

**AGENDA FOR January 9, 2012 BOARD MEETING
7:00 – 9:00 PM Joslyn Park Community Room**

ALL ITEMS FOR DISCUSSION AND POSSIBLE ACTION. ITEMS NOT ON THE AGENDA SHOULD BE BROUGHT TO THE ATTENTION OF THE MEETING CHAIR 48 HOURS PRIOR TO THE MEETING.

PUBLIC PARTICIPATION IN DISCUSSION IS WELCOME. ONLY DIRECTORS MAY VOTE ON ISSUES BEFORE OPA.

TO FACILITATE AN EFFICIENT AND RESPECTFUL DISCUSSION, PLEASE WAIT UNTIL CALLED UPON BY THE MEETING CHAIR BEFORE SPEAKING.

NOTICED BOARD MEMBER ABSENCES: None

7:00 to 8:30 PM REGULAR MONTHLY MEETING

1. Introduction to OPA (Ludwinski - 1 min)
2. Announcements
3. Actions taken since last Board meetings
4. Approval of minutes from October, November, and December Board meetings; see: www.opa-sm.org/Default.aspx?pageId=902874
5. Election of VP/Outreach, VP/Special Events, VP/Membership, and Communications Chair (including description of responsibilities – see Attachment 1) (All, 40 min)
6. Treasurer's report (Godon-Tann, 20 min)
7. Proposed committee budgets and reports (Chairs, 30 min)
 - Communications, including newsletter plans (Lewis)
 - Membership (Huq)
 - Special Events (Nafshun)
 - Outreach (Jarow)
 - Airport (Perrone)
 - OP Blvd (Taylor)
 - Disaster Preparedness (Winograd)
 - Lincoln Blvd (Swanson)
8. Discussion of upcoming Civic Center development on Ocean Park (Swanson, 20 min)
9. Future Agenda Items

Attachment 1

VP/Outreach Chair:

1. Responds to incoming email from "Contact@opa-sm.org" and the OPA voicemail
2. Prepares press releases
3. Acts as MSBIA board liaison
4. Coordinates OPA "marketing" (e.g. banner display at Los Amigos Park)
5. Works with Communications Chair to develop PR materials for local publications

VP/Special Events:

1. Plans and coordinates annual parade, City Manager's meeting and holiday party.
2. Works with VP/Membership to develop additional membership events (including barbecues, pancake breakfasts, movie nights)

Communications Chair:

1. Designs logos
2. Designs, implements, prints, and distributes the holiday mailer
3. Edits newsletter(s)
4. Designs signage for events including the 4th of July Parade
5. Oversees the 4th of July parade ads
6. Designs banners
7. Works with VP/Membership to develop online eblasts for membership building

VP/Membership:

1. Maintains membership records
2. Processes new and renewal memberships
3. Works with Treasurer to reconcile membership funds
4. Reports membership status as requested by OPA Board
5. Works with VP/Special Events to develop additional membership events (including barbecues, pancake breakfasts, movie nights)
6. Works with Communications Chair to develop online eblasts for membership building