exist in the website archives that could be made public on new UPCC website. Steve could possibly be liaison between Observatory and DU. Stephanie O'Malley is community liaison.

5. **Zoning**

- a. Morningstar. This is the retirement home that wants a liquor license. UPCC supports.
- b. 1870 S. Filmore. Asking for a variance because the city approved contractor plans that were erroneous. Homeowner not at fault. Vote taken and UPCC Board agrees we send a letter that says that we don't oppose homeowner asking for a variance due to City and Contractor's error.
- c. YMCA development- Permanently on hold at this time.

- 6. **Parks-** Tyler's survey (Tabled for next meeting)

- 7. **Historic District Update-** Rosemary (There is an August 16 public meeting at Fitzroy Place for the owners of all the homes that would be included in the historic district including those that are already historic. This meeting is being hosted by the City. City staff, project consultants, and Rosemary's Historic District committee will all be present.

8. **Safety-** Rob

- a. Campus security has been responding to calls about people (kids) climbing on the student (smaller) observatory. Has anybody heard about this? No one else had.

9. **General Meeting.** Agenda 6-8:30pm, advertise 6-8pm (Big topics of concern include Crime/Drug/Homelessness. UPCC would like to include Paul Kashman and a Police liaison). Elise has requested meeting space with UPark Elementary.

10. **Open positions-** Treasurer and Vice President are our primary concerns (These positions are voted on at the general election) The Board has four elected positions. Two are open (Treasurer and Vice President). Ideas for the meeting also included UPCC conducting a presentation about what we've been doing around past events and events coming up, Historic District, maybe Mayor's Homeless Campaign, could reach out to Mike Johnson and invite him. Mike will draft a meeting agenda to be included with the newsletter. Everyone should send their ideas of what might draw people in for the meeting. Mike will talk to Julie about what requirements are needed for the Treasury position.

11. **District 6 RNO Funds-** Debbie. If anyone is willing to help, please let Debbie know.

12. **Transition plan-** Steve to Mike. Ongoing.

13. **Getting the word out**

- a. Generic signs (Mike has had some printed)
- b. Meet and greet for potential board members. Suggestion to do a "Meet and Greet" of people who might want to be involved in the Board. Elise is willing to host this event. Board members to send Mike a list of people you know who might be interested in becoming involved with the UPCC Board. We will keep a list of contact information for when we are able to do the Meet & Greet.

14. **Communications**

- a. E-Blast Calendar and E-News- Laura has created a content calendar for E-blast and E-news.

15. **UPWords.** Content is coming along. Kristin will send Elise a section for Kid's Corner.

16. **Budget.** Bottom line is we have money but need to revisit often. Need to keep on top of costs of mailing newsletter. New printer now and were cheaper than prior printer.

17. **Non-Profit status.** Mike will check with Steve and Julie.

18. **September meeting date, time, and place.** Mike will send email for either September 6th or 13th Board Meeting date and see when the majority are available.

Motion to Adjourn, Seconded, and Meeting Adjourned. 9:19pm

TO DO LIST:

1. Mike will contact Steve to get the email information.
2. Laura will continue to make website updates including adding a page for Sing Sleigh. Eventually she will work on the "Donate" section, improving the calendar, adding older meeting minutes/hide pages, and un hiding/adding Observatory informational page.
3. Steve/Mike will check in with Jennifer Hoffman at Observatory to confirm Sing Sleigh.
4. Mike will ask Steve about contact information from the Santa from last year.
5. Laura will send Mike the Santa contact she found in past notes to Mike. (DONE)
6. Mike will sign sleigh contract with Kodiak Ranch Colorado.
7. ALL will continue to look for 2nd sleigh option.
8. Rosemary will research permitting.
9. Mike will sketch up an idea of where to put things for Sing Sleigh to enhance.
10. Laura will look at pricing for new UPCC signs/banners with new website.
11. Mike and Kristin will help distribute Yard Sale signs.
12. Debbie/Kristin/Laura will help promote Yard Sale Event by posting on Next Door (in the garage sale section) and to the UPCC Facebook page.
13. Mike will draft out an October Meeting agenda to be included with the newsletter.
14. ALL will send October Meeting ideas of what might draw people in for the meeting.
15. Mike will talk to Julie about what requirements are needed for Treasury position.
16. All will send Mike a list of people who might be interested in becoming involved with the Board. We will create a list of contact information to invite to upcoming Meet and Greet event.
17. ALL will let Debbie know if you are interested in helping with District 6 RNO funding.
18. Kristin will send Elise a section for Kid's Corner of Upwords.
19. Mike will check with Steve and Julie on Non-Profit status.
20. Mike will send email for either September 6th or 13th Board Meeting date and see when the majority are available.

Future Agenda discussion items for UPCC include:

- Going back to 3 General Meetings
- Revisiting newsletter costs
- Revisiting how many issues per year
- Mailing vs online.
- DU/Observatory liaison
- Partnering more with Observatory