



CIVIC IMPROVEMENT COMMISSION
70 North First Street - Campbell, California 95008

Thursday, January 19, 2017 – 5:30 PM

Doetsch Conference Room

Study Session Agenda

ROLL CALL

ORAL REQUESTS

NEW BUSINESS

1. Winter 2017 CIC-YAC Proposed Job Fair
2. FY 2017 Neighborhood Assistance Grant Applications*
3. 2017 Fifth Grade Poster-Essay Contest*

ADJOURN

In compliance with the Americans with Disabilities Act (ADA), assistive listening devices are available upon request for public meetings held in the City Council Chamber. If you require accommodation to participate, please contact Al Bito in the City Manager's office at 408-866-2128 or by e-mail alb@cityofcampbell.com.

** Indicates written attachment and is available upon request by contacting Diana Johnson at 408-866-2125 or by e-mail dianaj@cityofcampbell.com.*

MEMORANDUM



CITY OF CAMPBELL

City Manager's Office

To: Civic Improvement Commission

Date: January 13, 2017

Via: Al Bito, CIC Staff Liaison *AB*

From: Michael Thomas, Human Resources Assistant *MT*

Subject: **FY 2017 Neighborhood Association Assistance Grant Applications**

Included herein is an updated summary of the funding requests submitted by Neighborhood Association Assistance Grant applicants for FY 2017. Based on staff's review, the following proposed uses meet eligibility requirements per Council Policy 1.28 (Attachment 1). Five applicants each requested the maximum grant amount of \$500 for a grand total of \$2,500. All applicants included their organizations' bylaws as requested in the application. The City Council has appropriated \$3,000 for this program in FY 2017. Grant funded costs must reflect one of the following criteria:

- (a) Building or enhancing neighborhood organization
- (b) Increasing communication among neighbors leading to interaction across culture and age groups
- (c) Activities and projects that address the quality of life, safety, cleanliness and engagement throughout neighborhoods
- (d) Events that enhance neighborhood pride and identity

Neighborhood Applicant	FY 2017 Proposed Use(s)	Criteria Met	Total Request
Campbell Village Neighborhood Association	Meeting facility rental fees, outreach flyers, food and non-alcoholic beverages, paper goods for annual meeting	a, b and d	\$500
Downtown Campbell Neighborhood Association	Meeting facility and PO Box rental fees, liability insurance policy; Refreshments for meetings, volunteer functions, meet / greet events and National Night Out	a and d	\$500
Hamann Park Neighborhood Association	Printing of newsletters Community event & National Night Out costs	b and d	\$500
Pruneyard-Dry Creek Neighborhood Association	Liability / event insurance Duplication & distribution of flyers and signage; food and refreshments for meetings & National Night Out	a, b and d	\$500
San Tomas Area Community Coalition (STACC)	National Night Out & ice cream social costs: Facility rental fees, Event flyers Meeting & Event Insurance	a, b and d	\$500
TOTAL			\$2,500

Attachments

1. Council Policy 1.28 – Neighborhood Association Assistance Grant Program
2. Campbell Village Neighborhood Association Application
3. Downtown Campbell Neighborhood Association Application
4. Hamann Park Neighborhood Association Application
5. Pruneyard-Dry Creek Neighborhood Association Application
6. San Tomas Area Community Coalition Application

Section 1.28 Neighborhood Association Assistance Grant Program

1.28.1 Mission Statement: The City of Campbell is committed to supporting its citizens by strengthening its neighborhoods. Together the City and its residents can build and maintain a sense of community when neighbors connect with each other on shared interests. In this vein, residents will become actively engaged with each other when they are vested together towards improving the quality of life and shaping the future of their neighborhoods. The City of Campbell can help neighborhoods build a sense of community with the Neighborhood Association Assistance Grant Program (NAAG). The program's goals are to:

- (a) Create unity and build consensus among residents by developing and or renewing neighborhood relationships
- (b) Develop neighborhood based solutions to long-term physical, social and economic issues so residents feel vested in their communities
- (c) Foster and maintain collegial partnerships between Campbell's neighborhoods and the City

The Neighborhood Association Assistance Grant Program provides financial support to offset costs to recognized neighborhood associations related to:

- (a) Building or enhancing neighborhood organization
- (b) Increasing communication among neighbors leading to interaction across culture and age groups
- (c) Activities and projects that address the quality of life, safety, cleanliness and engagement throughout neighborhoods
- (d) Events that enhance neighborhood pride and identity

1.28.2 Definitions:

- (a) A neighborhood association is a voluntarily organized group of residents with defined boundaries within the City of Campbell that collaborates for the benefit of their neighborhood that is formally recognized by the City Council as advised by the City Manager's Office and Civic Improvement Commission (CIC). Business owners or individuals who work, but do not reside within a particular neighborhood are not recognized as part of a neighborhood association.
- (b) Home Owners Associations / Property Owner Associations (HOA) are single-family housing developments, as well as condominium and townhouse complexes that are legal entities in the form of corporations. Due to this designation, HOA's can enforce rules and collect dues via covenants, conditions and restrictions (CC&Rs). Since the aim of a HOA is to maintain a high quality of living, safety and cleanliness already with the collection of dues, HOA's are not considered neighborhood groups and are therefore not eligible for the NAAG Program.

1.28.3 Eligibility: To meet eligibility requirements for consideration of a Neighborhood Association Assistance Grant from the Civic Improvement Commission, your organization must:

- (a) Be an officially recognized neighborhood association with by-laws on file with the City Manager's Office and be an eligible applicant. Eligible applicants would be associations with boards of directors including treasurers
- (b) Considerations will be made for prospective neighborhood associations and newly formed neighborhood associations that may not have established by-laws at the time of application. See Item "h" under "Eligible Applicants" for more details
- (c) Propose and participate in one eligible activity project or event such as National Night Out.
- (d) Sign written agreement to comply with grant requirements

1.28.4 Eligible Applicants: Eligible applicants must be neighborhoods based within City limits that are free of charge and involve resident volunteers living in the applicable neighborhood. The following additional conditions must be met to be considered for grant funding:

- (a) A record of volunteer resident participation at association events and meetings such as sign-up sheets.
- (b) An open bank account in the organization's name at the time of application
- (c) A list of board members with addresses
- (d) A copy of by-laws and / or minutes of last meeting
- (e) Events must take place in the City of Campbell within the geographic area of the neighborhood
- (f) Non-discrimination in membership based on race, gender, religion, national origin, age, disability, sexual orientation or any other status protected by law
- (g) Grant-funded events must be free of charge and open to everyone who is eligible without regard to race, gender, religion, national origin, age, disability, sexual orientation or any other status protected by law
- (h) For neighborhood groups wishing to create new neighborhood associations, a one-year start-up period will exist to enable neighborhood associations to become established. New neighborhood groups will be given a year to comply with items one through four with items five through seven being standing requirements

1.28.5 Ineligible Applicants

- (a) Government agencies
- (b) Not-for-profit businesses and business associations that do not meet the definition of a neighborhood association
- (c) Private for-profit businesses, business associations, neighborhood business districts and corporations
- (d) Homeowner's associations
- (e) Individuals or informal groups that do not meet the definition of a neighborhood association as defined in this policy

1.28.6 Eligible Activities / Items: Eligible activities / items strengthen or build community within the goals of the NAAG program. This may include, but are not be limited to, items / activities such as:

- (a) Newsletters, banners, fliers and advertising
- (b) Neighborhood cleanups and celebrations
- (c) National Night Out (national public safety and community building event held annually)
- (d) Dumpster days
- (e) Public safety activities
- (f) Cultural events
- (g) Community projects involving youth
- (h) Neighborhood association membership fees within Campbell
- (i) Insurance for regular meetings, board meetings and special events
- (j) Association web pages, e-mail service, and domains
- (k) Postal fees and ongoing bank fees
- (l) Facility, entertainment and equipment rental fees and permits for events excluding power tools and vehicles
- (m) Routine operating expenses and ongoing services or programs for regular neighborhood association meetings such facility use fees
- (n) Non-alcoholic beverages and food at neighborhood association meetings or events which are open to the public (closed meetings and events not open at no cost to the neighborhood members are ineligible)
- (o) Refreshments are limited to \$10.00 per person
- (p) Takeout food from restaurants limited to \$10.00 per person
- (q) A sign-in sheet must be available upon request if restaurant receipts are used for reporting. Only takeout food from restaurants is eligible. All food served at restaurants is ineligible
- (r) Special event or neighborhood apparel (price limit \$15 per shirt)

1.28.7 Application Procedure: The City Manager's Office distributes the Neighborhood Association Assistance Grant application.

- (a) Submittal: Applications must be submitted to the City Manager's Office by the listed deadline on the application. No applications will be accepted beyond the deadline.
- (b) Review: The CIC and City Manager's Office will work in concert during the application review process. The Civic Improvement Commission is the designated hearing body for the Neighborhood Association Assistance Grant Program. The City Manager's Office is designated to perform the initial review of the grant application to ensure that the Neighborhood Association Assistance Grant Program requirements are met. City Manager Office staff will review and analyze applications for applicant eligibility and that requested grant funds are proposed for eligible activities, projects, events and items. Specifically, each application will be evaluated based on meeting at least one of the four criteria listed on page one.

The CIC will review eligible applications and staff recommendations. The Commission will either approve or deny the requested grants based on eligibility and available funding. The review process usually occurs during November and December following the application period, unless noted. The application period usually begins in October and lasts at least 30 calendar days. Grant applicants will

be notified by the City Manager's Office staff when the CIC will review applications at a regular meeting at which time applicants may present their grant applications.

1.28.8 Funding Cycle: The application and funding process will be based on a January to December calendar year cycle and the application forms will reflect that time frame. Grant awards are incorporated into the City Manager's recommended budget if funds are available based on the adoption of each fiscal year's budget and distributed in January following signing of a written agreement.

1.28.9 Award Notification and Terms: The City Manager's Office will notify grantees of their award and schedule a time to review and sign an agreement, which includes an explanation of the activities, projects and or events to be funded, as well as terms of the grant. Signing the agreement constitutes grantees agreeing to and abiding by grant policy requirements. Activities, projects and or events must be completed within the 12 month period from January through December. Agreements must be signed and submitted within 10 business days following award notification. Failure to do so will result in forfeiture of grant award. Grant award checks will be issued following receipt of a signed agreement. Grant checks are valid for 90 days from the issue date and must be deposited within this time period. Failure to do so will result in forfeiture of funds to the City.

No extensions to expend grant money will be granted as all eligible activities, projects and events must be completed in the 12-month period ending in December for which grant funding is awarded. Any unused funds will be returned to the City.

1.28.10 Documentation of Expenses: All grant recipients must submit a completed grant expense documentation report listing how grant funds were expensed during the time period stipulated in the signed agreement (January through December of grant year). Copies of documentation in the form of receipts, invoices, purchase orders or other transaction records must be included with the grant expense documentation report. In the event grant funds are not fully expended, they must be reimbursed to the City. Completed grant expense documentation reports must be received by the City Manager's Office either prior to, or by the end of, the funding cycle period.

1.28.11 Other Restrictions: Members of the City Council and the Civic Improvement Commission serving on boards of directors of neighborhood associations to which City funding is provided must disclose such relationships and recuse themselves from hearing and deciding such matters. The table below summarizes the situations when recusal and disclosure protocols apply to elected and appointed officials. City employees shall not serve on boards of directors of neighborhood associations for which they recommend funding.

Neighborhood association assistance grant funds shall not be used for political purposes. This policy does not preclude any Councilmember, Civic Improvement Commissioner, or City staff member from attending meetings of these neighborhood associations either as an observer or as a non-voting member of the neighborhood association. However, none of the aforementioned individuals, if currently serving in said capacities, can serve as board members and / or officers of neighborhood associations.

General Guidelines of Recusal and Disclosure

<i>If an Elected or Appointed Official...</i>	<i>...then he or she should:</i>		
	Recuse	Disclose Relationship	Vote
Resides within the grant applicant's neighborhood only			X
Resides within grant applicant's neighborhood AND is a dues-paying member of the applicant's association		X	
Is an unpaid board officer of the applicant's association	X	X	



CITY OF CAMPBELL
NEIGHBORHOOD ASSOCIATION ASSISTANCE GRANT
APPLICATION FORM
FY 2016-17

ATTACHMENT 2

Applications Due: Monday, October 31, 2016

NEIGHBORHOOD ASSOCIATION: _____

YEAR ESTABLISHED: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

WEBSITE: _____

CONTACT NAME: _____

NEIGHBORHOOD AREA
TO BE SERVED: _____

GRANT REQUEST AMOUNT: FY 2016/17: \$_____ (Maximum \$500.00)

Is your organization:

- PROSPECTIVE NEIGHBORHOOD ASSOCIATION⁺ YES NO
- INCORPORATED YES NO
- NON-PROFIT YES NO
- TAX EXEMPT YES NO
- INSURED: Yes No

⁺Prospective neighborhood associations seeking new establishment will be granted a one-year start-up period in which to become established and meet requirements. (See eligible and ineligible applicants and activities for details)

NUMBER OF NEIGHBORHOOD ASSOCIATION MEMBERS OR PROPOSED MEMBERS: _____

Your association's application will be evaluated based on meeting at least one of the following criteria:

1. Build or enhance neighborhood organization, pride or identity;
2. Increase communication among neighbors; or
3. Host activities, projects or events addressing quality of life, safety, cleanliness and engagement among neighbors

Questions marked with (*) are required to be considered for grant funding unless your association is seeking new establishment. If so, please mark the box labeled "Prospective Neighborhood Association."

Does your association feature the following requirements?

- *BYLAWS: *If yes, please attach a copy.* Yes No
- *AN ACTIVE BANK ACCOUNT: Yes No
- *A TREASURER: Yes No
- *A BOARD OF DIRECTORS: Yes No

PROSPECTIVE NEIGHBORHOOD ASSOCIATION:

Please review "Eligible and Ineligible Activities and Items" on pages 3 to 5 in the Neighborhood Association Assistance Grant policy for further assistance when answering the following questions.

ORGANIZATIONAL INFORMATION:

1. Please list your neighborhood association's president and treasurer information in the table below.

President Name	Phone Number	E-mail Address
Treasurer Name		

2. Please list your neighborhood association's officers' names and titles in the table below.

Officer Name	Officer Title

3. Please list, describe and estimate the cost of your proposed grant budget requests.

Item #	Expense or Event Description	Estimated Cost
Total Amount Requested (\$500 Maximum)		

Check here if your organization is an established neighborhood association and complete the information below.

“We, the Board of Directors or designee(s) of _____,
do hereby resolve that on _____, 20 _____, the Board reviewed this
application and, upon motion and vote, approved this application for submission.”

Check here if your organization is a prospective neighborhood association. As the undersigned of this application, you certify that your members do not have a governing board of directors and agree to meet requirements in a year as stated in this application and the City’s grant policy to be eligible for future consideration of grant funding.

To the best of our knowledge, all information presented herein is correct and complete.

Dated: _____ 20 _____

Neighborhood Association Name

President of the Board or Designee

NOTE: Neighborhood Association Assistance Grant Funds may NOT be used for political purposes. For more information about the application process and this program, visit the Civic Improvement Commission’s [web page](#). You can also contact Michael Thomas at michaelt@cityofcampbell.com or 408-866-2125.

Submit fillable PDF’s via e-mail to Michael Thomas at michaelt@cityofcampbell.com by **October 31, 2016**. Signed hard copy applications can be submitted to the City Manager’s Office in person or by mail by **5:00 PM, October 31, 2016** to the City Manager’s Office **Attn: Michael Thomas** at Campbell City Hall at 70 N. First Street, Campbell 95008. Thank you for your interest in the Neighborhood Association Assistance Grant Program.

Campbell Village Neighborhood Association Bylaws

June 2010 Revised
August 2015 Revised

Article 1: Name and Boundaries

This Association shall be Campbell Village Neighborhood Association (CVNA), which is located in the county of Santa Clara, California. This Association includes 400+ homes and 16 businesses in Campbell, Santa Clara County Cambrian 36/Campbell Village development, roughly bounded by Union Avenue, Central Park Drive, Shamrock Drive, Camden Avenue, and Bascom Avenue.

Article 2: Purpose

The purpose of this Association shall be to provide a vehicle to service the desires of the people within the Campbell Village Neighborhood including concerns related to: Schools, traffic, zoning, recreation, environment preservation, neighborhood improvement, security, and quality of life. The Association shall serve as a base for communication within this community, and with appropriate government entities.

Article 3: Goals

- 1) To promote community involvement and participation in meetings and functions as well as decisions relating to services.
- 2) To establish and maintain a unified voice, and adequate lines of communication between the Government and the residents of the community, and for interaction with members of the media.
- 3) To provide a community voice to advise government officials, staff, school personnel, and the community-at-large about implementation of services, community needs, events, and concerns.
- 4) To recruit volunteers and sponsors to aid in the enhancement of services provided.
- 5) To provide a vehicle for the generation of any necessary revenues through fundraising activities for the purpose of supporting the enhancement of the quality of life in the area.
- 6) The Board of Directors shall propose a set of Goals and Objectives for discussion and approval by the membership each year at the next Association meeting following the meeting at which officer elections were held.

Article 4: Membership

Section 1 – Eligibility

Any person who resides or owns a home or business in the Campbell Village Neighborhood shall be eligible for membership.

Section 2 – Voting

Each adult member – an individual 18 years of age and older -- shall have the right to cast one vote.

Section 3: Association Meetings

The Association shall meet at least three (3) times annually. At least seven (7) days' notice must be given to members for routine Association meetings. The January meeting shall be held for the election of officers. Minutes must be taken at each Association meeting. Copies of the previous minutes are to be provided at the following meeting and

by distribution via the Association's current internet and social media presence. The meeting minutes shall include a record of all items voted upon, and the outcome of each vote. Meetings shall in general be conducted in accordance with *Robert's Rules of Order*, as revised.

Section 4: Special Meetings

Special meetings may be called by order of the Board of Directors or the President in the event of an urgent matter. Twenty-four hours (24) notice shall be given to members for such meetings.

1. Special Meetings may also be called by petition of the membership. In order to become effective, a valid petition shall contain the signatures of at least twenty (20) members, each from a separate household as certified by a disinterested party. After obtaining the signatures the petition initiators shall give twenty-four hours (24) notice to the membership indicating the purpose, time and place for the meeting; such notice shall be by notice on social media and flyer.

Section 5: Voting Method

- 1) Voting may be done through a show of hands or verbal forum for regular agenda items. However, when voting for officers in a contested election or other controversial items, a secret ballot is required if requested by any member present.
- 2) Items to be voted upon at special Association meetings must be announced to members by social media and flyer twenty-four hours (24) in advance of the special meeting.

Section 6: Quorum

1. The quorum for Association meetings shall be a minimum of a quorum of the Board.
2. Meetings may proceed without a quorum, however no items of business may be voted upon without a quorum. The quorum will be set by the number of members attending the meeting when a vote is being taken. The outcome of each vote shall be a simple majority of those members attending and voting on the issue at hand. At least 6 people that are not board members are needed to vote on an issue.

Article 5: Board of Directors

Section 1 – Composition

The Board of Directors shall consist of five (5) members of the Association, including four (4) officers and one (1) Director At Large. Offices of this Association shall be President, Vice President, Secretary/Treasurer and IT/Communications.

Section 2 – Term of Office

The term of office shall be for two (2) years for each position. The offices of the President, and Secretary/Treasurer shall be elected in odd-numbered years. The offices of the Vice President, IT/Communications and Director at Large shall take place during even numbered years.

Section 3 – Vacancies

A vacancy on the Board of Directors shall be filled by a substitute for the remaining period until the next annual election. The Board of Directors shall fill the vacancy by appointment as soon as possible, to be affirmed by a vote of the Association at the next general Association meeting.

Section 4 – Powers and Duties

The Board of Directors shall:

1. Be responsible for conduct and management of the Association;
2. Supervise preparation and maintenance of the procedures and guidelines for the Association and its activities;
3. Appoint ad hoc committees as needed.
4. Budget and approve all expenditures.

Section 5 – Board Meetings

1. The Board shall meet at least three (3) times annually at times designated by the Board.
2. The President may call special Board meetings at any time and shall call a Special meeting by telephone or email request of three (3) Board members. In either case, three (3) days' notice by telephone or email shall be given to Board members.
3. Board business and notes may also be conducted via email or other methods as may be determined by the Board. Meetings shall in general be conducted in accordance with *Robert's Rules of Order*, as revised.

Section 6 – Board Meeting Quorum

1. Roll call must be taken at each Board meeting in order to establish a quorum.
2. The quorum for Board meetings shall be a simple majority of its members, i.e. three.
3. Meetings may proceed without a quorum, however no items of business may be voted upon without a quorum.

Section 7 – Board Meeting Minutes

1. Minutes must be kept at each Board meeting.
2. Copies of the previous minutes are to be provided at the following Board meeting, distributed through social media and posted to the Association website prior to the meeting.
3. The meeting minutes shall include a list of attendees, a record of all items voted upon, and the outcome of each vote.

Section 8 – Future Projects

Ideas for projects may be submitted at any Board or Association meeting. If the Board and/or members of the Association approve the project concept, then a chairperson will be selected to organize the project, and a committee may be formed if applicable. The project organizer will propose a project scope, schedule and budget to the Board at a Board meeting. The Board will vote on a recommendation to the membership. The project will then be presented to the membership at an Association meeting for discussion and approval. If approved, then the project will proceed as approved by the membership.

Section 9 – Communication

The Board is responsible for publishing information through all social media outlets and a collaborative group website at least once per quarter, with relevant news and information, and for facilitating communication among members of the Association.

Article 6: Officers’ Duties

Section 1 – President

The president shall coordinate all Association activities, preside at meetings of the Association and the Board, and shall have the general powers of supervision and management of the Association as pertain to the office and such duties as may be designated by the Board.

Section 2 – Vice President

The Vice President shall assume the duties of the president in the officer’s absence.

Section 3 – Secretary/Treasurer

The Secretary/Treasurer shall keep minutes of the Board and Association meetings and shall be responsible for notification of Association and Board meetings to the membership. The Secretary/Treasurer has the responsibility to archive all association documents and important correspondence. The Secretary/Treasurer shall be custodian of the Association funds and shall supervise the handling of funds of any enterprises of the Association. The Secretary/Treasurer shall assure the keeping of proper financial records and report regularly to the members and the Board and pay budgeted requests as directed by the Board.

Section 4 – Information Technology/Communications

The IT/Communications Director shall be responsible for maintaining the Association’s website and social media presence.

Section 5 – Assigned Duties Duties may be reallocated among Directors with Board approval.

Article 7: Funds

Section 1 – Use

CVNA property is irrevocably dedicated to charitable purposes and no part of its net income, donations for specific projects, or assets shall ever inure to the benefit of any director, officer, or private person.

Section 2 – Retention

All funds will be kept in one or more federally insured banks in the name of the Association.

Section 3 – Expenditures

All expenditures must be pre-authorized by the Board. All checks must be signed by the President, Vice President, or Secretary/Treasurer. Documentation of all expenditures will be available upon request.

Section 4 – Authorization

The President may authorize any legitimate CVNA expenditure up to \$100. Expenditures between \$100 and \$500 may be authorized by the Board of Directors.

However, no Board Director may authorize an expense from which s/he directly benefits. Any expenditures in excess of \$500 or from which a Board Director directly benefits from must be presented as an agenda item and approved by a majority vote of members present at a general membership meeting.

Section 5 – Bonding

Bonding of Board Directors is authorized if the association feels it is warranted.

Section 6 – Records

The Secretary/Treasurer's records shall be reviewed annually by the Board. The Secretary/Treasurer's records shall be retained for a minimum of seven years.

Section 7 – Dissolution of Assets

The property of this Association is irrevocably dedicated to community education, prevention, intervention, preservation, maintenance and enhancement. No part of the Association income shall ever inure to the benefit of any director or member. Upon dissolution or winding up of the Association, its assets remaining after payment of its debts and liabilities, shall be distributed to a nonprofit fund, a foundation, community group, or a corporation organized exclusively for the purposes and goals established by the Association.

Article 8: Indemnification of Board and Committee Members

1. CVNA may indemnify any Board or committee member against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in a proceeding (including a derivative action on behalf of the Association) to which that person was or is threatened to be made a party by reason of the fact that s/he was or is an agent of the Association, but only to the extent allowed by applicable California Legal Code.
2. In no event shall anything herein contained be construed as authorizing the Association to indemnify any such Board or committee members against any liability or expense by reason of willful malfeasance, bad faith, gross negligence, or reckless disregard of the duties involved in the conduct of their office.
3. The foregoing right of indemnification shall not be exclusive of other rights as to which any Board or committee member may be entitled by law.

Article 9: Political Limitation

CVNA cannot and will not endorse any candidate for elected public office.

CVNA may educate its members about political issues and candidates through activities such as election forums. In all such activities, CVNA shall make every reasonable effort to include equal representation from all credible candidates for public office, and both sides of ballot measures. CVNA may participate in unbiased campaign ethics watchdog committees.

CVNA shall not attempt to influence legislation to the extent that this activity exceeds CVNA's stated purposes and any such activities shall not be a substantial part of the association's total activities.

Article 10: Recall of Board Directors

Recall of Board Director(s) proceedings may be initiated by any member by giving public notice at a general membership meeting prior to the circulation of a petition of recall. Such public notice must be given seven (7) days prior to circulation of the petition during which time the petition will be held by a party not interested in the outcome of the recall.

In order to become effective, a valid petition shall contain the signatures of at least twenty (20) members, each from a separate household as certified by a disinterested party and shall be supported by a two-thirds vote of the members present at a noticed general membership meeting following certification of the petition and within five (5) calendar days of initiation of the recall.

Article 11 – Amendments

The Bylaws of this organization may be amended by two-thirds of the members present at a general membership meeting provided that notice has been given at least seven (7) days prior to such meeting to all members, and a quorum is met.



CITY OF CAMPBELL
NEIGHBORHOOD ASSOCIATION ASSISTANCE GRANT
APPLICATION FORM
FY 2016-17

Applications Due: Monday, October 31, 2016

NEIGHBORHOOD ASSOCIATION: Downtown Campbell Neighborhood Association

YEAR ESTABLISHED: 2008

ADDRESS: c/o Maryanne Yoshikawa
[Redacted] Campbell, CA 95008

PHONE: [Redacted]

E-MAIL: [Redacted]

WEBSITE: www.downtowncampbellneighbors.com

CONTACT NAME: Maryanne Yoshikawa

NEIGHBORHOOD AREA TO BE SERVED: Downtown Campbell

GRANT REQUEST AMOUNT: FY 2016/17: \$ 500.00 (Maximum \$500.00)

Is your organization:

- PROSPECTIVE NEIGHBORHOOD ASSOCIATION⁺ YES NO
- INCORPORATED YES NO
- NON-PROFIT YES NO
- TAX EXEMPT YES NO
- INSURED: Yes No

⁺Prospective neighborhood associations seeking new establishment will be granted a one-year start-up period in which to become established and meet requirements. (See eligible and ineligible applicants and activities for details)

NUMBER OF NEIGHBORHOOD ASSOCIATION MEMBERS OR PROPOSED MEMBERS: 885

Your association's application will be evaluated based on meeting at least one of the following criteria:

1. Build or enhance neighborhood organization, pride or identity;
2. Increase communication among neighbors; or
3. Host activities, projects or events addressing quality of life, safety, cleanliness and engagement among neighbors

Questions marked with (*) are required to be considered for grant funding unless your association is seeking new establishment. If so, please mark the box labeled "Prospective Neighborhood Association."

Does your association feature the following requirements?

- *BYLAWS: *If yes, please attach a copy.* Yes No
- *AN ACTIVE BANK ACCOUNT: Yes No
- *A TREASURER: Yes No
- *A BOARD OF DIRECTORS: Yes No

PROSPECTIVE NEIGHBORHOOD ASSOCIATION:

Please review "Eligible and Ineligible Activities and Items" on pages 3 to 5 in the Neighborhood Association Assistance Grant policy for further assistance when answering the following questions.

ORGANIZATIONAL INFORMATION:

1. Please list your neighborhood association's president and treasurer information in the table below.

President Name	Phone Number	E-mail Address
Barry Shilman		
Treasurer Name		
Catherine Hickinbotham		

2. Please list your neighborhood association's officers' names and titles in the table below.

Officer Name	Officer Title
Maryanne Yoshikawa	Secretary
Betsey Sowder	1st Vice President
Jim Moffet	2nd Vice President

3. Please list, describe and estimate the cost of your proposed grant budget requests.

Item #	Expense or Event Description	Estimated Cost
1	Operating expenses such as post office box, insurance, room rental fees, etc.	\$150
2	National Night Out and neighbor meet and greet and volunteer functions	\$300
	Refreshments for meetings, meet and greet events and volunteer events	\$50
Total Amount Requested (\$500 Maximum)		\$500

Check here if your organization is an established neighborhood association and complete the information below.

"We, the Board of Directors or designee(s) of Downtown Campbell Neighborhood Association, do hereby resolve that on October 30th, 20 16, the Board reviewed this application and, upon motion and vote, approved this application for submission."

Check here if your organization is a prospective neighborhood association. As the undersigned of this application, you certify that your members do not have a governing board of directors and agree to meet requirements in a year as stated in this application and the City's grant policy to be eligible for future consideration of grant funding.

To the best of our knowledge, all information presented herein is correct and complete.

Dated: October 31 20 16

Downtown Campbell Neighborhood Association
Neighborhood Association Name

Maryanne Yoshikawa
President of the Board or Designee

NOTE: Neighborhood Association Assistance Grant Funds may NOT be used for political purposes. For more information about the application process and this program, visit the Civic Improvement Commission's [web page](#). You can also contact Michael Thomas at michaelt@cityofcampbell.com or 408-866-2125.

Submit fillable PDF's via e-mail to Michael Thomas at michaelt@cityofcampbell.com by **October 31, 2016**. Signed hard copy applications can be submitted to the City Manager's Office in person or by mail by **5:00 PM, October 31, 2016** to the City Manager's Office **Attn: Michael Thomas** at Campbell City Hall at 70 N. First Street, Campbell 95008. Thank you for your interest in the Neighborhood Association Assistance Grant Program.

Revised 3/7/12.

Downtown Campbell Neighborhood Association Bylaws

Article I NAME AND BOUNDARIES

Section 1 (Name) The name of this Association shall be the Downtown Campbell Neighborhood Association (DCNA).

Section 2 (Boundaries) The DCNA shall be located in the city of Campbell, California and be geographically defined as the neighborhood bordered by Winchester Blvd, Hamilton Avenue, Highway 17 and Kennedy Avenue. The Board may propose a change in boundaries to maintain a cohesive downtown vision.

Article II VISION, MISSION AND PURPOSE

Section 1 (Vision) To provide a safe, clean neighborhood to be proud to live in and raise our families.

Section 2 (Mission) To establish and continually upgrade the neighborhood communication network, and improve upon and maintain the quality of life enjoyed by residents of the downtown Campbell community.

Section 3 (Purpose) The purpose of the DCNA shall be:

- (a) to serve as a hub for communication and advocacy within our neighborhood;
- (b) to support efforts to reduce crime in our neighborhood;
- (c) to promote a safe pedestrian and bicycle environment in our neighborhood;
- (d) to encourage volunteer participation in neighborhood activities;
- (e) to preserve and enhance the physical and aesthetic environment within our neighborhood.
- (f) to support efforts to reduce the negative impacts of adjacent land uses.
- (g) to educate and communicate with members regarding pertinent city information.

Article III MEMBERSHIP

Section 1 (Eligibility) Any person over the age of 18 who resides or owns residential property in the DCNA area shall be eligible for membership.

Section 2 (Membership Types) There will be two distinct types of members: General Members and Associate Members.

(a) General Members are defined as any person over the age of 18 whose primary residence is within the DCNA boundaries.

(b) Associate Members are defined as any person who owns residential property within the DCNA boundaries yet does not reside within said boundaries.

Section 3 (Fundraising) Fundraising goals for DCNA shall be established by the Executive Board. Fundraising may include member donations.

Section 4 (Voting) Each General Member is entitled to vote, with a maximum of one vote per household. Associate Members are not entitled to vote.

Section 5 (Association Meetings)

(a) The Association shall conduct at least three (3) general meetings a year, including the Annual Meeting to be held in November. The purpose of the Annual Meeting shall be to set the direction for the following year including goals and priorities and to elect the Officers of the Association.

(b) Special meetings may be called by order of the Executive Board, the President or a petition of five percent (5%) of the Association membership. At least seven (7) days notice shall be given for special meetings.

(c) A quorum for Association Meetings shall be five percent (5%) of the General Members in good standing. For purposes of quorum, only one representative from each household shall be counted.

Article IV OFFICERS OF THE ASSOCIATION

Section 1 (Composition):

- (a) The Officers of the Association shall consist of elected members for the offices of President, First Vice President, Second Vice President, Secretary and Treasurer.
- (b) These Officers shall comprise the Executive Board of the DCNA.

Section 2 (Qualification for Office) A nominee for elected office must be a General Member. Only one member from each household may hold a position on the Executive Board at the same time.

Section 3 (Terms of Office)

- (a) An Officer's term of office shall begin on January 1st following the date of the election. Three officers are to be elected in odd numbered years. Two officers are to be elected in even numbered years.
- (b) No officer may hold more than one (1) office simultaneously, nor the same office for more than two (2) consecutive terms.
- (c) Board positions may rotate among elected board members at the discretion of the board.

Section 4 (Vacancies)

- (a) Vacancies in all offices, except that of President, shall be filled by appointment by the Executive Board. Appointed positions shall last until the next election.
- (b) Any vacancy in the office of President shall be filled by the First Vice President. If the First Vice President is unable to assume the office of the President, then the vacancy shall be filled by appointment by the Executive Board. Appointed positions shall last until the next election.

Section 5 (Duties of Officers)

- (a) **President:** The President shall coordinate all Association activities, preside at meetings of the Association and shall have the general powers of supervision and management of the Association as pertain to the office and such duties as may be designated by the Executive Board.
- (b) **First Vice President:** The First Vice President shall assume the duties of the President in the President's absence, shall be responsible for overseeing the Committees of the Association, and shall facilitate volunteer involvement in the Association. Other duties shall be performed as designated by the President or the Executive Board.

- (c)**Second Vice President:** The Second Vice President shall assist the President by overseeing the function of the meetings and ensuring accordance with Robert's Rules of Order, and shall be responsible for membership. Other duties shall be performed as designated by the President or the Executive Board.
- (d)**Secretary:** The Secretary shall ensure a complete and accurate record of the DCNA activity. The Secretary shall prepare agendas for and keep minutes of all DCNA Membership and Executive Board meetings, shall be responsible for notifying DCNA members of membership meetings and Executive Board members of Executive Board meetings, shall be responsible for the preparation and recording of other official documents (e.g. correspondence, grant applications) on behalf of the Executive Board, and shall have the responsibility of maintaining a current roster of all DCNA members and volunteers.
- (e)**Treasurer:** The Treasurer shall be custodian of the DCNA funds and under the direction of the Executive Board shall ensure that funds are used for the exclusive support of the DCNA mission. The Treasurer shall, with the Executive Board and membership collaboration, develop a budget, collect deposits, make payments, oversee all DCNA funds, keep proper financial records, and provide financial reports to the membership and Executive Board regularly. DCNA checks shall be signed by the Treasurer and by one of the following: the President, or if unavailable, by the First Vice President.

Section 6 (Duties of the Board)

- (a)The Board is required to uniformly apply the rules and guidelines of the association as set forth in Association Rules and Guidelines (Appendix A).
- (b)The Board is responsible for updating, modifying, adding to or deleting rules.

Section 7 (Removal)

- (a)**Board Members:** The Executive Board reserves the right to remove from office any Executive Board member for just cause upon written notification. Just cause shall include noticeable disinterest in the welfare of the Association, excessive unexcused absences, failure to perform the duties of the office, and/or violation of the provisions of these Bylaws.

A two-thirds (2/3) majority vote of the entire Executive Board shall necessary for removal from the Executive Board.

(b)**Members:** The Board reserves the right to remove any member from the Association, or to withhold a member's voting privilege, who violates the vision, mission, or purpose of the Association as stated in these bylaws. Prior to any Board action the member shall be invited to address the Board in a private session.

Section 8 (Executive Board Meetings)

- (a)The Executive Board shall meet at least nine (9) times annually at times designated by the Executive Board. The President may call special meetings at any time and shall call a special meeting upon written request of three (3) Executive Board members. At least three (3) days notice shall be given of any Executive Board Meeting.
- (b)A quorum shall consist of a majority of the Executive Board and, except as otherwise provided by these Bylaws, a majority vote of those present shall govern.

Article V COMMITTEES OF THE ASSOCIATION

Section 1 (Committees) Committee chairpersons shall be appointed by the Executive Board. Standing committees may include but are not limited to: Social Committee, Membership Committee and Publicity Committee. Additional committees may be added as deemed necessary by the Executive Board.

Section 2 (Qualification for Office) A committee chairperson must be a General Member.

Article VI NOMINATIONS AND ELECTIONS

Section 1 (Nominations)

- (a)The Executive Board shall submit a ballot of Officers to the Association membership for consideration at least three weeks before the Annual Meeting of the Association.
- (b)In an election where mail-in or return ballots are not being used, nominations may be accepted from the floor, provided the nominee meets the qualifications, is present and consents.
- (c)In an election where mail-in or return ballots are being used, no nominations will be accepted from the floor. Any member meeting the qualification for office who has submitted a statement of interest to the Executive Board within the announced time frame shall be included in the ballot.

Section 2 (Elections)

- (a) The election of Officers shall be conducted at the Annual Meeting of the Association.
- (b) Those nominees running for Officer positions receiving the largest number of votes for each office shall be declared elected.
- (c) Voting shall be conducted by ballot. Mail-in, return ballots, or online voting may be used.

Article VII PARLIAMENTARY AUTHORITY

Section 1 (Conduct of Meetings)

Conduct of meetings and other business of the Association and its subordinate bodies shall be governed by the current edition of Roberts Rules of Order, Newly Revised, except as otherwise provided herein.

Article VIII AMENDMENTS

Section 1 (Proposal of Amendments)

Amendments to these Bylaws may be proposed by either (1) the Executive Board, or (2) by written petition by ten percent of the total number of General and Associate Members in good standing. Amendments must be addressed to the Secretary. Amendments proposed by such a petition shall be promptly considered by the Executive Board and must be submitted to the members with the recommendations of the Executive Board. The proposed amendments will then be placed on the agenda of the second subsequent regular meeting, at which time the proposed amendments shall be acted/voted on.

Section 2 (Adoption of Amendments)

An affirmative vote of two thirds (2/3) of the General Members present and in good standing at an Association meeting where quorum is present shall be required to adopt any proposed amendment(s) to these Bylaws; provided that notice of the proposed amendment(s) has been given in the notice of the meeting.

Article IX DISSOLUTION

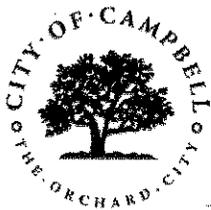
Section 1 (Dissolution)

In the event of dissolution of the DCNA, any assets remaining after payment of debt and liabilities shall be given to a non-profit community group, as directed by a majority of the Executive Board.

APPENDIX A

Association Rules and Guidelines

(These rules and guidelines are intended to be generated, added to, or deleted as needs arise.)



CITY OF CAMPBELL
NEIGHBORHOOD ASSOCIATION ASSISTANCE GRANT
APPLICATION FORM
FY 2016-17

ATTACHMENT 4

Applications Due: Monday, October 31, 2016

NEIGHBORHOOD ASSOCIATION: HAMANN PARK N/A

YEAR ESTABLISHED: 9-2007

ADDRESS: PO BOX 751
CAMPBELL 95009

PHONE: [REDACTED]

E-MAIL: [REDACTED]

WEBSITE: HAMANN PARK.COM & FACEBOOK

CONTACT NAME: VINCE NAVARRA

NEIGHBORHOOD AREA TO BE SERVED: HAMANN PARK

GRANT REQUEST AMOUNT: FY 2016/17: \$ 500.00 (Maximum \$500.00)

Is your organization:

- PROSPECTIVE NEIGHBORHOOD ASSOCIATION* YES No
- INCORPORATED YES No
- NON-PROFIT YES No
- TAX EXEMPT YES No
- INSURED: Yes No

*Prospective neighborhood associations seeking new establishment will be granted a one-year start-up period in which to become established and meet requirements. (See eligible and ineligible applicants and activities for details)

NUMBER OF NEIGHBORHOOD ASSOCIATION MEMBERS OR PROPOSED MEMBERS: 7500

Your association's application will be evaluated based on meeting at least one of the following criteria:

1. Build or enhance neighborhood organization, pride or identity;
2. Increase communication among neighbors; or
3. Host activities, projects or events addressing quality of life, safety, cleanliness and engagement among neighbors

Questions marked with (*) are required to be considered for grant funding unless your association is seeking new establishment. If so, please mark the box labeled "Prospective Neighborhood Association."

Does your association feature the following requirements?

- *BYLAWS: *If yes, please attach a copy.* Yes No
- *AN ACTIVE BANK ACCOUNT: Yes No
- *A TREASURER: Yes No
- *A BOARD OF DIRECTORS: Yes No

PROSPECTIVE NEIGHBORHOOD ASSOCIATION:

Please review "Eligible and Ineligible Activities and Items" on pages 3 to 5 in the Neighborhood Association Assistance Grant policy for further assistance when answering the following questions.

ORGANIZATIONAL INFORMATION:

1. Please list your neighborhood association's president and treasurer information in the table below.

President Name	Phone Number	E-mail Address
VINCE NAVARRA PAT HALL	[REDACTED]	HPNA@HAMMANPARK.com
Treasurer Name		
JON HAHN	[REDACTED]	

2. Please list your neighborhood association's officers' names and titles in the table below.

Officer Name	Officer Title
VINCE NAVARRA	Pres
PAT HALL	Pres
JON HAHN	Treasurer
KEN PYLE	IT TECH COMMUNICATIONS
GLEN LYNCH	Past Pres.
BILL PARRISH	Board member
NEIL SHAPIRO	Secretary

3. Please list, describe and estimate the cost of your proposed grant budget requests.

Item #	Expense or Event Description	Estimated Cost
	Park Social Events	\$ 250
	Safety + Informational Events	
	Newsletters	250
	NAT Night Out	
Total Amount Requested (\$500 Maximum)		\$ 500.00

Check here if your organization is an established neighborhood association and complete the information below.

"We, the Board of Directors or designee(s) of HAMANN PARK N/A, do hereby resolve that on OCT 10, 20 16, the Board reviewed this application and, upon motion and vote, approved this application for submission."

Check here if your organization is a prospective neighborhood association. As the undersigned of this application, you certify that your members do not have a governing board of directors and agree to meet requirements in a year as stated in this application and the City's grant policy to be eligible for future consideration of grant funding.

To the best of our knowledge, all information presented herein is correct and complete.

Dated: OCT 10 20 16

HPNA
Neighborhood Association Name

Vince Navarra
President of the Board or Designee

NOTE: Neighborhood Association Assistance Grant Funds may NOT be used for political purposes. For more information about the application process and this program, visit the Civic Improvement Commission's [web page](#). You can also contact Michael Thomas at michaelt@cityofcampbell.com or 408-866-2125.

Submit fillable PDF's via e-mail to Michael Thomas at michaelt@cityofcampbell.com by **October 31, 2016**. Signed hard copy applications can be submitted to the City Manager's Office in person or by mail by **5:00 PM, October 31, 2016** to the City Manager's Office Attn: **Michael Thomas** at Campbell City Hall at 70 N. First Street, Campbell 95008. Thank you for your interest in the Neighborhood Association Assistance Grant Program.

BYLAWS OF

Hamann Park Neighborhood Association A California Nonprofit Association ARTICLE I
NAME & DEFINITION The name of this Association shall be the Hamann Park
Neighborhood Association. The Association is located in the Cities of San Jose and
Campbell. Its boundaries are defined as the area enclosed by: Highway 17, East
Hamilton Avenue, Winchester Boulevard and Moorpark Avenue in the cities of San Jose
& Campbell in California.

ARTICLE II PURPOSE The purpose of this Association shall be to represent its
members on issues of neighborhood enhancement and preservation. The Association
shall focus and take appropriate action on such matters as safety, traffic, parks, and
recreation. The Association will serve as a vehicle for communication within the
neighborhood, between the Association and the cities of both Campbell and San Jose
and other Neighborhood Associations within this area. The Association mission is to
establish a communication network within the neighborhood and to establish a set of
priorities for the neighborhood and then to move forward with those defined priorities.



CITY OF CAMPBELL
NEIGHBORHOOD ASSOCIATION ASSISTANCE GRANT
APPLICATION FORM

~~FY 2015-16~~ 2014-2017
Applications Due: ~~November 30, 2015~~ October 31, 2014

NEIGHBORHOOD ASSOCIATION: Pruneyard / Dry Creek

YEAR ESTABLISHED: 2011

ADDRESS: 

Campbell CA 95008

PHONE: ()

E-MAIL: 

WEBSITE: _____

CONTACT NAME: Maria Smith

NEIGHBORHOOD AREA TO BE SERVED: Bascom Ave / Dry Creek Rd / Leigh Ave / Hamilton Ave

GRANT REQUEST AMOUNT: ~~FY 2015/16~~ \$ 500 (Maximum \$500.00)
2014/17

Is your organization:

- PROSPECTIVE NEIGHBORHOOD ASSOCIATION⁺ YES [] No [X]
- INCORPORATED YES [] No [X]
- NON-PROFIT YES [] No [X]
- TAX EXEMPT YES [] No [X]
- INSURED: Yes [X] No []

*Prospective neighborhood associations seeking new establishment will be granted a one-year start-up period in which to become established and meet requirements. (See eligible and ineligible applicants and activities for details)

NUMBER OF NEIGHBORHOOD ASSOCIATION MEMBERS OR PROPOSED MEMBERS: ~ 836

Your association's application will be evaluated based on meeting at least one of the following criteria:

1. Build or enhance neighborhood organization, pride or identity;
2. Increase communication among neighbors; or
3. Host activities, projects or events addressing quality of life, safety, cleanliness and engagement among neighbors

Questions marked with (*) are required to be considered for grant funding unless your association is seeking new establishment. If so, please mark the box labeled "Prospective Neighborhood Association."

Does your association feature the following requirements?

*BYLAWS: *If yes, please attach a copy.* Yes [] No []

*AN ACTIVE BANK ACCOUNT: Yes [] No []

*A TREASURER: Yes [] No []

*A BOARD OF DIRECTORS: Yes [] No []

PROSPECTIVE NEIGHBORHOOD ASSOCIATION: []

Please review "Eligible and Ineligible Activities and Items" on pages 3 to 5 in the Neighborhood Association Assistance Grant policy for further assistance when answering the following questions.

ORGANIZATIONAL INFORMATION:

1. Please list your neighborhood association's president and treasurer information in the table below.

President Name	Phone Number	E-mail Address
Maria Smith	[REDACTED]	[REDACTED]
Treasurer Name		
Nick Tone	[REDACTED]	[REDACTED]

2. Please list your neighborhood association's officers' names and titles in the table below.

Officer Name	Officer Title
(see attached)	

Pruneyard / Dry Creek Neighborhood Association Board Members

PRESIDENT

Maria Smith
[REDACTED] Campbell, CA 95008

VICE PRESIDENT AND SECRETARY

Mark Anenberg
[REDACTED] Campbell, CA 95008

TREASURER

Nick Tone
[REDACTED] Campbell, CA 95008

CHAIR, CITY PLANNING LIAISON COMMITTEE / BOARD MEMBER AT LARGE

Vikki Essert
[REDACTED] Campbell, CA 95008

MARKETING COORDINATOR / BOARD MEMBER AT LARGE

Open

VOLUNTEER AND DONATION CORRDIATOR / BOARD MEMBER AT LARGE

Open

**BYLAWS OF THE
Pruneyard/Dry Creek Neighborhood Association
Campbell, CA**

ARTICLE I: TERMS AND DEFINITIONS

1. Name: The name of this association shall be Pruneyard / Dry Creek Neighborhood Association, hereafter referred to as PDCNA.

2. Territory: PDCNA is located in the City of Campbell, County of Santa Clara, State of California, and is bounded by the following streets: Hamilton Avenue to Dry Creek and Bascom Avenue to Leigh Avenue.

3. Community Member: The term “Community Member” refers to a person who resides in the PDCNA area.

ARTICLE II: PURPOSE

The purpose of this association shall be to provide a venue for the expression of the desires of the people living within PDCNA, and property and business owners within PDCNA. PDCNA shall serve as a base for communication among Community Members.

PDCNA supports the following goals:

1. To promote community involvement and participation.
2. To establish and maintain a line of communication between the City of Campbell and the residents of the community.
3. To provide a community voice to city staff and the community at large concerning the implementation of services, community needs, and events.
4. To recruit volunteers and sponsors to aid in service to the community.
5. To develop and promote neighborhood activities and events that help build and maintain a sense of community among our Community Members.

ARTICLE III: PDCNA MEMBERSHIP AND MEETINGS

1. Eligibility: To be eligible for membership, a person must be at least 18 years of age, must subscribe to the goals and aims of the association, and must be a resident of the PDCNA Territory (as defined in Article I). Owners of businesses that are located in the PDCNA Territory are also eligible for membership.

2. Membership: Membership and voting privileges shall be conferred upon any person who meets the eligibility requirements stated above.

3. Membership Dues: PDCNA is a no-fee neighborhood association; no dues are required.

4. Voting: Each Community Member, up to a maximum of two per household, shall have the right to cast a vote.

5. Scheduled Meetings: PDCNA shall hold Community Meetings a minimum of three times each year. Community Meetings shall be open to the public. Sign-in sheets will be used to track attendance (records will be retained by the Secretary). Minutes shall be taken by the Secretary, approved by the Board of Directors, and published on Nextdoor. In the absence of the Secretary, the minutes shall be taken by the Vice President or a designee appointed by the Community Meeting's chairperson.

6. Special Meetings: If extreme circumstances require action before the next regular Community Meeting, Special Meetings may be called by the President or Vice President, and one other Executive Board Member (as defined in Article IV, Item 9). Sign-in sheets will be used to track attendance (records will be retained by the Secretary). Minutes shall be taken by the Secretary, approved by the Board of Directors, and published on Nextdoor.

7. Voting Method: For regular agenda items, voting may be through a show of hands or verbal assent at Community Meetings. For election of officers, voting shall be by secret ballot. The votes shall be counted immediately by two individuals, not officers, designated by the President. The results shall be recorded and published by the Secretary.

8. Quorum: No vote of the membership shall be valid unless a minimum of thirty (30) Community Members cast their vote.

9. Meeting Minutes: Approved minutes from PDCNA Board Meetings and Community Meetings will be maintained in a central repository accessible to all Board Members.

ARTICLE IV: OFFICERS

1. Elected Officers: The Executive Board positions of President, Vice President, Secretary, and Treasurer shall be filled by election at the first scheduled Community Meeting of the year. All candidates must be residents of the PDCNA Territory. Candidates for President must have resided in the PDCNA Territory for a minimum of one (1) year.

2. Term of Office: Term of office shall be two years, beginning the day after the first scheduled Community Meeting each year, with no limitation on the number of terms.

3. Vacancies: In the event that an office becomes vacant, the remaining Executive Board Members shall designate an individual to serve the remainder of the term. Board Members shall vote to confirm or replace the designee at the next scheduled Board Meeting.

4. Compensation: Board Members shall not receive any salaries or other compensation for their services. Neither Board Members, nor members of their immediate families, may be employed by the association or receive compensation for services provided to the association. Board Members

may be reimbursed for expenses required in the performance of their duties upon submission of an expense report to the Treasurer and with approval of the President.

5. Duties of the President: The President shall serve as a PDCNA Board representative and general liaison at city events and meetings. The President shall establish Board and Community Meeting dates, prepare meeting agendas, call for Annual Review of Board documentation (as described in Item 9, below), and lead Community Meetings and Board Meetings.

6. Duties of the Vice President: In the absence of any Executive Board Member, the Vice President shall temporarily assume the responsibilities of that role. The Vice President shall also arrange the location of all scheduled Community Meetings.

7. Duties of the Secretary: The Secretary shall prepare and secure approval of all meeting minutes. The Secretary shall maintain Meeting Minutes and make them available to Community Members, as appropriate. Minutes of all meetings shall be maintained by the Secretary in a repository accessible to all Board Members. Meeting attendance records (i.e., completed sign-in sheets) will be maintained by the Secretary.

8. Duties of the Treasurer: The Treasurer shall maintain all PDCNA financial records, lead the annual budget process by assisting in the development of project budgets, maintain the PDCNA insurance policy, maintain financial records of ongoing projects, lead efforts to define financial policies and procedures, and submit a financial report at each Board Meeting. The Treasurer shall maintain a bank account for the association. The Treasurer is a required signatory on the PDCNA checking account. All checks over \$200 issued by the association shall require the signature of two Executive Board members. All expenses to be reimbursed shall require a receipt or an itemized, signed, dated expense report submitted to the Treasurer.

9. The Executive Board: The Executive Board shall consist of the President, Vice President, Secretary, and Treasurer. Up to five additional Board Members (“Members at Large”) shall also be appointed. Together, the Executive Board and Members at Large comprise the PDCNA Board of Directors. The Board of Directors shall be empowered to meet independently of Community Members to conduct the business of the association, plan meetings, invite speakers, set the association calendar, reserve meeting places, and otherwise conduct business that does not immediately involve the entire membership. The Executive Board is responsible for conducting a thorough review of the Association’s key documents (Bylaws, Policies & Procedures, Budget), as scheduled annually by the President. The Board of Directors may prepare and propose items for approval by Community Members.

ARTICLE V: COMMITTEES

1. Scope: Committees shall be created as the need arises for the purpose of taking responsibility for handling specific programs or projects (e.g., CERT, National Night Out).



CITY OF CAMPBELL
NEIGHBORHOOD ASSOCIATION ASSISTANCE GRANT
APPLICATION FORM
FY 2016-17

ATTACHMENT 6

Applications Due: Monday, October 31, 2016

STACC (San Tomas Area Community Coalition)

NEIGHBORHOOD ASSOCIATION: 1985

YEAR ESTABLISHED: P.O. Box 320663

ADDRESS: Los Gatos, CA 95032

PHONE: info@staccna.org

E-MAIL: staccna.org

WEBSITE: Audrey Kiehtreiber, President

CONTACT NAME:

NEIGHBORHOOD AREA TO BE SERVED: San Tomas Area, See Map Attached

500.00

GRANT REQUEST AMOUNT: FY 2016/17: \$ (Maximum \$500.00)

Is your organization:

- PROSPECTIVE NEIGHBORHOOD ASSOCIATION+ YES NO
• INCORPORATED YES NO
• NON-PROFIT YES NO
• TAX EXEMPT YES NO
• INSURED: Yes No

+Prospective neighborhood associations seeking new establishment will be granted a one-year start-up period in which to become established and meet requirements. (See eligible and ineligible applicants and activities for details)

3000

NUMBER OF NEIGHBORHOOD ASSOCIATION MEMBERS OR PROPOSED MEMBERS:

Your association's application will be evaluated based on meeting at least one of the following criteria:

- 1. Build or enhance neighborhood organization, pride or identity;
2. Increase communication among neighbors; or
3. Host activities, projects or events addressing quality of life, safety, cleanliness and engagement among neighbors

Questions marked with (*) are required to be considered for grant funding unless your association is seeking new establishment. If so, please mark the box labeled "Prospective Neighborhood Association."

Does your association feature the following requirements?

- *BYLAWS: *If yes, please attach a copy.* Yes No
- *AN ACTIVE BANK ACCOUNT: Yes No
- *A TREASURER: Yes No
- *A BOARD OF DIRECTORS: Yes No

PROSPECTIVE NEIGHBORHOOD ASSOCIATION:

Please review "Eligible and Ineligible Activities and Items" on pages 3 to 5 in the Neighborhood Association Assistance Grant policy for further assistance when answering the following questions.

ORGANIZATIONAL INFORMATION:

1. Please list your neighborhood association's president and treasurer information in the table below.

President Name	Phone Number	E-mail Address
Audrey Kiehtreiber	██████████	info@staccna.org
Treasurer Name		
Ellen Dorsa	██████████	treasurer@staccna.org

2. Please list your neighborhood association's officers' names and titles in the table below.

Officer Name	Officer Title
Audrey & Peter Kiehtreiber	President and Area 4 Captain
Jennifer Didone	Area Captain 5
Jennifer Moore	Area Captain 6
Maggie Desmond	Area Captain 7
Harry Greenwood	Area Captain 9
Ashlee Lozano	Area Captain 10
Jessica Plant	Area Captain 11

3. Please list, describe and estimate the cost of your proposed grant budget requests.

Item #	Expense or Event Description	Estimated Cost
1	Annual Ice Cream Social for National Night Out	\$500
2	Meeting & Event Insurance	\$350
3	Community Meeting Hall Rental	\$250
4	Flyers & eFlyers from school Peachtree	\$800
5	Face painters	\$100
Total Amount Requested (\$500 Maximum)		\$500

Check here if your organization is an established neighborhood association and complete the information below.

"We, the Board of Directors or designee(s) of STACC, do hereby resolve that on October 30, 20 16, the Board reviewed this application and, upon motion and vote, approved this application for submission."

Check here if your organization is a prospective neighborhood association. As the undersigned of this application, you certify that your members do not have a governing board of directors and agree to meet requirements in a year as stated in this application and the City's grant policy to be eligible for future consideration of grant funding.

To the best of our knowledge, all information presented herein is correct and complete.

Dated: October 30 20 16

STACC

Neighborhood Association Name

Audrey K. Keith
President of the Board or Designee

NOTE: Neighborhood Association Assistance Grant Funds may NOT be used for political purposes. For more information about the application process and this program, visit the Civic Improvement Commission's [web page](#). You can also contact Michael Thomas at michaelt@cityofcampbell.com or 408-866-2125.

Submit fillable PDF's via e-mail to Michael Thomas at michaelt@cityofcampbell.com by **October 31, 2016**. Signed hard copy applications can be submitted to the City Manager's Office in person or by mail by **5:00 PM, October 31, 2016** to the City Manager's Office **Attn: Michael Thomas** at Campbell City Hall at 70 N. First Street, Campbell 95008. Thank you for your interest in the Neighborhood Association Assistance Grant Program.



San Tomas Area Community Coalition

P.O. Box 320663
Los Gatos CA 95032

[REDACTED]
info@staccna.org
<http://staccna.org>

December 9, 2015

BYLAWS OF THE STACC (SAN TOMAS AREA COMMUNITY COALITION)

ARTICLE I: NAME

The official name of this organization shall be STACC (San Tomas Area Community Coalition), hereinafter referred to as STACC.

ARTICLE II: PURPOSE and MISSION

This organization's purposes are to:

- A. Enhance the quality of life for residents within the boundaries of the San Tomas Area and neighboring communities.
- B. Serve as a means of communication between members and governmental bodies on issues that affect their interests.
- C. Foster neighborly good fellowship among the residents of San Tomas and neighboring areas. Our overriding goal is to help residents take care of our neighborhoods by taking part.
- D. Promote and defend the San Tomas Area Neighborhood Plan, hereinafter referred to as STANP.
- E. Preserve the unique character of the San Tomas neighborhood as outlined in the STANP, as well as the small town atmosphere of the City of Campbell overall.

ARTICLE III: MEMBERSHIP

Any resident or any owner of property or any business operator in the area known as San Tomas Area as defined the Campbell General Plan shall be eligible for membership. Any resident or any owner of property or any business operator of neighboring areas may apply for membership, which must be approved by the acting President of the association.

ARTICLE IV: OFFICERS

Elected officers shall be as follows: President, Vice President, Secretary, Treasurer, Member-At-Large. Elected officers shall be known as the Executive Committee. No member of the Executive committee shall serve more than one consecutive term in the same office.

A. **PRESIDENT:** The President shall be the chief officer and shall preside at all meetings; shall have the power to appoint committee chairpersons, with the approval of the Executive Board; shall have the power to call special meetings of the Executive Board and the membership; and shall advise and assist other officers in their duties. Present Annual Report of the year's activities at the last meeting of the year. The President shall serve as the primary contact and official spokesperson of STACC with members of the media, City Staff, City, County, State and Federal Government officials. All articles which are linked or attributed to STACC to appear in public publications must be reviewed and approved first by the President. The President may at their discretion, delegate the roll of Media Contact to an individual of their choosing with the approval of the Board.

B. **VICE-PRESIDENT:** The Vice-President shall assume the duties of the President in the event of the latter's absence or inability to serve or in the event of his/her resignation or recall. Shall be responsible for coordinating the informational programs for each monthly meeting. Responsibilities include: surveying members for topic ideas, securing guest speakers, making speaker introductions. Shall follow up with a thank you note to speakers on behalf of the STACC.

C. **SECRETARY:** The Secretary shall keep minutes of all regular and Executive Board meetings; shall preside at meetings in the absence of the President and Vice-President shall keep a copy of all newsletters, correspondence, and any other documents which are a part of the history of the San Tomas Area Community Coalition; and shall handle all correspondence.

D. **TREASURER:** The Treasurer shall administer all monetary transactions, and shall keep an absolute record of all receipts and disbursements to be reported at each meeting. Prepare Annual Budget and Annual Financial Report. File appropriate tax forms. Maintain liability insurance. Maintain memberships as required.

E. MEMBER-AT-LARGE: The Member-at-Large, will serve as an officer of the STACC as a member "without portfolio". The President or the Executive Committee shall determine the specific tasks to be undertaken by the Member-at-Large.

ARTICLE V: BOARD OF DIRECTORS:

The Board shall consist of the Executive Committee and all members of the Permanent Committees as indicated in Article VI.

Board of Directors shall meet at least once a quarter but may meet as often as desired.

ARTICLE VI: PERMANENT COMMITTEES

No term of office is prescribed for Permanent Committees.

AREA CAPTAINS: There shall be twelve areas within the greater San Tomas Area as defined in attachment A, with Area 13 defined as the neighboring areas. Area Captains shall serve as the liaison between the Board and residents of their area. Area Captains are responsible for recruiting, and shall coordinate newsletter distribution to their area; shall cooperate with the Hospitality Chairperson by informing him/her of each new family in their Area and assist him/her in official welcome. In the event of an emergency the Area Captains shall work through all available resources in informing all households within their areas as quickly as possible. Area Captains may appoint any number of assistants.

CAMPBELL CITY COUNCIL AND PLANNING COMMISSION REPRESENTATIVES: There shall be several Representatives who shall between them represent this organization by attending at least one meeting per month, and when not physically attending the representative shall view the broadcast. The Representatives shall request support as needed and report all developments to the Executive Board. Attendance at City meetings may be delegated to other members as desired by the Representatives. Submit report of Council proceedings to the Communications Chairperson for STACC publication as appropriate.

MEMBERSHIP; HOSPITALITY CHAIRPERSON: The Hospitality Chairperson shall be responsible for contacting and welcoming new neighbors, and for maintaining an accurate name and phone listing for the master address listing. He/she shall be assisted by Area Captains.

COMMUNICATIONS CHAIRPERSON: The Communications Chairperson shall disseminate information to the members and to the community at large and facilitate communication between members. Shall be responsible for submitting timely articles or notices about STACC activities and meetings into local publications. Shall work with other Chairpersons to maintain web presence, mailing lists, blogs and newsletters.

ARTICLE VII: TEMPORARY COMMITTEE

AUDIT COMMITTEE: Yearly, or any time a new Treasurer takes office, the Executive Board shall elect an audit committee of at least three members to audit the financial records. Terminating audits require the approval of the outgoing Treasurer and outgoing President and the incoming Treasurer, and shall be reported at the annual meeting.

NOMINATING COMMITTEE: In September of each odd numbered year, the Executive Committee (elected officers) shall appoint a Nominating committee of 3 to 5 Area Captains. To ensure fairness Area Captains may serve on the Nominating committee once every three years.

ARTICLE VIII: MEETINGS AND VOTING

General Board meetings shall be held regularly at least once each quarter and shall be open to the general membership. The President may call other meetings. Regular meetings shall be held at a place announced to the membership at least one month prior to the meeting. All meetings shall be open to interested members.

Meetings shall be held on a Thursday, Friday or Monday of each month at a location arranged by the VP Programs.

Meetings shall be guided by Robert's Rules of Order, as revised.

Decisions of the Board shall be by majority vote of Board members present. Such decisions are subject to vote of the general membership if agendized within 30 days of the Board decision.

At general meetings, measures may be passed by majority vote of those members present. Decisions may be discussed and put to a new vote at the next general meeting after being reported in the digital newsletter.

ARTICLE IX: ELECTIONS

Nominations for office shall be presented in October of odd numbered years for the ensuing 2 years by a nominating committee appointed by the Board. At least one nomination for each office shall be made by the Nominating committee. Additional nominations shall be accepted by any Board Member from the general membership. All nominees shall be apprised of their duties by the Nominating Committee, and must be willing to serve if elected. All officers shall serve without compensation, except they shall be allowed and paid actual and necessary expenses incurred by them in the course of their duties as approved by the Board. Elected officers may hold only one position at a time. Members of the Board however, can also be an Area Captain in addition to the other position they hold.

Elections shall be held by ballot of the general membership in November of odd numbered years. Elections shall be decided by a majority of the ballots returned within

21 days. Ballots shall be returned at a location to be announced. A time and place for the counting shall also be announced. Installation of officers shall take place in January.

ARTICLE X: FINANCES

DUES: No dues shall be required for the membership.

All funds shall be kept in a bank in the name of the STACC (San Tomas Area Community Coalition). All checks shall be signed by two of the three authorized officers (President, Vice-President, Treasurer). All expenditures require the approval of the Executive Board.

This neighborhood association shall operate as a nonprofit organization.

Donations, in-kind gifts and fund raising events may be utilized to offset the operating costs of STACC.

The Treasurer shall have available at General meetings a up-to-date statement of finances in case members of the community inquire about our financial status.

ARTICLE XI: AMENDMENT

Notification of proposed bylaw changes shall be announced in advance of the general meeting. The bylaws of this organization may be amended by a two-thirds vote cast by the general membership present at the specified General meeting.

ARTICLE XII: RECALL OF ELECTED OFFICERS

Elected officers may be recalled by the following procedure:

The Board shall be notified in writing regarding any intended recall, identifying the officer(s) to be recalled and providing a reason for the desired. Such notification must be sent by return receipt.

Starting no sooner than seven days after such written notice to the Board, a petition shall be circulated to residents of the San Tomas Area Community Coalition. This petition shall identify the officer(s) to be recalled and shall provide a reason for the desired recall. The completed petition shall be submitted to the Executive Board within 37 days of the original written notification.

Signatures on the completed petition shall represent at least 15% of the registered membership in the San Tomas Area Community Coalition for a recall vote to take place.

The originator(s) of the recall shall provide stamped double U.S. post cards at their expense, to be used as ballots and mailed to all registered members under the supervision of the Executive Board and the originator(s).

Completed ballots shall be mailed within 21 days to a disinterested party agreed upon by the Executive Board and originator(s).

Ballots shall be counted by the disinterested party in the presence of at least three members of the Executive Board and originator(s) starting the 22nd day. Counting shall be completed within three days.

A two-thirds vote of the ballots cast shall be required for the recall to become effective.

ARTICLE XIII: PRO-TEMPORE APPOINTMENT OF OFFICERS

Appointment of temporary officers:

The Executive Committee may appoint a temporary Executive Committee officer in the case of vacancy to hold the vacated office until the next regularly scheduled election.

MEMORANDUM



CITY OF CAMPBELL
City Manager's Office

To: Civic Improvement Commission

Date: January 13, 2017

Via: Al Bito, CIC Staff Liaison 

From: Michael Thomas, Office Assistant 

Subject: **FY 2017 Fifth Grade Poster-Essay Contest**

At its regular meeting on December 8, 2016, the Civic Improvement Commission discussed planning and organizing the Fifth Grade Poster and Essay contest. The Commission agreed to perform the following tasks related to this Work Plan item:

1. Form a sub-committee to carryout the tasks related to this Work Plan item
2. Reach out to fifth grade teachers in addition to school and district administration.

The Fifth Grade Poster and Essay Contest is open to all fifth graders who reside in Campbell or attend a public or private school within the City.

Attachments:

1. 2017 Timeline and Milestones Schedule
2. Draft 2017 Contest Entry Form
3. Memo to CIC Dated December 5, 2016 (without attachment)

CIC Poster Contest 2017 - Timeline/Milestones	Start	Complete	Team Member(s)	Comments	Status
Subcommittee	January	January	CIC	Commission Teeter willing to chair	
Choose Theme			All	What I Love About Campbell	
Permission from CUSD / Cambrian SD		mid-January	Teeter / Souza	contact district office	
Contact Private Schools		mid-January	Teeter		
Confirm grand prize		mid-January	Teeter		
Flyer/Application Form	review draft - wk of 1/18 or sooner	late-January	Staff		
Contact Downtown Assoc. for cooperation on Second Saturday weekend		TBD			
Press Release - Announcement	review draft - wk of 1/18 or sooner	end of January	Staff	post on website, release to local press	
Deliver Flyer Packets to Schools		mid/late Feb.	CIC	divided up among commissioners	
Donation Letter		mid Feb	Staff / CIC	Staff Prepares / CIC Distributes	
Donation List (get list and divvy up)		mid Feb	CIC	review and update list	
Get Donations	TBD	Mar - early April	CIC		
Get Award Materials (bags, ribbons, etc.)		by mid April	CIC		
Invite City Leaders to Award Meeting		TBD	Staff		
Deadline for Posters		TBD	CIC		
Put up posters for judging		TBD	Staff		
Meet to Choose Winners		TBD	All		
Contact Winners/Invite to Ceremony		TBD	CIC		
Assemble Winners Bags and Ribbons		TBD	CIC		
Create Award Certificates		TBD	Staff		
CIC Meeting/Award Ceremony		TBD	All		
Posters go up in Downtown / Library		TBD	CIC		
Posters come down		TBD	CIC		
Press Release - Winners/Results		TBD	Al Bito		
Donation Thank You Letter		TBD	Diana		

City of Campbell's 5th Grade 2017 Poster Contest

"WHAT I LOVE ABOUT CAMPBELL"

(Sponsored by the Civic Improvement Commission)



Student's Name: _____

Student's School: _____

Teacher: _____

Student's Home Phone #: _____

For contest rules, see reverse side of this form.

City of Campbell Website: www.cityofcampbell.com

Grand Prize - TBD



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Grand Prize - TBD



2017 "What I Love About Campbell" Poster Contest Rules

1. Contest is open to all 5th grade students residing in Campbell or attending a public or private elementary or middle school in Campbell.
2. Entries should show people, places or things about Campbell that the entrant "loves" and **include a short paragraph on the back of the poster explaining the poster's content**.
3. Entries will be evaluated in part on neatness, legibility, and adherence to the contest's "What I Love about Campbell" theme, as well as spelling and grammar.
4. All artwork **must be hand drawn**. Computer-generated letters and graphics are not allowed.
5. Poster dimensions are **22" x 14" on poster board** or equivalent material.
6. A limited supply of poster board is available at City Hall.
7. Any of the following art media may be used: watercolors, felt pens, colored pens, pencils, crayons or pastels.
8. Fill out the front of this form and attach with glue or tape to the back of the poster entry.
9. Prizes will be awarded to the grand prize winner and runners-up
10. Have fun!

Submit entries by XXX 2017 to:

**City Manager's Office - City of Campbell
70 North First Street
Campbell, CA 95008**

For more information, e-mail michaelt@cityofcampbell.com or call (408) 866-2125.

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MEMORANDUM
CITY OF CAMPBELL
 City Manager's Office

To: Civic Improvement Commission

Date: December 5, 2016

Via: Al Bito, CIC Staff Liaison *AB*
From: Michael Thomas, Office Assistant *MT*
Subject: FY 2017 Fifth Grade Poster Contest

In preparation for planning the fifth grade poster contest in FY 2017, staff is requesting that the Commission note and file this memorandum as a reminder of this work plan item. Based on existing practice for this event, planning and organization begins in January with a study session to develop a contest theme and divide up the workload in executing all phases of this work plan item. The poster contest culminates with an awards ceremony during the Civic Improvement Commission's regular meeting in May. Included for the Commission's reference is the "Timeline and Milestones" schedule used in FY 2016.

Following the FY 2016 poster contest awards ceremony, the Commission identified best practices while debriefing this event during its regular meeting on May 12, 2016. After discussion, the Commission identified the following considerations:

- Two Commissioners tend the prize table
- Two Commissioners post award ribbons to winning posters
- Moderator remains at podium during ceremony
- Moderator reads descriptions for top four winners
- Moderator should point to and comment on each poster
- Contact art teachers from local schools to improve contest promotion / marketing
- Include more people in pictures with prize winners

Attachments:

FY 2016 Fifth Grade Poster Planning Schedule and Timeline of Events