

DRAFT: please email comments and changes to Ann Pattison

BBVNA History

Minutes (Thanks to Linda Abrams)

Thursday, November 11, 2010

Attending: Linda Abrams, Lisa Anderson, Connie Anzalone, Norma Lopez, Ann Pattison, Richard Roati, Rita Toland

Lisa passed out the current draft of the BBVNA Historic Designation fact sheet and questionnaire for people to review. Prior to the meeting, she had emailed a copy to all those on the email list.

The committee feels it's important to have face-to-face contact with as many residents as possible. This will help confirm vital information such as if the resident is a property owner or a renter, etc.

The solution to getting people's attention so they will read the questionnaire and fact sheet is to add a **colored** half page banner with the neighborhood logo and the announcement, "Save 50% on Your Property Taxes!" along with a brief informational paragraph explaining that someone will be by to collect the survey and answer questions.

The fact sheet will take up both sides of one sheet, and the questionnaire will be on a second sheet. These two pages, along with the banner will be distributed with the next Newsletter or in early January. It will be posted on the website as well as sent out through the list-serve to let as many residents as possible review it. The volunteer canvassers will hit the streets about one to two weeks later. We could potentially make presentations at neighborhood watch meetings as well as at a full neighborhood meeting.

\*We need a database to keep track of which households we have contacted. The database should have information such as addresses and owners, as well as list information such as whether a survey has been turned in, if the property is a rental, not interested, or not eligible. We can then check off who we talk to, who's not home, etc. and pass this information to the canvassers. A realtor can run a list of the properties and Rita can do database work. One person only should update the information to prevent confusion. **We should also tally up all the forms that were turned in a few years ago and incorporate that info before we do the survey (Lisa has those forms right now).**

**It would be great if we could meet with some groups of neighbors before we start the door-to-door work, and thus try to do the survey with several people at once, rather than try to do it all door-to-door. Perhaps our neighborhood watch groups could help facilitate this, or we could have an informational meeting at the school, or do this in conjunction with other neighborhood gatherings. This could save us a lot of time and would lessen the number of doors we have to knock on.**

Canvassers should have additional handouts (such as the materials we got from Brooks Jeffery) and questionnaires and perhaps SAEs, for people who want to think about their surveys and mail them back in. We will need to recruit canvassers in the next few weeks.

Heather, a statistician (not able to attend this meeting) should be able to help.

We will meet again in January or February.

\*An excellent database created by former resident and President Tom Arnold has been reviewed and will be used.