



FPNA Board Meeting Minutes
Tuesday, May 9, 2023
1919 North Heliotrope

Board Members:	President	Jeffrey Katz
	First Co-Vice President	Tracey Stein
	First Co-Vice President	Mark Rothenberg
	Second Vice President	Chris Switzer
	Secretary	Angel Barnes
	Treasurer	Peter Christoffersen
	Parliamentarian	Patrick Johnson
	Communications Co-Director	David Kosak
	Communications Co-Director	Trace Weatherford
	Social Director	Jay Joyer
	Membership Co-Director	Kevin Shuler
	Membership Co-Director	Katie Mayberry
	Home Tour Director	Sandy DeAngelis

This year's **Special Election Meeting** convened at 6:35 p.m. on May 9, 2023 immediately preceding our FPNA Board Meeting, at the home of President, Jeff Katz Election Committee Chair, Darlene Glenn Wolf presided. This year's election was for the positions of First VP, Treasurer, Membership, Social, Home Tour, Communications and Parliamentarian. Candidates could be nominated from the floor and had to be present to accept the nomination. All Candidates would be given two minutes to speak, if they so chose.

Of the aforesaid Board positions, Jay Joyner (Social) and Co-First Vice President Tracey Stein were stepping down. Neighbors Allyson Thompson and Julie Humphreys were in attendance and were nominated and unanimously approved for the two open positions respectively. Although Communications Co-Director Dave Kosak was absent, he informed Jeff that he was likewise stepping down. Since no one present sought his position or informed the Secretary pre-meeting that they desired a nomination, Dave's Co-Director Trace Weatherford agreed to carry on as Communications Director, provided she could appoint a webmaster for assistance, which was the function Dave was intended to serve. The Board indicated that this was permitted under the bylaws. Thus, there were no contested positions. The two new Directors will assume office in July.

Board Meeting Call to Order – The May 9, 2023 FPNA Board Meeting was called to order at 7:00 p.m. promptly on the heels of the Special Election Meeting. The above Directors attended with the exception of Dave Kosak and Jay Joyner. We were joined by neighbors, Wayne Suraci, Merle Craig, Stephanie Miles, Julie Humphreys and Allyson Thompson.

A Motion to **approve the April 11, 2023, FPNA Board Meeting Minutes** was made by Peter and seconded by Chris. The Motion passed by unanimous vote.

Public Comments

Membership Committee member, Stephanie Miles has agreed to coordinate a May 27th Memorial Day weekend celebration.

Care & Compassion

Jeff continues to solicit input from Board members and the public for the names of neighbors who may have a Care & Compassion project. None were aware of any such need at this time.

First Vice President:

Tracey and Julie Humphreys reported that the Sponsorship Committee consisting of Mark, Tracey, Julie, Kiko Kantalis and Crystal Yee reviewed a *record* number of Scholarship Applications (over 80) this year. Consequently, this year 20 students were chosen to receive \$1,200 each, as opposed to 14 recipients of the same amount last year. The Committee has recommended three Santa Ana College students and 17 high school students. Likewise, of the many nominations for charities, the Committee's seven recommended choices would receive \$1,000 each. The details were sent to the Board via e-mail on or about May 3rd, but given the lack of unanimous approval, the subject was deferred to this meeting. The discussion ensued for 40 minutes, with one member feeling strongly that, given college costs currently, the amount per student should be increased, albeit to fewer recipients. Julie then explained that the winners are not chosen on academic excellence but rather in recognition of their community involvement. Additionally, the monetary amount was confirmed after the Julie's consultation with the Santa Ana High School Counselor, a few years ago, who emphasized that the \$1,000 received has been consistently viewed by the winning students and their parents, coupled with the Awards Ceremony, as a **huge** honor. Given their perception of a very substantial award, as opposed to funds for a college expense, the more deserving students who can be recognized, the better.

Neighbors Merle and Wayne then followed, since they work tirelessly each year on the Home Tour Gala, Silent Auction and Wine Garden. They emphasized that their efforts are expended solely with the goal of helping provide more scholarships, to which ALL their net proceeds go.

As to charity donations, another Board member objected to the practice of making donations, which she feels should be a personal choice. In response, she was informed that FPNA is a 501(C)(3) organization whose By-laws require that FPNA give a percentage of its profits to charity. Additionally, Jeff indicated that the donations strengthen our relationship with the charities such that the funds are used for services rendered within Santa Ana.

Explanations given, Mark made a Motion to formally approve the Sponsorship Committee's Scholarship and Charity recommendations set forth in Tracey's e-mail. It was seconded by Chris and passed by majority vote.

Since the original date of the annual Scholarship and Charity Awards Ceremony, May 21^s is now too soon, the event will occur on Sunday June 25th. Additionally, it presents an opportunity to be combined with our General Membership Meeting, since many of the neighbor attendees would normally attend both events. Peter made a Motion to combine the two events which was seconded by Chris, followed by unanimous approval. The Ceremony will be held at Sandy's home with light food and refreshments. Tracey will begin notifying the scholarship and charity winners.

Treasurer:

Peter reported that ten new tents had to be purchased for Home Tour, costing about \$1200. Ticket sales, however, were 20% higher this year than in 2022, grossing approximately \$85,000 of which \$20,000 was derived from the pre-event GALA and from the Beer & Wine Garden. The food truck sold out BOTH days. Peter issued his detailed April Financial Report to all Board Members several days pre-meeting, which Katie made a Motion to approve, seconded by Kevin, passing with unanimous vote.

Peter will be hosting a Financial Committee Meeting (currently consisting of Summer Taylor and Stacy Kato) at his home at 2220 North Heliotrope on Tuesday, May 23rd. He informed us that our current banking arrangement with Wells Fargo has earned such a miniscule amount of interest that he sought Board approval to move Floral Park's account to Farmers & Merchants Bank, which pays a higher rate and is now located just four blocks from our neighborhood. Mark made the Motion to transfer which was seconded by Chris and passed by unanimous vote.

Secondly, the Finance Committee sought approval to increase Floral Park's liability insurance from one million to three million dollars. The Motion to approve was also made by Mark and seconded by Chris, passing by unanimous vote.

Parliamentarian

Prior to the meeting, Patrick distributed by e-mail to the Board approximately 20 pages of the Revised Standing Rules which he has been working on for the past two months. A Motion by Peter to approve the Revised Standing Rules was seconded by Mark and passed with unanimous approval.

Membership

After months of home renovation, Katie is looking forward to hosting the New Neighbor Mixer at her own home on June 4th. She and Co-Director Kevin had nothing substantive to add to their comprehensive e-mail report of May 8th.

Beautification

Director Chris Switzer reiterated her thanks to all who have helped with the weed removal and planting of Sarah Mae Downey Park and the entrances and exits. Her monthly report is so comprehensive that there was nothing substantive to add.

Home Tour

Sandy reported that the April 29th and 30th Home Tour was the most successful of its 30-year history, which she attributed to her Committee's outstanding effort.

Communications

Trace's e-mail report was comprehensive and very positive. She will design simple invoices to advertisers for the *Gazette* using Floral Park stationery. Further, to encourage their repeat business, she is offering a discount structure.

Social

Jay is out of State, so his Committee's written report was sent pre-Meeting via e-mail to the Board.

A Motion to **Approve the Board reports** was made by Kevin and seconded by Mark. The Motion passed by unanimous vote. The Compendium of Board Reports, so approved, are attached to these Minutes and incorporated by reference.

A **Motion to Adjourn** at 8:05p.m. was made by Peter and seconded by Kevin. All were in favor.

Treasurer's Report & Discussions:

- * Review the April 30, 2023 Financials with Board Members (10-15 Minutes)
 - Highlights of April's financial activities /
 - Discuss Status of Home Tour Activities Numbers w/Sandy
 - Discuss Scholarship & Charity Budget – Changes to budget process this Fall
 - Request Motion to Approve Financial Report for April 30, 2023 / Add to Board Minutes
 - Discuss Banking with Wells Fargo & Farmers & Merchants Banks
 - Request Motion for Board Approval to Change Banks
 - Discuss Finance Committee recommendations: Investments & Insurance
 - Answer any questions about other's Budgets not previously discussed

HOME TOUR

Acct #	Description	2023 Budget	2023 Actual YTD	Over/(Under)
Revenue				
4310	Prepaid Tickets-Cash Donations - # Tickets 60	\$ 1,500.00	\$ 2,700.00	\$ 1,200.00
4320	Prepaid Tickets-PayPal Donations - # Tickets 1,127	\$ 40,000.00	\$ 50,715.00	\$ 10,715.00
4330	Gate Ticket Donations - # Tickets 520	\$ 17,000.00	\$ 25,965.00	\$ 8,965.00
4350	Home Tour Book Contributions	\$ 3,525.00	\$ 8,125.00	\$ 4,600.00
4360	Collectible Contributions	\$ 4,500.00		\$ (4,500.00)
4370	Vintage Auto Show Contributions	\$ 1,500.00	\$ 1,520.00	\$ 20.00
4384	Wine Garden Donations	\$ 5,000.00	\$ 15,386.00	\$ 10,386.00
4385	Hospitality Garden Donations	\$ 15,000.00	\$ 5,900.00	\$ (9,100.00)
4387	Opening Night Donations - #139 Tickets	\$ 12,500.00	\$ 17,375.00	\$ 4,875.00
4388	Opening Night Donations/Silent Auction	\$ 11,000.00	\$ 7,260.00	\$ (3,740.00)
		\$ 111,525.00	\$ 134,946.00	\$ 23,421.00
Expenses				
5310	Administrative	\$ 7,000.00	\$ 4,269.52	\$ (2,730.48)
5320	Promotional Flyer	\$ 2,000.00	\$ 1,617.31	\$ (382.69)
5330	Home Tour Book	\$ 3,900.00	\$ 5,524.91	\$ 1,624.91
5335	Docent	\$ 500.00	\$ 588.90	\$ 88.90
5340	Collectibles Section Expenses	\$ 200.00		\$ (200.00)
5345	Vintage Auto Show Expenses	\$ 700.00	\$ 760.88	\$ 60.88
5350	Homeowners Costs	\$ 4,000.00	\$ 2,938.89	\$ (1,061.11)
5360	Volunteer Appreciation	\$ 500.00		\$ (500.00)
5365	Signage	\$ 1,000.00	\$ 640.36	\$ (359.64)
5375	Equipment Rental	\$ 5,000.00	\$ 6,055.65	\$ 1,055.65
5385	Promotional Expenses	\$ 500.00		\$ (500.00)
5388	Mailing Services	\$ 500.00	\$ 163.25	\$ (336.75)
5390	Misc. Home Tour Expense	\$ 1,000.00	\$ 716.40	\$ (283.60)
5398	Opening Night Expense	\$ 10,000.00	\$ 17,769.86	\$ 7,769.86
5399	Wine Garden Expense	\$ 10,000.00	\$ 4,846.96	\$ (5,153.04)
		\$ 46,800.00	\$ 45,892.89	\$ (907.11)

Treasurer's April Month End Comments		
* Additional Revenue & Expenses To Come in May	2023 Events Recap	
* Not Final Numbers as yet...	Wine Garden	\$ 10,539.04
	Opening Night	\$ 6,865.14
	Home Tour	\$ 71,648.93

*** 30th Annual Home Tour a Tremendous Success- Sold 1,707 Tickets - 19% Increase over Previous Year**

SOCIAL

Acct #	Description	2023 Budget	2023 Actual YTD	Over/(Under)
Revenue				
4920	Social Donations	\$ 8,500.00	\$ 505.00	\$ (7,995.00)
Expenses				
5410	Summer Event - Freedom Fest	\$ 5,000.00		\$ (5,000.00)
5415	Concert In The Park	\$ 2,000.00		
5420	Fall Concert Event	\$ 5,000.00	\$ 1,000.00	\$ (4,000.00)
5430	Winter Event - Holiday Party	\$ 5,000.00	\$ 45.00	\$ (4,955.00)
5470	Additional Events	\$ 5,000.00	\$ 3,631.65	\$ (1,368.35)
		\$ 22,000.00	\$ 4,676.65	\$ (17,323.35)

Treasurer's April Month End Comments

* Fall Concert Deposit - The Yacht Groove \$1,000

Luck of The Irish Event	Revenue	Expense	Net Cost
Signage		\$ 180.26	
Supplies		\$ 253.50	
Craic in The Stone - Artist		\$ 2,000.00	
Beverage Donations / Tips	\$ 505.00		
Stage Rental		\$ 676.00	\$ 2,604.76

SPONSORSHIP

Acct #	Description	2023 Budget	2023 Actual YTD	Over/(Under)
Revenue				
4610	Sponsorships/Endowment Donations	\$ 15,000.00	\$ 130.00	\$ (14,870.00)
Expenses				
5610	Scholarships	\$ 25,000.00	\$ 169.00	\$ (24,831.00)
	<i>* Scholarships - Reallocation 2022 Home Tour Tickets</i>	<i>\$ 7,321.94</i>	<i>\$ -</i>	
	<i>* Scholarships - Reallocation 2222 Wine Garden Profits</i>	<i>\$ 18,905.26</i>	<i>\$ -</i>	
	<i>* Scholarship Funds Paid in 2022 for 2023 Awards</i>	<i>\$ 6,280.00</i>		
5620	Charities	\$ 6,000.00	\$ 1,070.00	\$ (4,930.00)
		\$ 31,000.00	\$ 1,239.00	\$ (29,761.00)

Treasurer's April Month End Comments

* Platinum Sponsorship - Santiago Elementary School Drama Program \$1,000

*** Scholarship Funds Paid in 2023 for 2024 Awards**

Julie & Gary Humphreys	\$130
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*** Scholarship Funds Paid in 2022 for 2023 Awards**

Ed Powel Scholarship - Memorial (9 Donors)	\$ 725.00
Ellen Koldewey Donation	\$ 100.00
Eriq Dominguez Scholarship Donation	\$ 500.00
Sandy De Angelis & Ed Trotter Scholarship Donation	\$ 1,000.00
Karen & Edward Athey Scholarship Donation	\$ 1,000.00
Nicki Curran Scholarship Donations (9 Donors)	\$ 2,955.00
	\$ 6,280.00

HISTORICAL: SPECIAL PROJECT

Acct #	Description	2023 Budget	2023 Actual YTD	Over/(Under)
	Expenses			
6100	Miscellaneous Historical	\$ 10,000.00	\$ 838.75	\$ (9,161.25)

Treasurer's April Month End Comments

* Historical Research Services Dylan Almendral \$838.75

LEGACY COMMITTEE

Acct #	Description	2023 Budget	2023 Actual YTD	Over/(Under)
5515	Legacy Awards	\$ 4,500.00	\$ -	\$ (4,500.00)

Treasurer's April Month End Comments

COMMUNICATIONS

Acct #	Description	2023 Budget	2023 Actual YTD	Over/(Under)
Revenue				
4210	Promotional Sponsorship Funds	\$ 18,000.00	\$ 5,060.70	\$ (12,939.30)
Expenses				
5210	Printing	\$ 18,000.00	\$ 2,612.94	\$ (15,387.06)
5220	Distribution	\$ -		\$ -
5240	Website	\$ 1,500.00	\$ 324.81	\$ (1,175.19)
		\$ 19,500.00	\$ 2,937.75	\$ (16,562.25)

Treasurer's April Month End Comments

* Monthly Purchase Campaigner Web Expenses \$67.85

MEMBERSHIP

Acct #	Description	2023 Budget	2023 Actual YTD	Over/(Under)
Revenue				
4110	Membership Contributions	\$ 30,000.00	\$ 5,790.00	\$ (24,210.00)
Expenses				
5110	Printing, Mailing & Distribution	\$ 500.00		\$ (500.00)
5120	New Neighborhood Gifts	\$ 1,000.00		\$ (1,000.00)
5130	New Neighborhood Mixers	\$ 1,500.00	\$ -	\$ (1,500.00)
5140	Miscellaneous Membership/Membership Drive	\$ 1,100.00		\$ (1,100.00)
		\$ 4,100.00	\$ -	\$ (4,100.00)

Treasurer's April Month End Comments

BEAUTIFICATION

Acct #	Description	2023 Budget	2023 Actual YTD	Over/(Under)
Revenue				
4510	Heartstone Sponsorships	\$ 800.00	\$ 600.00	\$ (200.00)
Expenses				
5510	Heartstone	\$ 700.00	\$ 65.25	\$ (634.75)
5520	Neighborhood Plantings	\$ 3,500.00		\$ (3,500.00)
5540	Miscellaneous Beautification	\$ 1,500.00	\$ 214.07	\$ (1,285.93)
		\$ 5,700.00	\$ 279.32	\$ (5,420.68)
Special Projects: Reforestation				
5550	Reforestation Expenses	\$ 10,000.00	-	\$ (10,000.00)

Treasurer's April Month End Comments

* Two Orders - Christine Lardas \$400

* *Outstanding Heart Stone - Paid but Not Ordered - Nichols (Oct 2021) \$200*

CARE & COMPASSION COMMITTEE

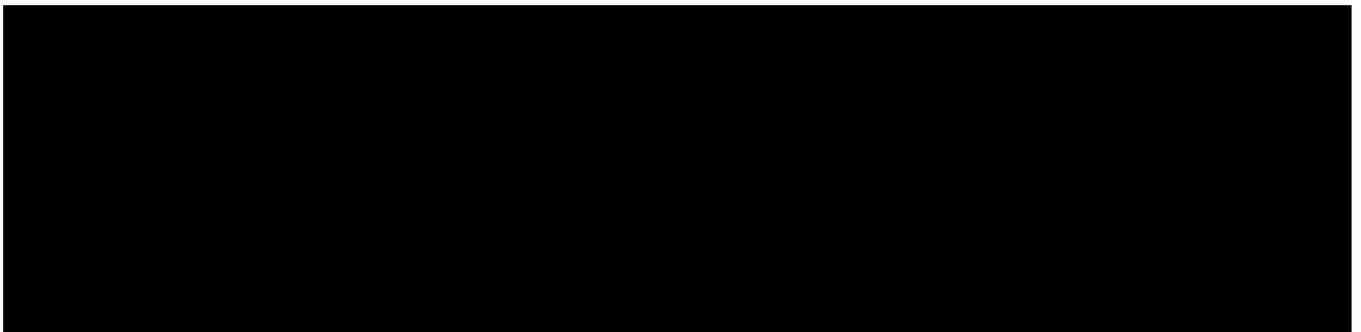
Acct #	Description	2023 Budget	2023 Actual YTD	Over/(Under)
	Expenses			
6095	Care & Compassion Committee Expenses	\$ 2,000.00	\$ 397.86	\$ (1,602.14)

Treasurer's April Month End Comments

GENERAL / ADMINISTRATION

Acct #	Description	2023 Budget	2023 Actual YTD	Over/(Under)
Revenue				
4010	Interest Revenue	\$ 100.00	\$ 463.01	\$ 363.01
4150	Floral Park Online Store Donations	\$ 1,000.00	\$ 730.00	\$ (270.00)
4900	Miscellaneous Sponsorships/Donations/Grants	\$ 1,000.00		\$ (1,000.00)
		\$ 2,100.00	\$ 1,193.01	\$ (906.99)
Expenses				
6010	Board Expenses	\$ 250.00	\$ -	\$ (250.00)
6020	Stationary, Postage & Supplies	\$ 700.00	\$ 576.91	\$ (123.09)
6030	General Meeting	\$ 3,000.00	\$ 98.00	\$ (2,902.00)
6035	Special General Meeting	\$ 250.00		\$ (250.00)
6040	Insurance	\$ 5,500.00	\$ 4,519.00	\$ (981.00)
6050	Admin Storage		\$ 406.74	\$ 406.74
6060	Professional Services	\$ 1,250.00	\$ 750.00	\$ (500.00)
6070	Bank Charges/ PayPal & Giving Fuel Svc Charges	\$ 2,500.00	\$ 377.82	\$ (2,122.18)
6080	Board Election Expenses	\$ 250.00		\$ (250.00)
6090	Misc. Administrative Expenses	\$ 5,000.00	\$ 430.69	\$ (4,569.31)
		\$ 18,700.00	\$ 7,159.16	\$ (11,540.84)

2022 FPNA Overall Summary	2023 Budget	2023 Actual YTD	Over(Under)
Revenue YTD	\$ 185,925.00	\$ 148,224.71	\$ (37,700.29)
Expenses YTD	\$ 174,300.00	\$ 63,421.38	\$ (110,878.62)



Treasurer's April Month End Comments

* Monthly Zoom payment \$16.87
 [Redacted]
 [Redacted]
 * Initial New Storage Rental \$406.74 Ongoing \$356
 * Flags Sold 18 FPNA and 8 FPNA Pride \$730

Current Funds Status

General	\$
[Redacted]	[Redacted]
Total	\$ [Redacted]

2023 Sponsorship Funds	
Earmarked Scholarship/Charity Funds	\$ 32,507.20
Balance of Sponsorship Funds / Social	\$ 13,500.00
Total	\$ 46,007.20

Total Revenue April	\$ [Redacted]
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Floral Park Neighborhood Association
2023 Budget vs. Actual YTD

Statement as of April 30, 2023

Total Expenses April	\$ 41,955.72
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Calendar of 2023 Events:

Monday, May 29 at 9:30 a.m.	Memorial Day Ceremony
Sunday, June 4, from 3 to 6 p.m.	New Neighbor Mixer, 2405 Bonnie Brae,
Sunday, June 11	Arts & Culture Series: Poet Gustavo Hernandez
Tuesday, June 13	FPNA Board Meeting at 2220 North Heliotrope at 7 pm
Sunday, June 25	Scholarship & Charity Awards Ceremony, 2121 N. Victoria
Saturday, July 1	Freedom Fest
Sunday, August 27	Arts & Culture Series: Pacific Symphony
Saturday, September 23	Fall Concert
Saturday, December 9	Holiday Party
Tuesday, December 12	Menorah Lighting at the Katz home, 1919 N. Heliotrope
Thursday, December 21	Walk of Lights

Communications Report

May 2023

SOCIAL MEDIA

- Facebook page reach increased 437% in the last 28 days!!
- 18 new Facebook followers
- Instagram reach was up 22%
- We now have over 3,900 followers on Instagram

EBLASTS

There were 16 eblasts sent during the month of April / 1st week of May. Lots of new names were added to both the Home Tour and the Neighborhood eblast lists.

NEWSLETTER

MAY 10th is the deadline for article / content submission for the upcoming Gazette – which is due to be delivered to neighbors around the first week of June.

WEB SITE

Traffic trends since the beginning of the year:

Jan: 1462 user visits

Feb: 2374 user visits

Mar: 2568 user visits

Apr: 5700 user visits

As one would expect, the Home Tour was the major driver of the increased traffic this past month!

Also, during the last 30 days we've sold \$300 worth of Floral Park flags and \$280 worth of Floral Park Pride flags.



Social Committee Report

May 2023

Next Event: Freedom Fest – Saturday, July 1

- Event Chair: Suzee Katz
- Several popular offerings from previous years returning, including the Cake Walk which will be in a new location to accommodate more entries (email blast suggested to encourage entries)
- Late-May social committee meeting to be used to secure needed volunteers to support the event

Fall Concert – Saturday, September 23

- Event Chair: Suzee Katz
- Yacht rock theme – band secured and initial deposit made
- Reminder: as reported in April, the date was changed from Sept. 30 to Sept. 23.

Holiday Event

- Discussions taking place with potential new event chairs

April Social Committee Meeting Notes

- The chili cookoff was discussed and the committee preference is for the event to remain an every-other-year event. It could be offered in the future as a stand-alone rather than combined with one of the three primary events the Social Committee is responsible for.
- Luck of the Irish was also discussed and the theme/St. Patrick's day timing is popular are well regarded by committee members. A number of Winter-Spring topics (e.g. Valentine's Day, Mardi Gras, Cinco de Mayo) were brought up and while the preference is for Luck of the Irish to remain, there is an openness to ideas and possible future changes.

2023 Event Dates

- Freedom Fest Saturday, July 1
- Fall Concert Saturday, September 23
- Holiday Event Saturday, December 9

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Beautification Committee Board Report
May 9, 2023

- Sarah Mae Downie Park/Butterfly Garden – Chris Switzer
 - SMD/Butterfly Garden – the area was cleaned several times before the Home Tour.
 - Five volunteers, all from the committee, helped to plant new perennials for the Butterfly Garden.
 - **A huge thank you to Lina Lopez, Kathy Pierson, Dave Karaffa, Cindy Lee, Kay Palmer, Joe Rodriguez, Obed Garcia-Colato, Beth Hoffman and Lisa Sorenson for their help.**

- Exits and Entrances - Lina Lopez
 - All the exits and entrances were planted in time for the Home Tour.
 - Hopefully, now with more perennials, the areas will not be so labor intensive and not as expensive next year as we will not have to buy so many annuals.
 - **A huge thank you to Lina Lopez, Cindy Lee, Kay Palmer, Joe Rodriguez, Obed Garcia-Colato, Glenda Fink and Julye and Paul Bidmead for their help in these areas!.**

- Heart Stones –Dave Karaffa
 - Three heart stones were purchased, and one has been installed.
 - We have one outstanding gift certificate that has not been used yet.

- Tree Committee – Debbie Wolfenbarger
 - No new report.

- Painting the Lamp Posts – Richard Silva
 - A huge shout out Rich Silva for coordinating efforts to paint the lampposts on Greenleaf, Heliotrope and Flower. Additionally, by himself, he painted the back of all signs black. His committee for painting the lampposts consisted of Kay Palmer, George Salato, Peter Christoffersen, Kathy Pierson, and myself.
 - It is unknown at this time if this responsibility will remain in Beautification or if it will return to the Home Tour committee.

- Most Beautiful Yard – Debbie Wolfenbarger
 - Several gardens were submitted, and committee of 5 selected the following to submit to the city:
 - 2020 N. Victoria - Stacey Clinesmith
 - 2301 N. Flower - David Buster
 - 2344 Riverside - Feldmans

- New Business: On February 25, Lina, Debbie, Jerry and Dave met and discussed the following:
 - A sign will be distributed quarterly/seasonally for a home that shows efforts in their yard as a thank you for a helping us keep our neighborhood beautiful. This new award will begin after home tour.
 - An additional thought, up for board discussion, would be a tab on the FP website with gardening tips for new trees, tree trimming schedules, how to minimize mosquitos in your yard, etc.
 - Ongoing.

Respectively submitted,

Chris Switzer

Membership Report

Month of April 2023

Co-Membership Directors: Katie Mayberry & Kevin Shuler

Donations:

- April finished with \$1390 and \$6020 YTD.....and 70 YTD Donors.
- Most of these donations coming from recurring donors.....57 total which will just build to our totals over time.

New Neighbors –

- 2340 North Park Blvd – Kal & Jenelle Krishna
- 2208 North Flower – TBD
- 2332 North Riverside - TBD

Mixers 2023

- Sunday, June 4th 3-6pm at the home of Katie & Ben Mayberry. Family Friendly with Bouncehouse!
- Sunday, July 30th or August 6th:
- Sept/October – TBD
- Walk of Lights – Tentative Thursday, December 21

Donation Initiatives:

- New neighbor baskets to be delivered to newest neighbors once identified.
- Membership table at every mixer.
- Membership Renewal Letters
- All FPNA Pride Flags Delivered.

Block Captains Update:

- Block Captains initiatives moving forward: Cornhole tournament by street, bike parade for 4th of July, progressive dinner with cards (see who has the best poker hand at the end), street by street mixers.

Parliamentarian Report – May 2023

As a follow-up to the discussion of the Standing Rules at the April Board Meeting, please find attached what I hope is a final redlined draft of the Updated Standing Rules, as well as a Clean version. As the redlined version has gone through three rounds of edits and is a little messy, you may want to review the sections that apply to you individually in the Clean version, just to save your eyesight.

The blue-color edits were made by me, which you have all previously seen for the most part. The only changes I've made was:

1. I've incorporated comments I received from Sandy, Trace and Angel.
2. I've removed the responsibility of reporting the names of Committee members to the First VP from all Directors, as no one does that.
3. I left the Walk of Frights and Walk of Lights under the Home Tour Director's responsibilities.
4. I removed the Luck of the Irish party from the list of annual events.

Having done that, Jeff did one full review of the document, making edits in red. For the most part, this was cleaning up the formatting and grammar. Jeff's only substantive additions was an Emergency In-person Board Meeting provisions in General items and clarifying a couple responsibilities in the Treasurer's section.

In the April meeting, I proposed a "working session" with the Directors of Communications and Home Tour, in order to flush out specific communication functions related to the Home Tour. But on the heels of a record-setting 2023 Home Tour, and given the lack of bandwidth currently with Communications, we have all agreed to leave this work to next year's Board session.

I would ask that you all review the attached documents and come prepared to next week's Board meeting to hash-out any final changes and approve the final version of the Standing Rules.

Thank you all for your support and assistance in working through this process.

Have a great and restful weekend.

Floral Park Neighborhood Association

Standing Rules

Proposed ~~2/24/5/9~~/2023

The following "Standing Rules" were adopted by the 2014 Floral Park Neighborhood Association Board (the "Board") to facilitate the smooth organization for an efficient implementation of board responsibilities.

General Items

- A. Board meetings shall be held monthly on ~~dates the second Tuesday of each month~~ and locations established by the Board as posted on the [Floral Park Neighborhood Association \("Association"\)](#) website. Board meetings are open to all residents of Floral Park. Board meetings may be cancelled, as needed by a majority vote of the Board or by consent resolution.
- B. General Membership meetings are to be held ~~on the second Tuesday~~ in March, June, September, and November and at the call of the majority of the Board, at 7:00 pm, subject to change by majority vote of the Board as necessitated by the availability of facilities and may be delayed or cancelled, as needed by a majority vote of the Board or by consent resolution.
- C. Emergency Meetings. ~~To facilitate communication between Board Meetings, members, an emergency board meeting may be called by the President, or by any two Directors other than the President, if, in the discretion of the President or the two Board Members, there are circumstances that could not have been reasonably foreseen which require immediate attention and possible action by the Board, and which, of necessity, make it impracticable to provide notice or await the next scheduled board meeting. Email may be used as a method of conducting an emergency meeting, provided 80% of the members of the board consent in writing to the decision of the matter. The written consent or consents must be filed with the minutes of the Board meeting.~~

~~on emergency decisions/votes (when the Board cannot be brought together) the use of an e-mail "Consent Resolution" may be utilized. The decision of the matter must have 80% approval, in order to be recognized as a valid consent of the Board. Printed documentation must be forwarded to the Secretary for recording purposes.~~

1. In-Person Emergency Meetings: The President or the two Voting Directors calling the emergency meeting, shall cause notice of the emergency meeting to be given immediately to all Directors. Notice may be given in-person, or by electronic mail. To the extent practicable, public notice to the general membership of an emergency meeting will be posted on the website and by eblast. At the emergency meeting, the Board, by affirmative vote of a Majority of the Voting Directors present, may take any action within the express or implied powers of the Board; provided, however, any action taken at an emergency meeting will be effective only until the next regular meeting of the Board at which the emergency issue is on the public notice.

of such meeting. At such subsequent meeting, the Voting Directors may ratify any emergency action taken. If any emergency action taken is not ratified, it shall be deemed rescinded. Emergency meetings of the Board shall be open to the general membership.

4.2. Procedure for vote by e-mail:

- a. Discussion started by President or any two Board Members. The
sSubject line should read: "Discussion: Vote (subject), request
reply all within 48 hours".
- b. When ready for a vote, Board Member makes motion and asks that
responses be returned to President; Vote is sent back to sender and reply
all; subject line should read: "Vote by (date)".
- ~~e.~~ ~~Secretary tallies votes and reports to the Board via e-mail. Sender sends to~~
~~Secretary the results.~~
- ~~d.c.~~ ~~Secretary-President~~ puts the subject on agenda ~~of new business for next~~
~~Board Meeting for reporting purposes.~~
- ~~e.d.~~ President keeps responses ~~until ratified at next Board meeting, and formally~~
~~reports the results at the next Board Meeting. However, the vote taken by e-~~
~~mail shall be deemed a final vote of the Board once the Secretary receives all~~
~~the votes.~~
- ~~f.e.~~ Motion approved and Secretary is responsible to include in minutes
Board Members shall have 48 hours to vote.
- ~~g.f.~~ Co-Board Members shall confirm one final vote for that Board position.

C.D. The First Vice President, Second Vice President, Social, Home Tour, Communication, Treasurer, and Membership positions should develop support committees to assist in the execution of their position duties and to fill in during a meeting should Board Member be absent.

D. Board is to annually review Insurance 45 days prior to renewal. Treasurer is responsible for keeping the insurance policy(ies) # current (Renewal May).

- E. Board is to annually review Storage Contract. Treasurer is responsible for keeping it current, if applicable.
- F. All projects and funding are to be annually reviewed by the Board.
- G. Any resident of Floral Park may attend any committee meeting and bring forth any pertinent issues for discussion at a time and manner established by the Committee Chair.
- H. Complaints from neighbors will be handled as follows:
 - 1. Board will not get involved with neighbor-to-neighbor disputes.
 - 2. Board will not get involved with neighbor and city or outside vendor complaints, but may refer neighbor to public agency for help.
 - 3. Anonymous complaints will not be handled by the Board.
 - 4. Name of complainant will only be disclosed to President and Vice-Presidents.
 - 5. Board will discuss all other complaints at a Board meeting, in executive session as prescribed in the Constitution and By-Laws. President will contact and disperse information to parties of Board resolution.
- I. Appointment of Co-Chairs:
 - 1. Except for the President and Treasurer, any An Officer or Director may ask the Board to appoint a co-chair, except the President and Treasurer. Board Member will submit the name, along with written acceptance and signed Governing Board Documents, to the Board, to be voted on at a regularly scheduled Board meeting. This also applies to Board appointed vacancies.

Duties of Officers

- A. The President shall:
 - 1. Conduct all Board and General meetings.
 - 2. In the event of a tie vote of the membership, shall cast the deciding vote.
 - 3. Be an Ex Officio member of all committees.
 - 4. Be responsible to oversee the duties of all Officers and is always entitled to maintain insight of the organization's books.
 - 5. Prepare all agendas and ensure that all Board and General meetings are conducted according to parliamentary procedure in consultation with the Parliamentarian.
 - 6. Be a member of the Board for at least one (1) year before being elected to this office.
 - 7. Make temporary assignments in the event of a vacant position or absence, with the approval of the Board.
 - 8. In January of each year, conduct in coordination with the city, the "Neighborhood Hero Award," seeking nominations from neighbors, and submitting forms to the city.
 - ~~9. Check assigned FPNA domain e-mail website monthly, delete spam and notify Communication Director of unusual activity or corrections when necessary.~~
 - 9. Educate the neighborhood, surrounding communities, and the City of Santa Ana (City) of the historical significance of our neighborhood, its architectural value and the impact it has had on the City and County of Orange since its origin.

- B. The First Vice-President shall:

1. ~~Assist the President.~~
2. Assume the position of President in the absence of the President.
3. Chair the Scholarship Committee, which awards scholarships and chair the Sponsorship Committee, which recommends donations to Santa Ana Charities.
 3. The Scholarship Committee is responsible for:
 - i. ~~The Scholarship Committee is responsible for:~~Distributing scholarship applications to all Santa Ana hHigh sSchools and Santa Ana College (September).
 - ii. Selecting its recommended recipients of the FPNA scholarships prior to May Board Meeting.
 - iii. Selecting its recommended recipient of the Joe Bangor scholarship ~~per the Guidelines, at request and approval of Lou Pecora.~~
 - iv. Selecting the recipient of the Alice Sinclair Scholarship.
 - v. Preparing certificates for scholarship recipients.
 - vi. Planning the June General Meeting to award scholarships.
 - vii. Inviting educational and city representatives, press, and parents of scholarship recipients of the awards to the General meeting.
 - b. ~~The Sponsorship Committee is responsible for:~~
 - i. Soliciting from General Membership and Proposeing its recommended charities to receive donations.
 - ii. Announcing the scholarship recipients and the charity recipients at the June General Meeting in consultation with the President.
4. ~~The Chair shall furnish to the President, a list of committee members at the August Board Meeting, and continue thereafter to give updates.~~
- 5.4. Notification of committee meetings should be sent out in e-blasts by Communications, as needed.
- 6.5. Submit an annual budget in September for scholarships, charities, and related expenses for the following year.
7. ~~Check assigned FPNA domain e-mail website monthly, delete spam and notify Communication Director of unusual activity or corrections when necessary.~~

C. The Second Vice President shall:

1. ~~Assist the First Vice President.~~
- 2.1. Assume the position of President in the absence of the President and First Vice President.
- 3.2. Chair the Beautification Committee.
 - a. The purpose of the Neighborhood Beautification Committee is to preserve and improve the beauty of the gardens and trees of Floral Park's public spaces such as, but not limited to: the entranceway gardens, the city street trees and, Sarah Mae Downie Herb Garden, ~~and the street medians. In addition, public areas outside of Floral Park may from time to time be considered for neighborhood beautification projects.~~
 - b. Any member of Floral Park can participate on the committee.
 - c. Submit any neighborhood beautification projects that have been approved by the committee to the Board.
 - d. Coordinate with the city "Most Beautiful Yard Award," seeking nominations from neighbors, and submitting forms to the city. In those years that the city

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does not make the award, conduct this award, using the same guidelines, with the exception that FPNA will provide a sign and token award, such as a gift card.

- e. Schedule and coordinate entry plantings, this is usually done two (2) to four (4) times a year.
- f. Coordinate entry watering with the city.
- g. Coordinate with the city regarding any street trees that are of concern, (i.e. dead or dying, removal, and replacement).

DRAFT

~~h.g.~~ Coordinate with the city any work that needs to be done at the Sarah Mae Downie Herb Garden.

~~i.h.~~ Heart Stones – Take the orders, write announcements for newsletter and coordinate placing them in the park. Notify the donor, if they wish to be present for the placement.

~~4.3.~~ Submit annual budget for funding for projects.

~~5.~~ The Chair shall furnish to the First Vice-President, a list of committee members at the August Board Meeting, and continue thereafter to give updates.

~~6.~~ Notification of committee meetings should be sent out in e-blasts.

~~7.4.~~ Check assigned FPNA domain e-mail website monthly, delete spam and notify Communication Director of unusual activity or corrections when necessary.

D. The Secretary shall:

1. Serve as Recording Secretary for the Association, attending all Board and General Meetings.
2. Maintain the Association records, minutes, and agendas of all meetings, and prepares the minutes for all Board and General Membership meetings.
3. Take roll call at the Board meetings.
4. Prepare the sign-in sheet for the General Membership meetings.
5. Maintain original, as amended, Association Articles of Incorporation, Bylaws, Standing Rules, Resolutions, Policies or other documents that are drawn up, passed by the Board for the consideration of future boards.
6. Possess the key to the P.O. Box and is responsible for picking up and distributing the mail on a weekly basis, and daily during March and April (for Home Tour).
7. Be responsible for locating and reserving meeting space for the General Membership meetings.
8. Prepare and maintain the Association's Board ~~roster~~contact list.
- ~~9.~~ Check assigned FPNA domain e-mail website monthly, delete spam and notify Communication Director of unusual activity or corrections when necessary.

E. The Treasurer shall:

1. The Treasurer shall abide by generally accepted accounting principals ~~principles rules of accounting~~ and comply with current State and Federal guidelines:
 - a. Chair the Finance Committee.
 - ~~b.~~ The FPNA Federal and California State Tax returns will be filed each year by April 15th. Tax returns will be submitted for review and approval by the Board at the March Board Meeting. The FPNA tax return to be filed each year by May 15th. Tax return shall be submitted to the Board for review at the April Board meeting.
 - ~~c.~~ b. The official program to be used by the Treasurer is QuickBooks.
 - ~~d.~~ c. Every other year, years ending with even numbers, file with the State Of California in July, Form SI-100 Statement of Information, and pay the appropriate fee.
 - ~~e.~~ d. The Treasurer shall set up bank and financial accounts at the direction and approval of the Board. Any and all ~~F~~ financial activities may only be executed with approved and established accounts for designated purposes.
 - ~~f.~~ e. The Treasurer is authorized to obtain credit and/or debit cards for use with

approved accounts provided that (i) each instance-issuance of a credit/debit card is first approved by the Board and (ii) each debit/charge is pre-authorized by the Board when expense exceeds approved budget expenditures.

- g. Monthly payments may be paid (scheduled or unscheduled) through authorized accounts and mechanisms at the discretion of the Treasurer, with Board approval, unless such expenses exceeded approved expenditures, in which case payments must be approved by the Board.

DRAFT

2. The outgoing Treasurer shall also assist and advise, as deemed necessary by the incumbent and/or the President, for one year after leaving office, and in the preparation and filing of Tax Returns for the prior year.
 - a. The outgoing Treasurer shall turn over to the incumbent all documents, tools, and resources within 30 days of leaving office.
- ~~3. Seven days in advance of the monthly Board Meeting, Treasurer will distribute to the Board Members a During the monthly financial update at the Board meetings, the Treasurer is to recap of the income, expenses and budgets for the previous month; ,as well as the year-to-date for all charts of accounts; a summary of all cash funds held by FPNA. At the Board Meeting, the Treasurer will respond to any questions posed by Board Members. Thereafter, approval of the financial report will be put to vote of the Board.. for submittal to and approval by the Board.~~
~~To include reporting of all cash funds held by FPNA~~
3. Submitted to the Board members seven days in advance of monthly Board Meeting
- ~~4. A complete copy of a financial report consisting of the following:

 - a. Last month's bank statement, checking, savings/money market, CD.
 - b. Transaction Report of all receipts and expenses occurring during the reporting period.
 - c. Review Budget vs. Actual YTD.~~
- ~~5. A complete financial report must be submitted seven days prior to the Board meeting for approval by the Board.~~
- 6.4. Expense Reimbursements:
 - a. Need all original receipts, either physical or scanned and attached to e-mail to Treasurer.
 - b. Completed reimbursement form with description of expense and budget account number to be charged, with chart of accounts.
 - ~~c. Check request needs invoice/quote/proposal.~~
 - ~~d.c. Checks requests in excess of \$1,000 shall be accompanied with the payee's W-9W9 for current year must be with check request to individuals in excess of \$1,000.~~
 - ~~e.d. Conduct expense reimbursements in accordance with the Expense Authorization Policy as detailed in Section E. 8 of the Standing Rules herein below. All expense requests must be pre-approved by the responsible Board member.~~
- 7.5. Expense Authorization Policy.
 - a. Introduction: Various expenses are incurred during the conduct of business of the FPNA by its Board members, Committee Chairs and volunteers. This expense authorization policy provides members of the FPNA, its officers and volunteers with guidance on obtaining authorization for expenses and provides guidance to the Treasurer for making timely reimbursements.
 - b. Authorized expense. An expense for goods or services is approved and authorized for disbursement if it has been enumerated in a budget approved by the Board, or is a line item expense contained within a project approved by the Board or is pre-approved by Board action. An expense may be approved by the Board after-the-fact under rare circumstances for emergencies and unforeseen needs during an event and for an amount no greater than \$500. For emergency expenses greater than \$500, the Board President, a member of the Board and the Treasurer must agree in advance to the disbursement and the requestor must follow up with a report at the next regular meeting of

the Board. A requestor who is a member of the Board may not approve his/her request.

- c. Timely disbursement. When the FPNA Treasurer receives a request for disbursement, he/she shall pay the requestor in a timely manner, normally within five (5) business days following the request, by a check drawn on an FPNA account accumulated for that purpose.
- d. Proof of expense. Normally the requestor must provide sufficient documentation to prove that the expense has actually been incurred in conducting business on behalf of FPNA. Under rare circumstances, exceptions to sufficient documentation may occur but only with the approval of the Board. The requestor must provide a report to the Board that describes the reason for the lack of documentation.

DRAFT

e.d. Reporting requirements. All expenses of the FPNA shall be reported to the Board and to the General Membership at a time and in a manner that assures timely transparency and accountability. Committee Chairs may propose a reporting protocol to the Board for complying with this section.

~~8. Expenditures over \$1,000 require written approval of both the Treasurer and the President.~~

9.6. The President has authority to sign checks in the absence of the Treasurer.

~~10.7. The Treasurer shall provide oversight for receipts and deposits from all FPNA events, support the responsible Board Member's Committee before events to assist in providing oversight for expenses, providing receipts for cash handling and recapping all related financial activities for FPNA.~~

11.8. Each Board Member shall submit a detailed proposed budget to the Treasurer at the September meeting. The budget shall include expenses and anticipated sources of revenue.

~~12.9. In order to facilitate the transition between the outgoing Board and the incoming Board the outgoing Board The Treasurer shall finalize a proposed budget for the coming year to present to the General Membership at the November General meeting for approval. The budget is to be presented to the General Membership at the November General meeting in hardcopy shall include all Charts of Account. If requested at the meeting, hardcopies can be made available.~~

~~13.10. Shall distribute a Chart of Accounts to Board Members annually.~~

14.11. Retention of Documents:

4 YEARS: Bank statements, duplicate deposit slips, contracts, leases, donation records.

4 YEARS: Accounts payable, expense distribution, invoices vendors/suppliers.

4 YEARS: Authorization for expenditures, general correspondence, internal reports, purchase orders, volunteer records.

12 The Chair shall furnish to the First Vice-President, a list of Finance Committee members including qualifications at the August Board meeting and continue thereafter to give updates.

13. Notification of committee meetings should be sent out in e-blasts by Communications.

~~16. Check assigned FPNA domain e-mail website monthly, delete spam and notify Communication Director of unusual activity or corrections when necessary.~~

14. Finance Committee is composed of qualified interested volunteers from the neighborhood, including the Treasurer, a member of the Board of Directors. If desired, the committee may also include non-FPNA members if the proposed individual has as determined effective with expertise in investment matters.

a. The committee's responsibilities are:

- i. To act in an advisory capacity to the Board on all financial matters.
- ii. To establish investment strategies and submit to the Board for approval.
- iii. To review and engage, if desired, the services of an Investment Manager.
- iv. To monitor the desired results of the investment strategies and the performance of their investments in line with those strategies.
- v. To provide monthly reports to the Board on the Finance Committee's strategies and the investment performance.
- vi. To review all insurance policies covering the Association.

b. The Treasurer's responsibilities include:

- i. Depositing of funds from accounts consistent with the signatory policy

- approved by the full Board of Directors.
- ~~ii.~~ Preparation of reports required by the Finance Committee and the Board.
- ~~iii.ii.~~ Opening and closing of accounts at depository institutions, custodians or brokerage firms on behalf of the Association.
- ~~iv.iii.~~ Depositing or withdrawing of funds from accounts consistent with the signatory policy approved by the full Board of Directors.
- ~~v.iv.~~ Directing the investment of funds in an account at a depository institution, custodian or brokerage firm.
- ~~vi.v.~~ To monitor day-to-day management functions and to establish and to enforce appropriate procedures and controls designed to avoid theft, embezzlement or dissipation of the assets.
- ~~vii.vi.~~ To ensure that cash and marketable securities are held by an FDIC-insured or CUNA-affiliated depository, a bank trust department, a trust company or an SIPC-insured brokerage firm. Cash deposits in any one institution shall not exceed FDIC or SIPC insurance limits.
- ~~e. The Board's responsibilities are:~~
 - ~~i. To review recommendations made by the Finance Committee, including those pertaining to investment strategies and day-to-day management functions.~~

F. The Membership Director shall:

- ~~1.~~ Chair the Membership Committee.
- ~~2.~~ Identify, select and support Block Captains.
 - ~~a.~~ Membership Committee composed in part by Block Captains.
 - ~~b.~~ Block Captains are responsible for
 - ~~i.~~ leading annual Membership Drive; and
 - ~~ii.~~ organizing Street Social Gatherings and facilitating Care and Compassion activities on their respective streets
- ~~3.~~ 4. Set an annual General Membership goal ~~and plan a General Membership drive.~~
- ~~3.~~ 5. Develop a flyer/letter to be distributed or mailed to each household to encourage General Membership contributions. An email blast by Communications may also be used as a reminder.
- ~~4.~~ 6. Create a page in the quarterly FPNA newsletter to encourage contributions and to thank those residents who have contributed.
- ~~5.~~ 7. Conduct a General Membership drive annually in May, and establish other measures during the year to promote General Membership.
- ~~6.~~ 8. Develop and implement creative ideas to stimulate General Membership.
- ~~7.~~ 9. Organize a minimum of three neighborhood mixers for new neighbors, on as needed basis a year at volunteer homes. An email blast may be used to recruit volunteers.
- ~~8.~~ 10. Keep track of new Floral Park neighbors and welcome them within threesix (36) months of their moving in. A welcome gift basket or similar item should be presented, the contents of which are determined by the Membership Committee.
- ~~9.~~ Recommend levels of contribution to the Board on an annual basis.
- ~~10.~~ 11. In first quarter of the calendar year, publish list of contributing paid members for the prior calendar year in quarterly newsletter to acknowledge supporters ~~and their level of contribution.~~

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~~44.12. In September, sSubmit annual budget to obtain funds to conduct General Membership drive, and host neighborhood mixers in September and to finance new neighbor gifts.~~

~~12. The Chair shall furnish to the First Vice President, a list of committee members at the August Board Meeting, and continue thereafter to give updates.~~

~~13. Notification of committee meetings should be sent out in e-blasts.~~

~~14. Check assigned FPNA domain e-mail website monthly, delete spam and notify Communication Director of unusual activity or corrections when necessary.~~

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G. The Communication Director shall:

1. Chair the Communications Committee.
- ~~2. Be responsible for managing and overseeing the various communications methods for the Association and doing so in a manner consistent with the Association's Bylaws, Standing Rules, and Board Policies. Maintain the official opt-in e-mail distribution list for Floral Park residence in order to communicate via e-mail and/or eblasts details related to events and other relevant information that impacts the neighborhood.~~
- ~~3.2.~~ Respond to general questions of General Members and others and promptly refers specialized questions to the relevant Officer or Director for response.
- ~~4.3.~~ The Communications Director may serve as the webmaster, newsletter editor, manager of the e-mail blast, or sign-deployer ("sub-role"), or may recruit a volunteer and assign for any or all of these sub-roles.
- ~~5.4.~~ To the extent the Communications Director cannot fulfill any roles, or recruit any volunteers for any sub-role, the Communications Director, with the approval of the Board, may hire a person or firm to fill the sub-role.
- ~~6.5.~~ The Communications Director or his/her designee has possession of and responsibility for the Association's neighborhood signage.
- ~~6.~~ The newsletter editor will determine deadlines, actively solicit content, and content contributors, facilitate the layout, publication/printing and distribution of the quarterly newsletters.
- ~~7.~~ The newsletter editor may appoint a Promotional Sponsorship Representative, who will be responsible for managing the newsletter media sponsors for each issue, and will determine deadline dates for the newsletter.
8. Sign deployer is responsible for ordering, placing, and maintaining signs to announce neighborhood events.
9. Webmaster shall maintain and update website as directed/supervised by the Board Communications Director.
10. E-blasts will be sent to neighbors who requested to be placed on the notification list, in accordance with any the policy as established by the Board.
11. Submit an annual budget in September.
- ~~12. The Chair shall furnish to the First Vice-President, a list of committee members at the August Board Meeting, and continue thereafter to give updates.~~
- ~~13.12.~~ Notification of committee meetings should be sent out in e-blasts.
- ~~14. Check assigned FPNA domain e-mail website monthly, delete spam and monitor unusual activity or make corrections when necessary.~~
- ~~13.~~ Add new Board members to e-mail redirect and create new e-mail addresses as requested by Board.

H. The Social Director shall:

1. Chair the Social Committee, and provide a plan of action in writing within 90 days of the at the first Board meeting of the term, including, but not limited to, the planning of Freedom Fest, Fall Concert, Chili Cook-off (in alternating years) and Holiday Festival.
2. In coordination with the Treasurer, obtain all necessary insurance for events.
3. Obtain required City of Santa Ana permits for all social functions.
4. Submit for Board approval within 90 days of the at the first Board meeting of the term a calendar for all social events and meetings for the year.
5. Reserve city equipment, if needed, by March 1.

6. Submit copies of all applications and permits to the Secretary.
7. Maintain a "Social Book" which gives direction, details, vendors and costs of all social events held during the year. This book is to be passed on to new Social Director.
8. Submit an annual budget in September.
~~Oversee refreshments for General Meetings.~~
- ~~9. The Chair shall furnish to the First Vice President, a list of committee members at the August Board meeting, and continue thereafter to give updates.~~
- ~~10. Notification of committee meetings should be sent out into the Communications Committee for e-blasts and downloaded on website.~~

DRAFT

- ~~4.9.~~ Write an article(s)~~article four times a year~~ for FPNA Newsletter at the request of the Communications Committee and submit articles and photos to Communication Director on or before designated deadline.
- ~~4.10.~~ Oversee the planning and purchasing of decorations, food, and entertainment for each event in conjunction with Event Chair, who is appointed by the Social Chair.
- ~~4.11.~~ Check website email monthly, delete spam and notify Communication Director of unusual activity or corrections when necessary.
- ~~4.11.~~ Provide updates to Communications Committee for FPNA website (Social) events, activities, photos and meetings as needed.

I. The Home Tour Director shall:

- 1. Chair the Home Tour Committee, which is responsible for any~~the annual~~ Home Tour in April of each event held throughout the year.
- 2. Coordinate with the Treasurer, to obtain all necessary insurance for the event.
- 3. Obtain and maintain all required City of Santa Ana permits for the event.
- ~~4.~~ Maintain and update the "Home Tour Book," which gives details, contacts, and vendors for the annual event.
- ~~5.~~ Coordinate the Walk of Fright in October
- ~~6.~~ In conjunction with the Membership Committee, coordinated the Walk of Lights in December.
- ~~4.7.~~ Coordinate with the City of Sanat Ana to have large trash dumpsters placed throughout the neighborhood during Dumpster Day, occurring on a Saturday in the month of April.
- ~~5.8.~~ Submit an annual budget in September.
- ~~6.~~ The Chair shall furnish to the First Vice-President, a list of committee members at the August Board meeting, and continue thereafter to give updates.
- ~~7.9.~~ Notification of committee meetings should be sent out in e-blasts.
- ~~8.10.~~ Check assigned FPNA domain e-mail website monthly, delete spam and notify Communication Director of unusual activity or corrections when necessary.

J. The Parliamentarian shall:

- 1. Chair the Bylaws Committee, as applicable.
- 2. Annually review and revise, if necessary, the Bylaws and Standing Rules and make recommendations to the Board.
- 3. Maintain copy of "Roberts Rules of Order."
- 4. Notification of committee meetings should be sent out in e-blasts by Communications, as applicable.
- ~~5.~~ Check assigned FPNA domain e-mail website monthly, delete spam and notify Communication Director of unusual activity or corrections when necessary.

Committees

K. Ad Hoc Committees.

- 1. President with Board approval may appoint Ad Hoc Committees to study short term projects, and determine if permanent committee needs to be appointed. Committee will have scope of duties, timeline given at time of appointment (i.e., Traffic, Historic Preservation, etc.).
- 2. Ad Hoc Committee will furnish written reports to the Board as directed.

3. Scope of project and length of committee will be assigned by the Board.

L. Election Committee.

1. Election Committee Selection:

- a. Board will seek candidates for committee in September, through e-blasts and Newsletter.
- ~~b.~~ President with approval of Board to select Chair, two (2) committee members and up to two (2) alternates from list of volunteers, at October Board meeting. If possible, for continuity, one of the committee members should have previously been a member of the Election Committee.
- ~~c.~~ Election Committee Chair and members to be announced at Next General meeting and via e-blasts and FPNA approved social media.
- ~~d.~~ Committee Members to be familiar with Governing Documents as they pertain to elections.
- ~~e.~~ Committee will meet no later than March Board meeting to discuss election procedures and process and set timelines for announcing nominations and election procedures via FPNA website, e-blast, newsletter, and/or social media.
- ~~f.~~ Chair shall conduct Special Election Meeting.

2. Nomination Process:

- a. Only Floral Park residents may nominate candidates for office.
- b. Nominations open on April 1 of each year.
- c. All candidates prior to submitting their name/nomination, must verify and sign that they have read the governing documents of FPNA, and are willing to sign the Code of conduct, Fiduciary Duty and Conflict of Interest Statement. Elections Chair to provide document to be signed.
- d. If candidate does not intend to attend the Special Election Meeting, the candidate must notify Chair in writing, via the FPNA Secretary, at least 48 hours prior to Special Election Meeting, of his or her intent to run for a Board position and identify the position sought. Written notification must be received by FPNA Secretary no later than 48 hours prior to Special Election Meeting. A candidate who fails to attend the Special Election Meeting may only be considered for the position identified in his/her notice of intent.
- e. Candidates may be nominated from the floor at the Special Election Meeting and must be present to accept nomination.
- f. Candidates who are present at the Special Election Meeting may be nominated for more than one Board position, but may only be elected to one position. The order of the open positions for which nominations will be accepted will be announced at the beginning of the Special Election Meeting, with nomination being accepted for the highest open office first. If a candidate is interested in more than one position and one of the positions is contested, the candidate must immediately choose whether to run for the contested position. If the candidate chooses to run for the contested position, the candidate is disqualified from running for any other open position.
- g. All Candidates will be given two (2) minutes to speak at the Special Election Meeting.
- h. All Candidates will be notified that they may include a written candidate statement, not to exceed 125 words, to be included with the mailed ballot.
- i. Chair will conduct nomination process at the Special Election Meeting.

3. Election Process/Procedures:

- a. FPNA Secretary to provide the Election Committee Chair with the official FPNA mailing list no later than April 1. The Election Committee to verify the mailing list contains all Floral Park addresses prior to mailing the ballots.
- b. Special Election Meeting to be held the second Tuesday in May each year at a time and location to be determined by the Election Committee, with Board approval.
- c. After Special Election Meeting, direct e-blast be sent regarding uncontested positions, contested positions and election process and dates. Election chair to contact Communications Committee regarding e-blast.

DRAFT

~~d.c.~~ Candidate statements are due to the Election Committee Chair via email no later than noon the Thursday after the Special Election Meeting. Ballots are to be mailed out to all Floral Park residents no later than the third Wednesday of May of each year.

~~e.d.~~ Election Committee will oversee the preparation and mailing of the ballots **and** candidate statements.

~~f.e.~~ The return envelope must be a colored envelope and contain the following information: (1) It must be pre-addressed to the Floral Park Neighborhood Association, Attn: FPNA Secretary, at the official FPNA post office box; (2) It must provide room in the upper left corner for a "Floral Park Return Address;" (3) It must contain a statement alerting residents that their Floral Park street address must be included in order for their vote to count; and (4) It must contain a statement alerting the residents of the date by which the return envelope must be postmarked.

~~g.f.~~ Return ballots must be postmarked no later than the second Thursday of June each year. Ballots returned with late postmarks will not be counted. The Floral Park street address must be included on the return ballot envelope and must be legible to be counted. The ballot must be returned in the official, colored return envelope.

~~h.g.~~ Only one ballot from each official Floral Park address may be counted. If multiple ballots are received from the same address, the ballots from that address are void and will not be counted.

~~i.h.~~ Replacement ballots and/or colored, return envelopes may be obtained by contacting the Election Committee Chair, and requesting a replacement. Replacement ballots and/or return envelopes must be requested no later than the end of the day Tuesday after Memorial Day weekend. Any replacement ballot and/or return envelope must be delivered to the address requesting the replacement ballot and/or envelope no later than Friday following Memorial Day. The same postmark deadlines apply to replacement ballots.

~~j.i.~~ The committee shall maintain a list of the addresses requesting a replacement ballot and/or return envelope and indicate whether a replacement ballot and/or return envelope was provided and the date.

~~k.j.~~ Ballots to be mailed from FPNA approved mailing house.

~~l.k.~~ Committee shall return all printed election documents (mailing list utilized by Election Committee, return envelopes, ballots, any documents used to tally the votes, etc.) in a sealed envelope to the Board at the first Board meeting after the conclusion of the election and shall provide the Board with a report regarding the results of the election. Envelope to be kept sealed by the secretary for one (1) year, not to be opened unless directed by the Board of Directors, at a Board meeting.

4. Ballot Collection and Counting:

a. Ballot counting to be held each year on the third Thursday of June at a time and location to be determined by the Election Committee. The time and location of the ballot counting shall be included on the ballot instructions and announced via FPNA e-blast.

~~b.~~ The FPNA Secretary shall deliver all ballots to the Election Committee Chair the evening of the Ballot Counting.

~~e.b.~~ The day after ballots are counted, the Election Committee Chair instructs the Communications Chair to distribute election results to FPNA residents via e-blast, social media.

~~d.c.~~ In the event of a tie vote, the Election Committee directs the Board to break the tie at a Special Board Meeting to be convened within 14 days of the election result, by a simple majority vote by written ballot. The Election Committee to be present during the voting.

~~e.d.~~ Write article for next Newsletter.

M. Legacy Committee.

1. The committee's responsibilities are defined in the Legacy Guidelines.

N. Infrastructure Committee.

1. The committee's responsibilities are defined in the Infrastructure Guidelines.

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The following documents are included by reference:

TITLE	DATE	WRITER
E - MAIL VOTING POLICY	1/9/2013	BLAKE
GUIDELINE JUNE GENERAL MEETING	6/4/2014	
VISION STATEMENT	2014	
SCHOLARSHIP & SPONSORSHIP GUIDELINES	2014	MURASHIE, BYLAW COM
RECORD RETENTION	2/10/2014	AD HOC
GUIDELINES FOR ANNOUNCING E-BLAST	1/9/2013	
CONFLICT OF INTEREST POLICY		BOD APPROVED
LEGACY AWARD 2 DOCS	March 2018	BY LAW
SERVICE MARK		2016 NEEDS RENEWING 2025
NEWSLETTER GUIDELINES	1-17-17	BOD APPROVED
TRANSITION MEETING GUIDELINES	2-13-17	BOD APPROVED
ACKNOWLEDGMENT OF FIDUCIARY DUTY	2-13-17	BOD APPROVED
Social Media Policy		2017
FPNA Calendar	10-18-18	BOD APPROVED
Treasurer Transition Responsibilities & Tie Elections	11-05-2019	BOD APPROVED
Infrastructure Guidelines	04-21-2020	BOD APPROVED

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