

Minutes of a Meeting of the Board of Directors of the
Democratic Club of Sunnyvale

DATE: September 28, 2009
TIME: 7:30 PM
PLACE: 465 Farichild Drive, Suite 201
Mountain View, CA 94043
DIRECTORS PRESENT: Nancy Smith
Norine Krueger
Vimala Balan
Kelly Dugan
Margaret Okuzumi
Rich Wingerter
DIRECTORS ABSENT: Michael Goldman
OTHERS PRESENT: None

1. **Call to Order**

Ms. Smith called the meeting to order and announced that a quorum of directors was present and that the meeting, having been duly convened, was ready to proceed with its business. In the absence of the Secretary, Ms. Krueger acted as Secretary to the meeting.

2. **Minutes**

The minutes for the August 9th Board Meeting were amended to reflect a change of date from August 17th to August 9th.

RESOLVED that the minutes of of the Board meeting held on August 9th, 2009 be approved as amended to reflect the accurate date.

3. **CDC Training**

Ms. Smith, Ms Kelly and Ms. Krueger reported on the highlights of the CDC Training workshop they attended on August 29th, 2009. All agreed it was an excellent workshop especially in the areas of membership growth and fund raising. Members agreed that Ms. Balan should attend the upcoming CDC Training for Treasurers.

4. **Finance Committee**

RESOLVED that if we have not already done so, the Board empanels a three member finance committee, comprised of the Treasurer, one other board member, and one non-board member, which will meet regularly and oversee the filings of required financial reports.

RESOLVED that Ms. Dugan be appointed as the second Board member on the Finance Committee.

The Finance Committee will make a list of required reports, and recruit for the non-Board member position at the next General Meeting.

5. **Report on Meeting Space**

Ms. Krueger reported on the meeting rooms, including the Congregation Church and Willow Ranch Mobile Home Park meeting room, that she and Ms. Smith have looked at. Each have disadvantages. Later this week, Ms. Dugan and Ms. Smith intend to visit the union hall which should be available to us. All members agreed that obtaining a consistent meeting space as soon as possible is of utmost importance. Ultimately the Club may want to utilize City space since it will be available at a reduced rate once our IRS status is verified.

6. **President's Report**

The club was officially chartered on September 3rd, 2009. Ms. Smith, Ms. Dugan, Ms. Balan, and Ms. Krueger were on hand at the Santa Clara County Democratic Central Committee Meeting. Our Club received a very warm reception.

7. **Finance Report**

RESOLVED that the Finance Report for the period ending Sept 16, 2009 be approved as presented.

There was a discussion of the need to reduce expenses or increase income because our current condition is only sustainable due to a number of large contributions. Ms. Smith will meet with the Finance Committee and present a budget at the next Board Meeting.

8. **Membership Report**

The Membership Report was deferred until the next meeting.

There was a discussion of what action to take regarding members who are unable to attend meetings. It was agreed that the Club should have a Hospitality Committee to call those members.

9. **Board and Volunteer Recruitment**

Ms. Smith announced that our Secretary will need to be absent until January, and possibly after that. He is amenable to stepping down. It was therefore agreed that a new Secretary should be recruited. Ms. Smith will present the openings for the positions of Meeting Coordinator, Finance Committee non-Board member, and Hospitality Committee members at the next General Meeting.

10. **Public Relations Report**

Ms. Okuzumi sent a press release to the Sunnyvale Sun, but it was not published.

Action item: Ms. Okuzumi will attend the next City Council Meeting to announce the formation of our Club.

11. **New Media Report**

Mr. Wingerter has added pictures and a link for the General Meeting to the website. He has continued to make revisions as needed.

12. **New Business**

Sally Leiber will be the speaker at the next meeting along with an update on healthcare issues. Ms. Smith will be coordinating the meeting.

13 **Adjournment**

 There being no further business to come before the Board, the meeting was adjourned at 9:15 P.M.

Respectfully submitted,
Norine Krueger