

Friends of the Joaquin Moraga Adobe
Meeting Minutes
Monday, January 18, 2016

- I. Meeting called to order at 7:30 p.m. (Due to Martin Luther King Holiday, Orinda Library and meeting rooms were closed. Meeting was conducted in outside court yard).

- II. Members in Attendance

Tania DeGroot	Teresa Long
Peggy Fuerst	Ron Louis
Kent Long	Jeff Boero
Dave Trotter	Lance Beeson
Bob Thompson	

- III. Adopted Minutes from Monday, December 14, 2015 meeting

- IV. Announcements
 - A. No new Announcements

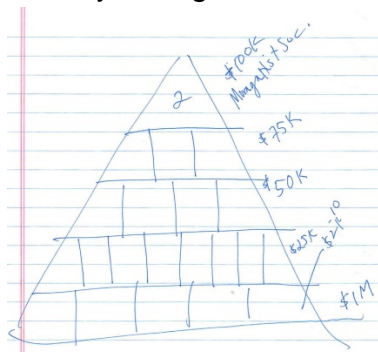
- V. Treasurer Report
 - A. No Treasure Report-out this month

- VI. New Business
 - A. Motion was carried to accept offer from Dave Trotter to draft purchase agreement between FJMA and J&J Ranch developers for purchase of the Adobe and surrounding property, pending review of the services agreement.
 - B. Kent Long will have conversation with Michael Olson of J&J Ranch on status of development.
 - C. Ron Louis showed 2016 Mechanics Bank calendar, prominently displaying the Joaquin Moraga Adobe.

- VII. Adjournment / Next Meeting
 - A. The meeting was adjourned at 7:50.
 - B. Due to Presidents' Day Holiday, the next meeting will be held at 7:30 PM on **Monday, February 22, 2016** at the Gallery Room of the Orinda Community Center, 28 Orinda Way, Orinda

Friends of the Joaquin Moraga Adobe
Meeting Minutes
Monday, February 22, 2016

- I. Meeting called to order at 7:43 p.m.
- II. Prior minutes from Monday, January 18, 2016 meeting adopted as corrected
- III. Announcements
 - A. No new Announcements
- IV. Treasurer Report
 - A. No Treasurer report this month
- V. New Business
 - A. Legal contract proposed, \$150/hour, no # of hours estimated. Could be 100 hours or less. Simplify reporting to work on an agreement. Make a sub-committee. Standard retainer agreement. Kent to submit to board for approval and to write to Branagh & Olsen suggesting meeting to discuss a real estate contract. Subcommittee for negotiation. Moved and seconded to create subcommittee: Kent, SB, Bob (tbd) to deal with Board and owners.
 - B. J & J photos taken by Interim Planning Dir. Checked condition. Adobe part not wet. There is now a new permanent Planning Dept Dir appointed as on March 1st.
- VI. Fundraising
 - A. Fandango committee is meeting. House and backup location (Quarry House) identified id house doesn't work. August 27th event.
 - B. Discussion of targeted fund raising incl coordination with Moraga Historical Society – diagram below illustrates targeting of donors at various levels.



- C. Received \$2500 from Orinda Community Foundation. Community Foundation photo op ceremony with their grantees 4PM Tues.

VII. Adjournment / Next Meeting

- A. The meeting was adjourned at 8.31pm.
- B. The next meeting will be held at 7:30 PM on **Monday, March 21, 2016** at the Gallery Room of the Orinda

Friends of the Joaquin Moraga Adobe
Meeting Minutes
Monday, March 21, 2016

I. Meeting called to order at 7:40 p.m.

II. Members in Attendance

Tania DeGroot
Peggy Fuerst
Bobbie Landers
Dave Trotter
Bob Thompson

Teresa Long
Ron Louis
Lance Beeson

III. Minutes from February 22, 2015 meeting aren't available yet so we will vote on adopting those minutes at our next meeting.

IV. Announcements

The legal services agreement between the FJMA and Dave Trotter has been signed. Dave will represent us as our lawyer in drafting the purchase agreement between the FJMA and the developer. Kent needs to send Dave contact information for Michael Olsen. Then the next step is to schedule a meeting with the developers.

V. Treasurer Report

Bob is verifying the FJMA account balances with the First Republic Bank; and will have those numbers available for the next meeting. We did have some more donations come in recently. Bob will work on the following:

1. Write and send the donor letters for their recent donations
2. Update the First Republic Bank Account information
3. Transfer our existing accounting/spreadsheets to Quick Books
4. Work on the tax filing which is due in May

VI. J&J Ranch Project progress

It didn't sound like too much to report. Bobbie mentioned that Orinda's new planning director will be coming on board soon. The next step is waiting for state approval for the subdivision. Dave Trotter mentioned that it's important to see the public report, the tentative map and particularly the draft CCNR's.

I. Fundraising

1. Tania had a solicitation letter from the John Muir land trust that we might want to use as an example to send out one of our own. We discussed sending out a newsletter or solicitation letter after the purchase agreement is done.
2. Bobbie is going to try and contact Isabella Chow (the elementary school girl who raised money for the Adobe) to see if Tania can get a photo to include in a future letter.
3. The date for the Fandango is set – it will be Saturday evening August 27th

VII. Upcoming Public Events

- A. Wildlife Festival at Wagner Ranch Nature Area, April 17th from 11:30 to 4:30. FJMA was invited to have a booth at this year's wildlife festival. Bob Thompson and Peggy Fuerst volunteered to staff it. Teresa will request a booth near the Orinda Historical Society booth as Bob will be helping with both organizations.
- B. Cinco de Mayo at the Moraga Hacienda: Sunday May 15th. FJMA will participate. Teresa and Kent Long will attend with possibility some other FJMA volunteers – to be determined.

VIII. New Business

- A. We need to hold elections for our board. Tania will poll our current board members to see if they want to stay in their positions for next year. She will get a slate of nominations together so we can vote on it at our next annual meeting.

IX. Adjournment / Next Meeting

- A. The meeting was adjourned.
- B. The next meeting will be held at 7:30 PM on **Monday, April 18, 2016** at the Gallery Room of the Orinda Community Center, 28 Orinda Way, Orinda

Friends of the Joaquin Moraga Adobe
Meeting Minutes
Monday, April 18, 2016

- I. Meeting called to order at 7:37 p.m.

- II. Members in Attendance

Tania DeGroot Peggy Fuerst SB Master Dave Trotter Bob Thompson	Teresa Long Kent Long Lance Beeson
--	--

- III. Adopted minutes from the March 21, 2016 meeting. Note: February meeting minutes are still missing - SB Master will look for them.

- IV. Announcements

Dave Trotter and Kent Long met with developer John French. Dave gave an overview of the meeting.

- V. Treasurer Report

Bob reported on the current FJMA account balances with First Republic Bank, and that he paid an invoice from Dave Trotter for legal services – see attached Treasurer's Report.

Bob proposed setting up short term CD's to earn interest for the funds currently in the designated account. A motion was passed to allow Bob and Kent to set up and determine CD lengths for the FJMA reserved funds.

Bob requested a copy of the FJMA logo to put in QuickBooks. SB will send Bob the logo as there are a few different versions.

- VI. J&J Ranch Project progress

The developers are still in the process of getting approval from the state on the public report.

- VII. Upcoming Public Events
 - A. Orinda Action Day: Bob offered to bring FJMA info to the event.

B. Cinco de Mayo at the Moraga Hacienda: Sunday May 15th. FJMA will participate. Teresa and Kent Long will attend.

VIII. Old Business

A. We will hold elections for our board at our annual meeting on May 16th 2016. Tania will email a slate of nominees before the annual meeting.

IX. Adjournment / Next Meeting

A. The meeting was adjourned.

B. The next meeting will be held at 7:30 PM on **Monday, May 16, 2016** at the Gallery Room of the Orinda Community Center, 28 Orinda Way, Orinda

Friends of the Joaquin Moraga Adobe

April 2016 Board Meeting

18 April 2016

Treasurer's Report

As of 18 April 2016

- Account 2617 (Operations) \$53,730.03
- Account 0792 (Reserve) \$50,698.49

- Open bills:
 - Law Offices of David W. Trotter \$372.32

Open items:

- Complete account signing and online access at 1st Republic Bank
- Complete shift to QuickBooks Online
- Donation letters

Friends of the Joaquin Moraga Adobe
Meeting Minutes
Monday, May 16, 2016

I. Meeting called to order at 7:35 p.m.

II. Members in Attendance

Tania DeGroot	Teresa Long
Peggy Fuerst	Jeff Boero
Kent Long	Lance Beeson
Bobbie Landers	SB Master

III. Adopted Minutes from Monday, April 18, 2016 meeting

IV. Announcements

A. Teresa and Kent Long participated in Moraga's Cinco de Mayo celebration last Sunday (May 15)

V. Treasurer Report

- A. Treasure Bob Thompson not in attendance. Teresa Long reported that Bob has put \$50,000 in higher yielding CD's; two at \$25,000 each. Account balances as of May 8: Restricted fund - \$698.49 (in addition to monies invested in CD's referenced above); Operating Fund - \$53,357.71.
- B. Teresa also reported that 2015 State and Federal taxes were filed on time.
- C. Post Office Box renewal of \$106.00 is due

VI. FJMA Board Elections

- A. The following slate of Board of Directors and Board Members at Large were unanimously approved for the 2016/2017 term:
- President / Chairman – Kent Long
 - Vice President / Chair – SB Master
 - Secretary – Jeff Boero
 - Treasurer – Bob Thompson
 - Board Members at Large –
Lance Beeson, Tania DeGroot, Ron Louis, and Peggy Fuerst

VII. Fund Raising / Community Events

- A. Fandango planned for Saturday, August 27. Site has been selected.
- B. FJMA will participate again in Orinda's 4th of July event. Jeff Boero will contact Steve Westfall to request sponsorship and Mel Silva to confirm attendance with wagon and horses, and submit formal application to Orinda Association for entry and booth.

VIII. Adjournment / Next Meeting

- A. The meeting was adjourned at 8:30.
- B. The next meeting will be held at 7:30 PM on Monday, June 20, 2016 at the Gallery Room of the Orinda Community Center, 28 Orinda Way, Orinda

Friends of the Joaquin Moraga Adobe
Meeting Minutes
Monday, June 20, 2016

- I. Meeting called to order at 7:40 p.m.

- II. Members in Attendance

Tania DeGroot Peggy Fuerst Kent Long Bobbie Landers Bob Thompson	Teresa Long Jeff Boero Ron Louis SB Master
--	---

- III. Adopted Minutes from Monday, May 16, 2016 meeting with the following corrections: Peggy Fuerst was included by unanimous vote as a 'Board Member at Large' in May's Board meeting.

- IV. Treasurer Report
 - A. Treasure Bob Thompson distributed FJMA's Statement of Financial Position, as of June 20, reflecting \$103,093.64 in account balances.
 - B. Insurance payment is due in July.

- V. Fund Raising / Community Events
 - A. Fandango planned for Saturday, August 27. Site has been selected. Tickets can be purchased on line. Board members are encouraged to sell at least 5 additional tickets to the even and solicit or offer donations to the balloon or live auctions.
 - B. Orinda's 4th of July Parade. FJMA entry and Booth applications have been confirmed. Jeff Boero will contact Steve Westfall to confirm sponsorship and Mel Silva to convey final details with wagon and horses.
 - C. Kent Long will send membership solicitation email.

- VI. Adjournment / Next Meeting
 - A. The meeting was adjourned at 8:20.
 - B. The next meeting will be held at 7:30 PM on Monday, July 18, 2016 at the Gallery Room of the Orinda Community Center, 28 Orinda Way, Orinda.

Friends of the Joaquin Moraga Adobe
Meeting Minutes
Monday, July 18, 2016

- I. Meeting called to order at 7:40 p.m.

- II. Members in Attendance

Tania DeGroot	Teresa Long
Peggy Fuerst	Jeff Boero
Kent Long	Lance Beeson
SB Master	Bob Thompson

- III. Adopted Minutes from Monday, June 20, 2016 were adopted.

- IV. Treasurer Report
 - A. Treasure Bob Thompson distributed FJMA's detailed Statement of Financial Position, as of July 17, reflecting \$102,796.56 in account balances.

- V. J&J Ranch Project Progress
 - A. Kent Long and Dave Trotter had an informal meeting with J&J Ranch's John French.
 - 1. No significant changes in the process of the project. Project is still pending State agency approval. Current estimate is that lot grading and other improvements may start Spring of 2017.
 - 2. It is expected that within the next month or so FJMA will be pulled into discussions on architectural designs for the Adobe restoration.
 - 3. In this meeting it was confirmed that the Adobe will not be assessed Homeowner dues associated with the development but will having voting rights in Homeowner Board proceedings.

- VI. Fund Raising / Community Events
 - A. Fandango planned for Saturday, August 27. Discussed budget estimates and expected breakeven point.
 - B. Orinda's 4th of July Parade. Jeff Boero will send 'thank you' letters to both Steve Westfall and Mel Silva for their respective participation and support of the parade entry.

- VII. Adjournment / Next Meeting
 - A. The meeting was adjourned at 8:20.
 - B. The next meeting will be held at 7:30 PM on Monday, August 15, 2016 at the Gallery Room of the Orinda Community Center, 28 Orinda Way, Orinda.

Friends of the Joaquin Moraga Adobe
Meeting Minutes
Monday, August 15, 2016

- I. Meeting called to order at 7:37 p.m.

- II. Members in Attendance
 - Tania DeGroot
 - Peggy Fuerst
 - Kent Long
 - Ron Louis
 - Bobbie Landers
 - Teresa Long
 - Jeff Boero
 - Lance Beeson
 - Bob Thompson

- III. Adopted Minutes from Monday, July 18, 2016.

- IV. Treasurer Report
 - A. Treasure Bob Thompson distributed FJMA's detailed Statement of Financial Position, as of July 17, reflecting \$103,178.08 in account balances.
 - B. After some delay, FJMA insurance policy has now been renewed with no lapse in coverage.

- V. J&J Ranch Project Progress
 - A. No notable updates from developers or City on changes in progress
 - B. Bobbie Landers suggested that the use of recycled water and/or spring water be considered for use in irrigating Adobe grounds, once developed.
 - C. Discussion on arranging tour of the property for donors. May be problematic given access restrictions.

- VI. Fund Raising / Community Events
 - A. Fandango planned for Saturday, August 27.
 - 1. As of this date, 56 tickets have been sold
 - 2. A certificate will be presented to Isabell Chow, acknowledging her extraordinary in fundraising for the Adobe.
 - 3. A last request was made for any donations of gift cards, sports or entertainment tickets, etc. for use in the prize balloons.

- VII. Old Business
 - A. Jeff Boero confirmed that 'thank you' letters were sent to both Steve Westfall and Mel Silva for their respective participation and support of the 4th of July parade entry.

- VIII. Adjournment / Next Meeting
 - A. The meeting was adjourned at 8:20.
 - B. The next meeting will be held at 7:30 PM on Monday, September 19, 2016 at the Gallery Room of the Orinda Community Center, 28 Orinda Way, Orinda

Friends of the Joaquin Moraga Adobe
Meeting Minutes
Monday, September 18, 2016

- I. Meeting called to order at 7:41 p.m.

- II. Members in Attendance

Tania DeGroot	Teresa Long
Peggy Fuerst	Jeff Boero
Kent Long	Lance Beeson
Ron Louis	Bob Thompson
Bobbie Landers	SB Master

- III. Introductions
 - A. Meeting was attended by Inga Miller, candidate for Orinda City Council.

- IV. Adopted Minutes from Monday, August 15, 2016.

- V. Treasurer Report
 - A. Treasure Bob Thompson distributed FJMA's detailed Statement of Financial Position, as of September 18, reflecting \$109,544.12 in account balances.
 - B. Not all proceeds from the recent Fandango have been recorded
 - C. Restricted funds are in interest-bearing CD's.

- VI. J&J Ranch Project Progress
 - A. Kent is scheduled to meet on Thursday, September 21 with John French and Matt Branagh of J&J Ranch and Orinda City Planner, Daisy Allen. Collectively they will meet with the selected historical archeological firm.

- VII. Fund Raising / Community Events
 - A. The Fandango on Saturday, August 27 was a huge success. FJMA netted approximately \$7,000 from the event and gained significance awareness. Photos will be posted on the FJMA website.
 - B. The hosts of this year's Fandango, Carlos Ramirez and Carla Furtado, are proposing a fundraising bike ride. Details are still emerging. The FJMA Board is enthusiastic. This subject will be added to next month's Agenda.

- VIII. New Business
 - A. This year's Holiday Bazaar will be held on Saturday, November 19. A unanimous motion was passed that FJMA would participate.

- IX. Adjournment / Next Meeting
 - A. The meeting was adjourned at 8:57.
 - B. The next meeting will be held at 7:30 PM on Monday, October 17, 2016 at the Gallery Room of the Orinda Community Center, 28 Orinda Way, Orinda

Friends of the Joaquin Moraga Adobe
Meeting Minutes
Monday, October 17, 2016

- I. Meeting called to order at 7:41 p.m.
- II. Members in Attendance

Tania DeGroot	Jeff Boero
Kent Long	Bob Thompson
Teresa Long	SB Master
- III. Introductions
 - A. Meeting was attended by Carla Furtado and Gail Larson
- IV. Adopted Minutes from Monday, September 18, 2016 with corrections to reference to interest bearing status of 'Restricted' vs. 'Unrestricted' funds; spelling correction on Holiday Bazaar; and reference to the next meeting in October. Corrected Minutes will be distributed.
- V. Treasurer Report
 - A. Treasure Bob Thompson distributed FJMA's detailed Statement of Financial Position, as of October 17, 2016, reflecting \$109,990.83 in account balances.
 - B. Correction will be made to line item detail on Fandango revenue receipts
 - C. Future Balance Sheet statements will reflect \$10,000 'down payment' submitted with purchase Letter of Understanding
- VI. J&J Ranch Project Progress
 - A. Kent Long met on Thursday, September 21 with John French of J&J Ranch, Orinda City Planner, Daisy Allen, Orinda Planning Director Drummond Buckley and representatives from Garavaglia Architecture, Inc. to discuss rehabilitation of the Adobe. There was a subsequent visit to the Adobe site by Kent, John French and Garavaglia to discuss more detail.
 - B. Kent Long reported that in conversations with John French Mr. French indicated that J&J Ranch is continuing to pursue the State permitting process and also working on a formal sale agreement between J&J Ranch and FJMA.
- VII. Fund Raising / Community Events
 - A. FJMA will be participating in the Orinda Holiday Bazaar on November 19. FJMA will be offering Tote Bags, Adobe Wine and Glasses. The booth will be staffed by Bob Thompson and Inga Miller.
 - B. FJMA Sponsored Bike Ride: Carla Furtado delineated two scenarios by which FJMA could raise funds through the sponsorship of a local bike ride and/or offer FJMA-branded jerseys. By unanimous vote, the Board authorized the purchase of 50 jerseys at \$45 each that will be offered for sale through the FJMA website. The purchase amount will be underwritten by other sponsors.

VIII. Adjournment / Next Meeting

- A. The meeting was adjourned at 9:11.
- B. The next meeting will be held at 7:30 PM on Monday, November 21, 2016 at the Gallery Room of the Orinda Community Center, 28 Orinda Way, Orinda.

Friends of the Joaquin Moraga Adobe
Meeting Minutes
Monday, November 21, 2016

- I. Meeting called to order at 7:40 p.m.
- II. Members in Attendance

Tania DeGroot	Teresa Long
Peggy Fuerst	SB Master
Kent Long	Inga Miller
Bobbie Landers	Bob Thompson
- III. Adopted Minutes from Monday, October 17, 2016 and revised minutes from September 19, 2016.
- IV. Treasurer Report
 - A. Treasure Bob Thompson distributed FJMA's detailed Statement of Financial Position, as of November 21st, reflecting \$120,013.71 in total assets.
- V. J&J Ranch Project Progress
 - A. On October 7th, at the Adobe, Kent met with John French and two architects, Michael Garavaglia and Ambrose Wong, from the historical archeological firm, Garavaglia Architecture from SF. This is the firm selected by the developers to do the preservation planning for the Adobe. A structural engineer with a background in Adobe's was also there. Kent was very encouraged with the meeting; the architects were very interested in figuring out what structures/walls of the Adobe are original and are looking at a restoration of the 1848 Adobe with the 5 rooms. At some point, they will have plot maps for us to look at as well as design drawings that will help with our fundraising.
- VI. Fund Raising / Community Events
 - A. Bob Thompson and Inga Miller represented the FJMA at the Holiday Bazaar on November 19th in Orinda. Even though only one FJMA tote bag was sold, both Bob and Inga thought it was worthwhile to attend as community outreach. Next time we could use a more prominent FJMA sign.
 - B. FJMA bike shirts: Kent will write a sponsorship letter and email a W9 to Concord BMW who has offered to help sponsor the cost of creating the bike shirts.
 - C. Kent submitted a grant request in October to the Orinda Community Foundation.
- VII. New Business
 - A. Bobbie Landers suggested we participate in "Giving Tuesday." Linda Tang coordinated this effort for Bobbie's Czech group. Bobbie will find out more about what we need to do for FJMA to be part of this online event.
 - B. Teresa Long mentioned that Kay Norman recommended that we apply to be a beneficiary of the Orinda Women's Club Festival of the Trees fund raiser. Kent and Teresa will submit an application in January.

- C. Tania DeGroot mentioned a neighbor of the Adobe was having an issue with brush overgrowth and wanted J&J Ranch's contact information.
- D. FJMA will donate Adobe wine, tote bags, and glasses as a silent auction items for the Contra Costa Historical Society function in December. This will help give more visibility to FJMA.

VIII. Adjournment / Next Meeting

- A. The meeting was adjourned at 9:00.
- B. The next meeting will be held at 7:30 PM on Monday, December 19, 2016 at the Gallery Room of the Orinda Community Center, 28 Orinda Way, Orinda

Friends of the Joaquin Moraga Adobe
Meeting Minutes
Monday, December 19, 2016

- I. Meeting called to order at 7:40 p.m.
- II. Members in Attendance

Tania DeGroot Kent Long Teresa Long Ron Louis	Jeff Boero Bob Thompson SB Master Peggy Fuerst
--	---
- III. Adopted Minutes from Monday, November 21, 2016
- IV. Treasurer Report
 - A. Treasurer Bob Thompson distributed FJMA's detailed Statement of Financial Position, as of December 19, 2016, reflecting \$123,163.71 in account balances.
 - B. Thank you letters will be sent to recent contributors
- V. J&J Ranch Project Progress
 - A. Kent Long has had recent conversations with representatives from J&J Ranch and Garavaglia Architecture, Inc. on proposed plot designs for the Adobe property. Kent distributes early renderings of this proposal showing parking areas and pathways nearest to the Adobe. SB Master will serve as second contact for the planning process. These conversations will continue as the plot plan and reconstruction proposals progress.
 - B. On January 17, 2017, 3:00 – 5:00, the reconstruction of the Adobe will be a discussion topic at the Orinda Historical Landmark Committee.
- VI. Fund Raising / Community Events
 - A. Kent Long will pursue expected \$500 donation from Concord BMW in support of the purchase of cycling jerseys.
 - B. Planning for the 2017 Fandango is underway. Initially in search of a venue for this event.
- VII. FJMA Annual Meeting –
 - A. Scheduled for March 20, 2017. Elections for Board of Directors will be held.
- VIII. Adjournment / Next Meeting
 - A. The meeting was adjourned at 8:40.
 - B. Due to Martin Luther King, Jr Holiday the next meeting will be held at 7:30 PM on Monday, January 23, 2017 at the Gallery Room of the Orinda Community Center, 28 Orinda Way, Orinda. Similarly, due to observance of Presidents' Day, the February meeting will be held on the fourth Monday, February 27th.