

## **Neighborhood Liaison Committee Meeting 12/7/17**

NLC = Neighborhood Steering Committee (NSC) reps + Head Royce parent and neighbor Adam McClure & Head-Royce School reps

In attendance: Adam McClure (HRS parent & neighbor), Randy Morris (NSC), Diana Shiba (NSC), Daryl Dunston (City of Oakland), Rosanna Mucetti (HRS), Crystal Land (HRS), Jerry Mullaney (HRS), Mary Fahey (HRS), Jennifer Beeson (HRS)

### **Introduction from Daryl Dunston**

- New to Annie Campbell Washington's Office
- Requested clarification of difference between NSC and NLC. NSC rep Randy Morris and HRS rep Crystal Land outlined history and clarified distinction between two bodies.
- Appealed to the group to move forward in a positive and productive direction
- Daryl agrees to attend future NLC meetings at this time to maintain third party presence; Randy asks that all parties have input on any future agendas. Mary Fahey has agreed to circulate agendas in advance of all meetings. All agreed that HRS is responsible to hold 2 NLC meetings per year, to comply with use permit, and meetings beyond these two are voluntary and as agreed to by all parties. For all meetings, all parties agreed to coordinate in advance on meeting dates, meeting agendas, and production of meeting minutes through a collaborative process.

### **Update on HRS Neighbor website by Mary**

- HRS provided NLC members with visual update on public facing website, neighborhood section.
- Group agreed to use this website as a place to provide a "sticky" overview of the NLC and its structure, as well as post meeting minutes at the top of Meeting Recaps section.
- HRS to draft and circulate to NSC by 12/15 draft minutes of this 12/7 NLC meeting, with goal of posting final approved draft to the website by the end of January.
- Agreement by group to change Mary's contact email posted on website to [communityrelations@headroyce.org](mailto:communityrelations@headroyce.org) and set forwarding to Jerry in case Mary is out of the office.

### **Update on Master Plan by Crystal Land**

- Feasibility study just completed, which will help inform scope of building project.
- Randy: expressed concern that several action dates announced to the community have passed (proposed filing date) and there was no communication from the School announcing why the date had passed nor if a new date was scheduled. Appeal to keep neighbors apprised of progress, and specifically if HRS makes an announcement to the community of a specific date for filing the master plan and HRS changes course, to provide an update to the neighborhood to that effect—ok for neighbors to be informed if HRS has changed plans and no new date identified, as long as kept apprised of this important matter to the neighborhood.

### **Proposed time & agenda items for next NLC meeting**

- Agreement to look for date sometime in February, and to work together on setting agenda in advance of the meeting.

- Request for HRS to add statement about Master Plan status to the neighbor website. HRS Board committee is drafting by Feb. 1 per Rosanna Mucetti, & HRS will confirm at next NLC meeting what information can be shared about Master Plan and what can be posted on its website.
- Other Agenda items for next meeting:
  - 1. Check-in from neighbors about day-to-day issues; including a report in from neighbors to establish categories of top “pain points” and address each one;
  - 2. Jerry Mullaney to share proactive plan for continued fire safety & to remain in compliance with use permit and city requirements with vegetation management.;
  - 3. Review neighbor webpage to ensure it’s fulfilling its purpose;
  - 4. Master Plan update from HRS, if any.
  - 5. Confirm neighborhood radius, inclusive of both properties, that HRS is legally mandated to communicate per use permit and city mandate. Daryel agreed to research and report back.
- Crystal Land’s assistant, Sam Baheti, to propose potential dates for next optional meeting in February. Daryel has agreed to attend. NSC reps have agreed to have Jennifer Beeson and Jerry Mullaney attend all NLC meetings moving forward.