

# Vendome



## NEIGHBORHOOD ASSOCIATION

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P.O. Box 90398  
SAN JOSE, CA 95109  
WWW.VENDOME.ORG

April 08, 2008

1. Call to order
2. Roll call

Name	Present	Absent
Tina Morrill	x	
Brad Montano	x	
Kevin Kelley	x	
Daljeet Sandhu	x	
Theresia Sandhu	x	

3. Approval of Minutes from last meeting – yes
4. Treasurer Report - Terry to email: Thursday April 10
5. Ken Podgorsek - distributed the Financial Management Handbook from the UNSCC
6. Agenda topics
  - Project recap: Egg Hunt: cool, lot of people; asked for receipts; they got non-cash donations
  - Project recap: Cirque de Soleil: will be a project recap April 29th at the Office of Cultural Affairs 6 - 7 PM. Tina will email details to whole neighborhood.
  - Project update: CAP grant
  - Project update: Spring Clean Event April 19 - 7 participants. Pennysaver Ad \$29 (20 words) one edition, larger ad \$49. Deadline Friday April 11 for publication week of garage sale. Helium balloons for each of the participants - Brad. Tina to make signs.
  - Project update: June Barbeque - Kevin to have kickoff
  - Project update: Ryland Pool - raising money. Rotary club wants name change, plaque, and an archway. Next meeting is in two weeks.
  - Project update: Activities/Fundraising committee.
  - Ryland Park Update - Met with Mike Will who is getting estimates to replace palm tree and benches. The city is replacing garbage cans, other trees, repair the drinking fountain, and so forth. The City has money in the pot to spend on the park, but it needs to be spent before.
  - Sam Liccardo's Memo: he would like to see a direction to raise an existing cap in the city charter from 3 years to 20 or 30 years. Ex., Cisco could fund park maintenance.
  - Japantown Development - Corporation yard is being developed: 4 towers of varying heights, 680 units (2100) people. Traffic mitigation options are not great. Air quality is not going to improve either. Tina to represent Vendome concerns around Traffic issues.
  - Neighborhood Commission -- Tina wants to represent us on the Commission

- Board Disclosure -- Tina is working part time for Terry doing data entry.

7. Old business

Pursue Rotary Club Grant for pool restoration	Tina	Outstanding
Cap Grant	Kevin	Completed
Garbage Cans: Lea from the City has been contacted. We want permanent garbage cans in various locations: Guru's, Citibank, Sarah's.	Tina	Outstanding
Spring Clean: what are the costs associated with the advertising, dealines, etc: PennySaver ad rates, and the San Jose Merc news	Tina/Terry	Outstanding
Barry Swenson Developer wants to meet with the neighborhood regarding his property on Filomena Street. Date to be determined. The effect on the character of the neighborhood is something we need to be aware of.	Tina	Outstanding
Joining UNSCC, 501(c)3 status - Tina to print out forms and have us sign them. Discussion to continue via email.	Terry	Outstanding
Bank Signature Card - need to update it to include Terry	Terry	Submitted

8. New Business

- Project update: Spring Clean
- Project update: June Barbeque
- Project update: Ryland Pool
- Project update: Activities/Fundraising committee
- Ryland Park Update
- Sam Liccardo's Memo
- Japantown Development
- Neighborhood Commission
- Board Disclosure

9. Adjourn

Ken: [execdir@unsc.org](mailto:execdir@unsc.org)

Runs a lot of small non-profits; often people do not understand what it is to be a 501(3)c. It is not the right thing for everybody. More formalized way of dealing with money. As long as you are taking money in and spending it towards the mission of the organization, then the IRS understands that - sees you as an unincorporated organization.

Grant opportunities? Not many, and few require 501(c)3 status. CCA (Campus Community Association - Naglee Park) gets one grant that requires 501(c)3 that helps get parade permits for Bark in the Park.

Tax-deductible donations? That's true. And it is a nice thing, the returns to the donor are not that great.

Costs: it costs to run a non-profit (roughly \$2k/year). \$850 insurance (directors and officers insurance -- keep your officers from being sued). Hire a CPA (\$250 - \$600) -- needs to keep up with annual forms and correctly and timed correctly, if not the IRS comes calling. Form 990 can be tricky. General Liability insurance - \$350/year. \$200 Misc. You protect your directors (volunteers). It costs money to keep it running - what are you going to do to create the revenue stream to keep it afloat.

Success is attributed to formalizing the process. If you cannot afford it, you cannot do it.

Failure rate in small non-profits (due to lack of resources - lack of skills of volunteers) - key professionals are worth hiring. Revenue should not be solely related to grants. UNSCC almost went broke because they became dependent upon grants and did nothing else to generate money.

Find a way to generate \$1k revenue that (VNA) can count on -- like membership dues; not grants. Small non-profits: \$3K revenues. Send thank you notes for people who give donations.

Be careful about burning out your officers with time and money.

How do you report the money you raise? There is no clear reporting vehicle for unincorporated associations. Large amounts of money (\$10k) being raised sets off a flag... The IRS views unincorporated associations in the same manner as non-profits

UNSCC: is there an easy way for people to get services that USCC provides without having the VNA having 501(3)C status? There is always the chance you run out of volunteers. The insurance is a big deal. (Insurance companies do not like unincorporated associations, volunteers, no assets...) UNSCC can act as a fiscal agent. You cannot use a shell 501(3)C to pass on a tax deduction; angel funds - give money to UNSCC for events to be used for VNA events (if the VNA is a "subcommittee") -- 'hoods submit receipts, and as long as it fits the mission of the 'hood, then it works. \$200/year: \$150 meeting insurance, \$50 setup; you can buy special event insurance at \$100 per event.

**Reminders:**

Next Vendome Board of Directors Meeting:

Upcoming meetings/events:

1. May 12 - BOD Tina's House.
2. June 9 - BOD
3. Spring Clean April 19th