

Geyserville Planning Committee
Minutes of the Meeting, Geyserville Fire Department
Tuesday, June 27, 2023, 6:00pm

1. CALL TO ORDER

President, Paul Connors, called the meeting to order at 6:00pm

- Present
 - President, Paul Connors
 - Vice President, Marshall Kilduff
 - Treasurer, Steve Sachs
 - Interim Secretary, Cecilia Muela
 - Bryce Jones
 - Daisy Damskey
 - Jo Diaz

2. APPROVAL OF AGENDA

3. ANY BUSINESS OR PUBLIC COMMENTS ON ITEMS NOT ON THIS AGENDA

Committee member Daisy Damskey mentioned the sale of a metal building in the “K” zone between Bosworth Store and the Park and Ride. She stated that it is listed for \$1.7 million dollars and is open in terms of what people can do there. She thought that would be interesting share for the community.

4. APPROVAL OF PLANNING COMMISSION MINUTES

A. Approval of the minutes of the May 23, 2023, meeting

Committee member Daisy Damskey moved to not approve the minutes as presented. Committee member Cecilia Muela seconded that motion amending the motion to not approve the minutes as presented and adding a revote to formally establish committee roles at the GPC meeting to be held on Tuesday, September 26, 2023, with committee member Cecilia Muela currently taking the role of Interim Secretary considering Secretary Jo Diaz’s resignation. Vice President, Marshall Kilduff seconded this motion. The motion passed 4-2.

5. ROLES AND RESPONSIBILITIES OF GPC MEMBERS – FACILITATED BY STEVE SACHS (PUBLIC ASKED TO REFRAIN FROM COMMENT)

President Paul Connors stated that the rest of the meeting would be focused on discussion of roles and responsibilities of committee members and would be focusing the rest of the meeting in enumerating and digging deeper into the conversation with Treasurer, Steve Sachs facilitating.

Treasurer Steve Sachs opened the conversation stating that the work the committee would be covering in the establishment of roles and responsibilities is important as it would promote a more cohesive, efficient, and effective committee with sound operations. He reminded the committee members that it is important that all participate in the development of the best

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operating policies and procedures for the benefit of the community. Treasurer Sachs asked that notes be taken on draft roles and responsibilities to bring back to the September 26, 2023, meeting for review as well as start a list of “Parking Lot” items.

Roles and responsibilities discussed for review:

Treasurer, as presented by Treasurer, Steve Sachs:

- Oversee GPC financial affairs.
- Prepare an annual budget; Committee would have to approve the budget and expenditures.
- Monitor bank balances and anticipated expenditures to ensure sufficient funds for expenditures coming up. Review expenditures from the Geyserville Foundation and reconcile accounts.
- Provide a financial report to the committee at our monthly meeting.
- Ensure monies received by GPC directly are given to the Geyserville Foundation for deposit in a timely manner.
- Acknowledge donations and prepare thank you letters for President signature.
- Develop, as needed, or requested by board, financial policies, and procedures.
- Sign Checks.

Committee commentary:

Committee member Bryce Jones inquired about website fees. Committee Daisy Damskey stated that website fees are \$150/mo. year-round. Treasurer, Steve Sachs stated that he drafted policies and procedures for review of the committee if time permits. Vice President, Marshall Kilduff asked if it is necessary that the Treasurer have some financial background. President, Paul Connors, stated no more financial background than balancing a check book.

Treasurer, Steve Sachs stated that the GPC needs to explore means of revenue generating opportunities and asked that a follow-up conversation be placed in the Parking Lot. Vice President, Marshall Kilduff asked if the Treasurer should be a Development Officer. President Paul Connors stated that it was a bit more complicated and stated that the only expenses to date have been for the website and the banner for the annual meeting. Committee member, Daisy Damskey stated that an additional expense was made for trophies. She further stated that in the past, money was raised through grants specific to communications. Grant discussions were placed in the parking lot for future discussion. Further, President Paul Connors stated that donation monies are not restricted. Committee member Bryce Jones stated that the Articles of Association specify what monies could be spent on.

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Secretary, as presented by Interim Secretary, Cecilia Muela:

- Establish and maintain meeting cadence/schedule/calendar of events.
- Record and prepare committee minutes.
- Maintain minutes, copy of correspondence, and other documents pertinent to committee business.
- Ensure committee agenda is uploaded to website.
- Circulate committee meeting minutes for review by all committee board members within 2 weeks post GPC meeting.
- Arrange meeting space (fire house).
- Post GPC agenda prior to 72 hours or by 72 hours prior to meeting (Post Office and Fire Station).
- Ensure compliance with all governing documents i.e., Articles of Association and Brown Act

Committee commentary:

Vice President, Marshall Kilduff inquired about the website and what can be done to improve it. Committee member Bryce Jones stated that in the past the Secretary has handled social media accounts and content. He inquired if that were a role the committee would like the Secretary to take on. Treasurer, Steve Sachs commented that an Ad Hoc Committee could serve to address the website, social accounts, and communications and content. Committee member Daisy Damskey stated that she and Vice President Marshall Kilduff would be working on a communications plan to address these concerns to be discussed at the September 26, 2023, meeting. Committee member Bryce Jones inquired about a dedicated email account for the Secretary. Dedicated email accounts and Ad Hoc Communications Committee were placed in the parking lot for future discussion.

Vice President, as presented by Vice President, Marshall Kilduff

- Serve as Interim President in President’s absence.
- Serve as designee to attend events the board President cannot attend.
- Serve as liaison/facilitator between board President, committee members, and office holders.
- Draft correspondence on behalf of board President as needed.
- Take on “Special Projects/Duties” as assigned.
- Ensure ease of flow during meetings

Committee commentary:

The committee felt that the GPC Vice President should serve as designee to attend events and meetings such as the Geyserville Alexander Valley Municipal Advisory Committee. Treasurer Sachs stated that the GPC President and Vice President should meet to discuss roles as they relate to each respective position and work to improve the GPC by attending other councils/committee. Interim Secretary Cecilia Muela stated that attendance to other council meetings would be a good

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idea to initially assess the benefit to the GPC and thus improve the GPC and its interactions with other council groups. She further added that an essential role of the GPC Vice President would also be to foster the success of the overall committee itself in support of the Treasurer, Secretary, President, and committee members and ensure that communications are on point on the website and social platforms to include working with the Secretary on calendaring events that are on the horizon.

President, as presented by President, Paul Connors

- Serve as a liaison with Permit Sonoma
- Schedule Speakers
- Ensure GPC meeting attendance
- Set Agenda
- Promote the GPC brand and be visible
- Draft emails 2x/mo. on a variety of topics
- Serve as executive editor of communications

Committee commentary:

Interim Secretary Muela mentioned that it would be fundamental that the GPC have a good representation and mixture of Geyserville residents to include the Latino community and translation of the GPC agenda. It was also stated that involvement from students at Geyserville Tech would be beneficial to the future of Geyserville and the future of the GPC. Committee member Bryce Jones stated that this was long ago discussed and a very important point. Engaging Geyserville Tech to consider receipt of elective credit by students wishing to attend GPC meetings or participating in functions such as agenda translation, website and social platform functions and other GPC events would be equally beneficial and important.

Treasurer Sachs stated that the committee needed to discuss who speaks on the President’s behalf in response to requests or projects that come in. President Connors stated that he drafts response letters and would be willing to send out for review to one person. Treasurer Sachs stated that there is a benefit to send out the draft letter to the committee to get their thoughts on the response. Interim Secretary Muela stated that for inclusivity of the committee, and considering that the committee represents each other, decisions made on behalf of the GPC need to be collective and in unison and if it is voted on that the committee shall review a draft response letter drafted by the President, a timeline for review and feedback on the draft should be set to 48 hours.

Treasurer Sachs asked if there was anything other to add to board member duties that serve as a responsibility or role. Committee member Damskey stated that it was important to represent the GPC at meetings. President Connors added, representing the GPC in a positive way to the public. Committee member Bryce Jones stated that community outreach and engagement is something that should be done more often.

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Parking Lot Items, by all GPC committee members

- Seek communications grant
- Seek other grants
- Revisit website to appeal to the audience
- Formulate an Ad Hoc Communications Committee
- Set dedicated email for secretary
- GPC member recruitment

6. MEETING ADJOURNMENT

Committee member Jo Diaz moved, and Interim Secretary Muela seconded the motion to adjourn the meeting.

The meeting was adjourned at 7:47 p.m.