

Neighborhood Watch Annual Board Meeting and Breakfast Potluck

Saturday, November 5, 2022
Kilaga Springs Multipurpose Room
9:30 – 11:30 a.m.

APPROVED MINUTES

NEIGHBORHOOD WATCH MISSION STATEMENT

- * Strengthen Neighborhood Ties * * Increase Personal Safety & Security Awareness *
- * Be The “Eyes & Ears” of Lincoln Police & Fire * * Encourage Emergency Preparedness *

WELCOME & ROLL CALL: The meeting was called to order at 10:03 am – Board Members, Linda Minor, Reneé Plummer, Teresa Tanin, Pat Hammer, Dee Fuggiasco, Stephanie Guillory, and Suzanne Rosevold were in attendance. Denise Hexom absent.

1. **APPROVAL OF MAY 6, 2022 GENERAL BOARD MEETING MINUTES** – Linda Minor
Motion was made, seconded, and passed to approve the May 6th General Board meeting minutes.
2. **TREASURER'S ANNUAL REPORT** – STEPHANIE GUILLORY, TREASURER
To gain access to online banking, NW transferred funds from Golden1 Credit Union to USBank. We have also purchased financial management software to manage NW expenses and budget.

Treasurers Annual Report

January 1, 2022 beginning balance: Checking –\$3,929.69 & *Savings – \$9.00.

October 21, 2022 ending balance: Checking – \$ 3,629.82.

*NOTE: USBank does not require NW to maintain a savings account, so the \$9.00 previously in the Golden1 savings account were moved to the USBank *Checking* account.

Motion was made, seconded, and passed to approve Treasurers Annual Report.

3. **ATTENDANCE CONFIRMATION FOR QUORUM** – Reneé Plummer, Executive Assistant, confirm annual meeting Quorum has been established when 20% of the eligible voting members are present.
4. **WELCOME AND INTRODUCTION OF PRESENT BOARD MEMBERS, ADVISORY AND SUPPORT GROUPS** - Linda Minor
 - **Officers:** Linda Minor; Executive Director, Suzanne Rosevold; Assistant Executive Director, Reneé Plummer; Executive Assistant, Stephanie Guillory; Treasurer; Director of Volunteer Records; Patricia Hammer
 - **Directors:** Denise Hexom, Dee Fuggiasco, and Teresa Tanin
 - **Advisory Groups:**
 - **Neighbors InDeed Representative**, Lynn Newhall
 - **Lincoln Hills Foundation**, Dr Bonnita Wirth
 - **City of Lincoln Police Department**, Detective Jesse McCauley
 - Changed jobs within the department and a new liaison officer will be named soon.
 - **City of Lincoln Fire Department**, Engineer Louis Robertson
 - 38% of all calls to the Fire Department are for falls.
 - **Support Groups:**
 - ***Director of Volunteer Records**, Pat Hammer
 - 753 records up to date.
 - ***Lost Pet Alerts Program Coordinator** – Mary Shelton and Team members: Teresa Tanin, Sharon McCall, Robin Kain, & Susan Mox
The Lost Pet Alert team reunited Eleven Dogs and Eleven Cats this year. Of the dogs, one was no

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ordinary pet! His name was Zephyr, a Belgian Malinois who served time in Afghanistan as a bomb-sniffing dog. In his last mission, a bomb had exploded, killing his handler, and leaving Zephyr blind in one eye, mostly deaf and injured from shrapnel. Zephyr was adopted by a retired veteran – he and his wife eventually moved here to SCLH.

- ***Training Program Coordinator**, Denise Hexom and Teresa Tanin
 - Held three sessions this year – next one planned for January 2023
- ***National Night Out Coordinator**, Suzanne Rosevold
 - 175 people attended this years event
- ***New Resident Orientation Coordinators**: Susanne Rosevold
 - Thank you to all the volunteers for their help
 - 2021 – 2022 – 6 events were held – total of 263 attendees – 168 houses sold.
- ***Alerts Coordinator**, Mary Cranston
 - **40 ALERTS, FYI, and or EVENT notifications sent this year**
- **NW Public Safety Liaison to Lincoln Police & Fire Departments**, Barry Johnson
- ***NW Writer Coordinator**, Teresa Tanin
 - **Reporter for Compass, Community profile, Sun Senior News**, Teresa Tanin
 - **Reporter for Compass Club News**, Mary Shelton
 - THANK YOU
 - **NW Photographer**, Klara Kleman
 - THANK YOU
- ***Welcome Packet/Vial of Life Coordinator**, Dee Fuggiasco
 - Packet assemblers Joe & Anita Santos with Irma Mendez as back up (distributed this year 223).
 - Vial of Life assembler Marlene Brandwajn with Irma Mendez as back up.
 - Neighbors Indeed Joan Brant-Love-provides welcome Page and NID materials.
 - Lincoln Hills Foundation Frima Stewart or Bonnita Wirth provide LHF Brochure.
- ***Boris the Burglar Street Sign Program Coordinator**, Ed Zychowski
 - 7 signs replaced this year.
- **Webmaster**, Reneé Plummer
NW is still looking for someone with Wordpress experience to serve as a Webmaster backup.

5. **INTRODUCTION OF NOMINATION COMMITTEE CHAIR** – Linda Minor

- Dee Fuggiasco

6. **INTRODUCTION OF DIRECTOR CANDIDATES AND ELECTION OF DIRECTORS**– Linda Minor

Director Candidates; Stephanie Guillory, Pat Hammer, Reneé Plummer and Suzanne Rosevold.

Motion was made, seconded, and passed to elect Stephanie Guillory.

Motion was made, seconded, and passed to elect Pat Hammer.

Motion was made, seconded, and passed to elect Reneé Plummer.

Motion was made, seconded, and passed to elect Suzanne Rosevold.

7. **REPORT OF 2022 NEIGHBORHOOD WATCH ACCOMPLISHMENTS** – Linda Minor

See attached report

8. **NEIGHBORHOOD WATCH GOALS AND EXPECTATIONS FOR 2023** – Linda Minor

See attached report

9. **THANK YOU TO ROOM EVENT COORDINATOR AND SET UP COMMITTEE** – LINDA MINOR

Thank you to Suzanne Rosevold and her team of volunteers for coordinating this event – great job everyone!

10. **QUESTIONS AND ANSWERS** – LINDA MINOR

Lincoln Hills Foundation is celebrating their 20th Anniversary this year – Congratulation! Neighborhood Watch is very appreciative of their support thru the years and thanks them for their ongoing support and funding! LHF shared for those who shop on Amazon, there is a alternate site -Amazon SMILE -

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where shoppers may designate a nonprofit (hopefully the Lincoln Hills Foundation) to receive a donation from each sale.

For those who have outdoor cameras please consider registering them with the Lincoln Police Department. For more information see the [NW Flyer](https://lincoln.crimegraphics.com/2013/default.aspx) here. To REGISTER please visit <https://lincoln.crimegraphics.com/2013/default.aspx>

11. **ADJOURN MEETING** – LINDA MINOR
Meeting adjourned at 11:30 a.m.



SUN CITY LINCOLN HILLS NEIGHBORHOOD WATCH STRATEGIC PLAN 2022 – 2023



GOALS	RESPONSIBLE PARTY	EVIDENCE	COMPLETION DATE
Allocate Safety Fund <ul style="list-style-type: none"> Work with Police & Fire Departments to determine spending that will help the most SCLH residents 	Executive Director	Fund Allocated	Completed July 2022 Funds were allocated to purchase 10 soft stretchers to put on fire trucks. 38 percent of fire calls to Sun City are for falls. These stretchers will assist in lifting residents while minimizing potential injury to residents or firefighters.
Revise Policies & Procedures <ul style="list-style-type: none"> Review, revise, & align Policies & Procedures with new Bylaws Obtain NW Board Approval Post on website Share with all Neighborhood Coordinators & Mailbox Captains 	Executive Director & Executive Assistant with assistance from all Directors	NW Board approval of revised Policies & Procedures	Ongoing Documents are being reviewed & updated on an as needed basis Website is continually being updated & revised
Update & streamline Coordinators & Captains <ul style="list-style-type: none"> Roles & Responsibility Trainings Revise training materials Provide new training to all Coordinators & Captains 	Training Coordinator with assistance from all Directors	Revision of Coordinator & Captains completed materials uploaded to website Trainings provided to all Coordinators & Captains	Ongoing process of training New Coordinators & Captains 2022 Training Schedule January 28, 2022 June 10, 2022 September 9, 2022
Recruit /Train New Coordinators & Captains <ul style="list-style-type: none"> Honor All Volunteers Review & improve recruitment process Revise recruitment brochures & other pertinent materials Highlight & include stories & testimonials in recruitment materials 	Recruiting Coordinator, Director of Volunteer Records, & Executive Director with assistance from all Directors	All recruitment brochures & materials completed & approved by NW Board. New Coordinators/ Captains continue to be recruited to fill empty positions. Volunteer records are updated as changes occur.	Ongoing process to update training processes & to continually update & maintain all volunteer records

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GOALS	RESPONSIBLE PARTY	EVIDENCE	COMPLETION DATE
<ul style="list-style-type: none"> Implement the Annual Volunteer Appreciation Free Dessert Celebration 		March 31 annually is new cutoff date to honor volunteers.	
Update & Improve New Resident Orientation <ul style="list-style-type: none"> Review & update New Resident Orientation Process Implement new process Evaluate process Make changes as needed 	Assistant Executive Director with assistance from all Directors	NW Board Approval New Process implemented & evaluated	Ongoing process
Revise & Update NW Website <ul style="list-style-type: none"> Assess needs of website Revise & upload new trainings & documents Provide trainings & information on website Review & revise website on a regular basis 	Executive Assistant & Executive Director with assistance from all Directors	NW Board approval & evidence of ongoing revisions & updates	Ongoing process
Review & Revise National Night Out <ul style="list-style-type: none"> Review the current process & define a new process for improving NNO Investigate changing the official date of the event due to weather conditions in August Implement new process 	Assistant Executive Director & Executive Director with assistance from all Directors	New process developed & official date changed to 1st Tuesday in 2022, October 5. Going forward NNO to be held the first Tuesday in October	NNO Kickoff Scheduled for August 6, 2022, Kilaga kitchen 6-8 pm NNO Scheduled for October 4, 2022, Sports Pavilion
Review & Revise Welcome Packets <ul style="list-style-type: none"> Develop & define process Revise Welcome packets including a digital version for New Residents & Captains to access on the website Develop a Welcome video for New Residents 	Welcome Packet Coordinator & Executive Director with assistance from all Directors	Welcome Packets revised including a digital version of the Welcome Packets completed & uploaded	Ongoing Review for needed updates
Develop Operations Manual <ul style="list-style-type: none"> Create a scope & sequence development of an Operations Manual 	Executive Assistant & Executive Director,	Operations Manual completed	2022 Goal to begin the first chapters

SCLHNWStrategicPlan2022-2023FINAL.docx

September 23,2022

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GOALS	RESPONSIBLE PARTY	EVIDENCE	COMPLETION DATE
<ul style="list-style-type: none"> Develop Operations Manual Determine where OM will be housed 	with assistance from all Directors		
Financial Plan <ul style="list-style-type: none"> Transition to “Quicken” accounting with monthly reports to the Board Continue to implement budget calendar Revise/Update as necessary Maintain all financial records for 7 years Prepare & submit Grant Application Submit Mid-Year GSR 	Treasurer & Executive Director with the assistance from all Directors	Policy & Procedures	Ongoing process
Work with Public Safety Chief to designate Fire Department contact	Executive Director	Louis Robertson, Engineer	Completed September 2022

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SUN CITY LINCOLN HILLS NEIGHBORHOOD WATCH ANNUAL ACCOMPLISHMENTS 2021-2022	
NOVEMBER 2021	New Officers Elected: Linda Minor, Executive Director, Suzanne Rosevold, Assistant Executive Director, Reneé Plummer, Executive Assistant, Denise Hexom, Treasurer & Pat Hammer – D irector of V olunteer R ecords
DECEMBER 2021	Goals: Revise Policies and Procedures Handbook, Update and streamline Coordinators and Captains Roles and Responsibility Trainings, Recruit and train new Coordinators and Captains, Review and update New Resident Orientation, Revise and Update NW Website/Email Server/Alerts, Review and revise National Night Out, Review, revise Welcome Packets, and Develop Operations Manual 2022 Grand Summary Report submitted to Lincoln Hills Foundation Received Lincoln Hills Foundation Grant of \$2,500
JANUARY 2022	2022 Budget approved Implemented Operations Manual Monthly Review and Chapters Approval Completed: 2022 Annual Meeting Schedule, and Annual List of Special Event Assignments Held NW Captains and Coordinators Training Event Started Recruiting to expand the Lost/Found Pet Alerts Program 2022 Event Coordinators Assigned
FEBRUARY 2022	Operations Manual Monthly Review and Chapters Approval – approved Chapter 13, NRO Procedures Began smart phone emergency information options research (Mobile Vial of Life)
MARCH 2022	Volunteer Appreciation – Over 100 volunteers attended. 10 gift baskets were donated by director and awarded to attendees thru a ticket drawing. Winners were recognized and received SCLH gift certificates. Safety Symposium – over 150 in attendance (had to bring in additional chairs). Operations Manual Monthly Review and Chapters Approval – approved Chapters 12 Lost Pet Alerts & Chapter 7 Welcome Packet/Vial of Life National Night Out Survey developed and sent to residents
APRIL 2022	New Directors appointed – Due to the death of Executive Assistant, Barbara Branch, and resignation of Bonnie Smedberg, Directors assigned villages were changed and revisions published to schwatch.org. The executive Director appointed two new Directors: Cindy Davidson and Stephanie Guillory. Street Index updated/resorted Recruitment of two new Directors and 1 coordinator Oxygen Safety Flyer approved – posted and sent to community as a Board FYI
MAY 2022	General Board Meeting Held Annual Meeting Minutes Approved Denise Hexom appointed New Training Coordinator Announced Newly activated Placer County Text to 911 via an NW Alert
JUNE 2022	Mobile Vial of Life Flyer – posted and sent to community as a Board FYI P & P Revisions – <i>Approved</i> Directors List of Coordinators report (on the form and the P & P), <i>Approved</i> Coordinators List of Captains Report revision (on the form and the P & P) Purchased and presented soft stretchers for the Lincoln Fire Department utilizing NW Safety Fund Held NW Captains and Coordinators Training Event Barbara Branch Memorial Held & Lincoln Hills Foundation Donation Fund link established to honor her Submitted 2023 NW Facility Requests
JULY 2022	Grant Summary Report – Prepared and presented to Lincoln Hills Foundation NW 2023 Strategic Plan completed Held a Special 2022 Budget Meeting
AUGUST 2022	US Bank – to ensure access to electronic banking, NW moved account from Golden One to US Bank National Night Out Kick off 2023 goals and foundation mid-year updates completed Welcome Packet – Contents updated. Approved 2023 NW Budget
SEPTEMBER 2022	Held NW Captains and Coordinators Training Event NW Volunteer Opportunity meeting was held to promote volunteer recruitment 2023 NW Foundation Grant Request Submitted
OCTOBER 2022	NW National Night Out Event NW Operations Manual format revised November 2021 – October 2022 published a total of 40 Alerts/FYI Flyers
NOVEMBER 2022	New Officers Elected: Linda Minor, Executive Director, Suzanne Rosevold, Assistant Executive Director, Reneé Plummer, Executive Assistant, Stephanie Guillory, Treasurer & Pat Hammer – D irector of V olunteer R ecords

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