



Meeting Date: 03/29/2022

Board Meeting Minutes / Agenda

Meeting Started at 7:08PM

Attendance via Zoom

Mike Hatmaker, Joyce Doland, Craig Spiezle, Mark D. Walters

Agenda:

Membership Renewals

Current Bylaws – Member annual dues collected before Annual Meeting

Mike - \$25 feels right; don't want high dues; nothing that we should be spending a lot of money on. Keep billing simple; Annual billing is easier to manage. All memberships paid to date are good for this year; bill again next year.

Craig - Easy to send out invoices on anniversary based on membership joining date. May need more funds now for block party.

Joyce - Anytime there is a social event; "pass the hat" at the event. Prior practice was to collect at the annual meeting.

Old WBC Records – Mark has these.

Mark - Annual is easier for the person assigned to handle the billing; let current members go until 2023.

- Timing – Pros & Cons
- How to handle recent new members (last 60 / 90 days) See below
- Dues level – review of budget – Is \$25 sustainable?
- Invoicing / electronic payments

No clear consensus on when to ask for new dues. Table the item.

Budget – including maintaining a minimum balance – Recommendation to maintain minimum balance of \$1,000. Cash on hand \$1863.23, allocated \$175 to Pancake Breakfast (net \$1,688).

LCA Financial Report BY TREASURER:

Sept 2019 to 3-29-22 (2 days prior to quarter end).

\$3739.23 Dues and additional contributions received to date.
.21 Interest received.

\$ 1101.02 Signage production expenses.

3.49 Neighborhood walk.

399.32 Operating & office .

372.38 Organization expenses.

\$1876.21 Total Expenses to date

Bank Balance at 3-29 \$1863.23.

All expenses paid as approved by Board. Craig reiterated the request to have the financials tracked in either Excel or you the QuickBooks file. Craig noted the important to break out income based on sources for budgetary purposes. For example, members' dues, members donations and third-party donations. As LCA is expected to be twice the size of the previous origination and now a 501c3, we need to be more granular in our reporting.

Re Quickbooks Suggestion:

Joyce suggested that we use a method of accounting using a different platform/program/software in compliance with GAAP & audit standards so as to not limit a person from using their preferred method.

Bylaws – Updates & Process

Board reviewed DRAFT redline of bylaws. Below is a summary. We agree on key changes and Mark took the action item for a final review.

Discussion of Supporters of the Association and geographic boundaries of the LCA membership, expanding to match WBCC. Craig noted there is no reasons to do so, it dilutes the focus of LCA and this was discussed in great detail at the formation when we default to the legal boundaries of Lochleven including all properties north of Lake Washington to NE 8th (which were not included in WBCC). Craig pointed out to-date no one in those areas has expressed interest and not unlike other areas they can join as a non-voting supporter. Further adding these areas would add the burden of the Board to have to liaison with Medina and Clyde Hill on issue going forward,

Craig – Moves to approve Article III in the draft bylaws.

Mark – Second, Craig, and Mark – Yes

Joyce – Abstain

Dues on or before annual meeting
Change to dues be due October 31 of each year.

Mark - Move to approve the October 31st edit
Second – Craig
Votes – All vote yes - **Dues due October 31 of each year.**

Indebtedness – No borrowing

1 year reserve – Goal – Move to policy

Board meetings open to members?
Some groups do; others do not.
Observe only; not part of the discussion.
Openness can help grow the Association and
Can also arrange for Special Board Meeting that is closed.
Look at new statute to see if this is a requirement.

Annual Reports
Not all require financial disclosure
Sec. and Treasurer to coordinate

Signing and spending authority
Check the new statute

Nominations for new Board Members
Do not tie to Notice of Annual Meeting
Timing board discretion

Notice and solicit comments posted on site and Next Door on March 19 prior to annual meeting on May 10th. Focus in clarifying language, accepting “supporters” and other changes to help insure sustainability of LCA. To-date only one comment was submitted. One member (who did not participate in the current bylaws) has suggested we revert to the original boundaries of WBCC. Ideally, we can share top line points at the April 12 member meeting. The goal is to vote on all changes in totality, (if possible). Following is summary of proposed changes for Board discussion

1. Clarification - Accept absentee ballots and proxies to count towards meeting a quorum. This was the initial intention of the bylaws and is simply a clarification. The reason this is important is for the sustainability for the organization and members who may be travelling help us meet a quorum. Up to now this has not been an issue, we just want to look ahead.
2. New - Allowing Non-Lochleven residents to join as “supporters”, (non-voting rights) – Reason we have had a few Bellevue residents who want to support our efforts. Further our IRS 501c3 non-profit application is under review, and we would want to be able to accept such donations in the

future. To-date we have had two such checks sent to LCA from non-residents. While the Board has agreed to accept these donations, it was felt we should bring this up for a membership vote.

3. New - Acceptance of recordings in lieu of written minutes – It reduces overhead for the Board and for members and provides 100% of what occurred. This only provides the Board the option vs having to transcribe meeting recordings. (Does not apply to Board meetings / Board votes).
4. New - Expanding boundaries of LCA – One member (Scott East) continues to suggest LCA would revert back to the boundaries of WBCC, including north of 92nd Street to the boarder of Medina and north of NE 8th Street to Clyde Hill. This member has since withdrawn this request

Background – A strategic and legal decision was made to create LCA as a new entity and not make LCA a legal successor to WBCC. We defaulted to the legal definition of Lochleven as recorded with King County and recognized by the City of Bellevue. (Note LCA includes residents on Lake Wash Blvd who were not part of WBCC). This decision reflects feedback from the City and unanimous member consent when the bylaws were voted on in October, (see minutes dated 9/29 & 10/6)

<https://www.lochlevenwa.org/meetings>). Objections include but are not limited to the following:

- a) expanding the boundaries risks diluting our focus and increasing the need to work and coordinate with two additional jurisdictions (City of Clyde Hill & Medina)
- b) We have not had any applications from any such residents. If such residents wish to be involved, they can become supporters as outlined in #2.
- c) Making such a change introduces a legal question if we can be continued to be called the Lochleven Community Association if our boundaries are no longer Lochleven and has impact on our positioning and branding.

Joyce

If people are not eligible to join or attend meetings, why would they ask to join.

Expand the boundaries – used to have people from this area participate, know people in these areas; they are aware of the community and enjoy the community.

We established that we are a Lochleven Group.

Mark

No strong feelings on this issue.

Craig

We don't have the time to address issues outside the Lochleven Boundaries, don't include downtown Bellevue, don't include Vuecrest. LCA is nearly twice the size that WBCC and combined with over 80 members on NextDoor our outreach to other NextDoor Groups and a dozen signs we are very inclusive and our outreach is significantly more comprehensive.

Mike

The initial moments of when this got started was in reaction to what was going on in downtown Bellevue. Further west we go weakens the similarity of concerns; no perfect way to draw this; people are vested in their position.

Further we get away from the actual Lochleven boundaries, the weaker the interests in our community become.

If some other area wanted to join and be active, maybe a merger is a good idea.
For us to reach out to take on more “territory”

Bring this up at the Annual Meeting

Board Elections – Process (bylaws and timing)

March 21/25	Call for nominations posted on Next Door and included in a mail merge email to all members on 3/25
April 25 th	Deadline for nominations, providing 30+ days’ notice (we can use the Pancake breakfast to encourage members to self-nominate).
May 1	Board puts forth a “recommended slate” in advance of the May annual meeting.
May 2	Recommended slate published (provide 1 week notice to members)
May 10	Vote at annual meeting
May 24	New Board meeting to vote for officers (old Board convenes the meeting)
May 25	Records updated including Bank Account and State Reg, pw assigned as needed
June 1	New Board assumes roles.

Member concerns

More attention to minutes; diversity of membership; focus on a few property owners.
Walking away from Robin’s event, one neighbor commented need to be more inclusive with residents who have different cultural approaches to volunteerism and joining associations; may need training on how to expand.

We are an all-inclusive, open to all, organization.
As a goal, we need to work toward more diversity.
Need to bring in residents from other parts of the community. Craig noted the growth of LCA as well as the statements on our web site. The site states the following

The Lochleven Community Association (LCA) is an inclusive and welcoming community association, open to all residents of Lochleven as defined by the King County's legal plat. LCA embraces cultural and generation diversity and prides itself on being a dynamic, international and multicultural community.

Other Topics

- Signage Update – Looking for home for 3 more signs and we Need to expand geographic distribution of the sign, including reaching out to apartment complex managers and condo HOA and get them involved.
- Pancake Breakfast RSVP? Craig a created a flyer as an RSVP and donation page on EventBrite <https://www.eventbrite.com/e/lochleven-community-association-pancake-breakfast-tickets-297359890437>

Craig extended invite to City Council, Planning Department and the Police. As of today 3 council members have confirmed along with representatives of the planning and police departments. Good step to get neighbors to connect.

- 4th of July Traffic Mitigation – Craig reported the City reached out inviting him and others to a planning meeting regarding this year’s 4th of July. The meeting is set for April 5 with City @ 8am This is a follow up to outreach Craig led in August 2021 with several neighbors on 99th Ave NE. This meeting was the catalyst of the formation of LCA. Craig noted this meeting has been posted on the LCA site, NextDoor and member communications in an effort to solicit additional feedback. Craig and Mike are attending
- IRS 501c3 status – Applied February 15th. IRS is working on the backlog of apps received up to March 7th
- Social Committee Robin and Jeff Jorgensen are the “unofficial chairs”
- Summer Block Party

A discussion was held regarding an alternative venue for this summer event including a more central location such Clyde Beach – Craig took the action item to see how we might reserve the facility. Board members discussed the ideas ranging from LCA supplying the burgers to bring your own budget and pass the hat. There was no consensus to this. Craig also shared a previous decision was made to use the vacant property (owned by LCA member Steve Heller). Another alternative could be to shut off NE 97, but the downside it does not offer any lawn areas for events and children’s activities such as a tug of war. Wheel barrow race or water balloon toss), (Craig since follow up with the City and Clyde Park is not viable due to limited parking, steepness and cost to reserve along with no outdoor cooking areas)