

LA JOLLA COMMUNITY PLANNING ASSOCIATION – MEMBERSHIP SUBCOMMITTEE

Regular Meeting: Tuesday, July 19, 2022, called to order at 5:06 pm

Location: La Jolla Library – 7555 Draper Avenue, La Jolla, California, Seminar Room

Members Present: Kathleen Neil-Chair, Donna Aprea, Suzanne Baracchini, Robert Steck, and
Suzanne Weissman

Members Absent: None

Public Present: Marouane Abdaoui, Lisa Kriedeman, Mary Soriano

1. Approve agenda of July 19, 2022 (posted at LJ Rec Center, LJ Public Library, LJCPA website & eBlast) by unanimous consent.
2. Approve previous minutes: The minutes from the LJCPA Membership Committee meeting on February 1, 2020 were approved by unanimous consent.
3. Non-Agenda Public Comment: Marouane Abdaoui provided correction to the spelling of his name. Mary Soriano requested information regarding issues with her receipt of meeting notifications, her attendance at LJCPA meetings, and the process for becoming a member.
4. Review and retention of Membership records: Suzanne Baracchini has moved the completed application forms onto the LJCPA Google Drive for storage and paper copies are also retained. Attendance records (Excel file format) are stored on the LJCPA Google Drive and utilized by Greg Jackson to update the online attendance and membership posting at lajollacpa.org. It was agreed to continue using Excel file format at this time with the understanding that changes may be needed in the future. The online (interactive) membership form is not providing all of the information needed to maintain the Excel file data requirements; those requirements were developed in conjunction with the development of the Excel attendance file. Kathleen Neil presented a draft write-up of the process for removing expired members and older attendee listings from the Excel spreadsheet currently in use for tracking attendance at meetings and membership status. The draft write-up presented at the meeting was also reviewed by Helen Boyden, and Janie Emerson had provided membership/election insights. Kathleen Neil will add this write-up to the LJCPA Google Drive for future reference when working with the Excel file.
5. Review of Membership and Status of Membership: the new members since March 1, 2022 were reviewed and there was discussion regarding total number of new members. Problems with locating and retaining copies of the online application (interactive) forms received was discussed and it was noted that no one present knew where the received interactive forms were stored or the status of those applications. Suzanne Baracchini agreed to contact Greg Jackson (IT Admin) to get more background regarding membership interactions with the website for LJCPA. It was agreed that changes to the paper membership application form or creation of an online membership form are beyond the duties of the Membership Committee as outlined in the LJCPA By-Laws and Suzanne Baracchini agreed to take the lead in presenting to the LJCPA Trustees at the next meeting proposals for creating a new Ad Hoc Committee to develop forms, policy, and guidelines for the changes

discussed that are beyond the duties of the Membership Committee. There was further discussion on how best to combine paper with online to reach the greatest benefit.

6. Discuss Process to Verify Eligible Community Members: Donna Aprea asked if there had been a resolution of the questions associated with verifying eligible community members and the membership application form (primarily emails). Katheen Neil replied that she did not believe they had been resolved and this led to discussion of experiences recently and in the past. Verifying eligible community members will need to be addressed, but it was agreed that this task is outside the duties of the Membership Committee. Membership verification aside, the Membership Committee will continue to keep track of attendance by updating the Excel file data utilizing the ZOOM Meeting registration list of participants, provide the membership roster to the Election Committee, and will provide this information for posting on lajollacpa.org for public viewing. Membership Committee will verify attendance when needed for additions or changes to membership status (but those are already public records and are currently available at <https://lajollacpa.org/about/attendance-membership/membership-test/>).

Information or assistance with membership questions was offered at the meeting as well (and contact with Mr. Abdaoui and Ms Soriano was provided subsequent to the meeting via email).

7. Next meeting: To be determined with the understanding that it should be held sometime in October or early November 2022.
8. Adjourn meeting at 6:16 pm (Suzanne Baracchini left the meeting at 5:50 pm due to another commitment).

(Ref: Membership Committee July 19 2022 Minutes Item #4)

MEMBERSHIP STATUS AND ATTENDANCE

After the attendance at the February meeting, for any member who has NOT attended at least one meeting in the 12-months up to February (new membership year starts at March meeting), the Excel spreadsheet is modified to:

(a)Remove that member's name from far-right column (LJCPA MEMBERS);

and

(b)remove that member's application submission date and membership expire date.

This revised list is then sorted by the far-right column to create a Membership Roster of voting members for the regular March Election (and is provided to the Election Committee). Exact members names are required for maintaining the attendance since that is the source of the Membership Roster for the Election Committee. Should a member use a variation of their name when attending a meeting it can result in duplications or omissions in attendance when determining eligibility to vote for, or to be a candidate for Trustee.

After these steps, but prior to starting the new membership-year, the Excel spreadsheet is modified updating all attendance lines to show the number of meetings attended in 12-months of the membership-year ending in February (column N) and that number is transferred to the new membership-year spreadsheet (column Q).

This new membership-year spreadsheet, after adjusting for any expired members (whose attendance is thus non-member), is now updated with the previous year attendance totals; is reviewed for Non-Member attendance records; and any Non-Member attendance line where there is no evidence of attendance at a meeting in the past 24-

months is removed from the Excel spreadsheet. Should they attend subsequently, they are treated as a new entry on the spreadsheet.

ELECTION SUPPORT

In the months prior to an election, it will be necessary to creating a “rolling-member-attendance” for the Membership Roster for the Election Committee. For example, creating a list of members after the July meeting showing attendance in the past 12-months – this is a number that will change every month. Election Committee uses this list to do outreach to potential candidates for Trustee (to encourage attendance for meeting candidate requirements or determine interest). Normally this process would start in October/November for a normal March election. For a Special Election, this support becomes more involved, because the data in the spreadsheet covers only the current membership-year and in order to create a complete Membership Roster covering membership in the 12-months prior to the Special Election, the current year-to-date must be combined with the months necessary from the past membership-year to total 12-months of attendance. Anyone who is a member in the past membership year will be eligible to vote even if that member has not yet attended in the current membership-year (as would be required for a normal March election). The Elections Committee cannot operate in an efficient and professional manner without this data.