

Minutes – Dec. 28, 2019

Board Meeting – 9:30 am – 12:30 pm

Attendees: Rob Means, Inderjit Mundra, Lee Springer, John Agg, and Tom Valore. (Ed Anderson and Barb Martens were too sick to attend).

Update on the **project status**:

- An [MOU](#) was delivered to the City Council on March 19, 2019. While Council members are split on whether to support the MOU (which would provide the much-needed **validation** we need before approaching other property owners), Karina Dominguez seems to be the swing vote. Rob scheduled a meeting with Karina on Friday, Jan. 10 at 10:30 am in City Hall. These Board members volunteered to join the meeting: Rob, Tom, Inderjit, John, and Lee; Barb may also attend. John will lead the meeting, with Rob acting as technical adviser unless directed otherwise. John's primary message is "open the door for us" by 1) agendizing and supporting the MOU, and 2) requesting the City Manager (Steve McHarris) meet with us to provide guidance on moving forward with implementation. **Rob will notify Board members when a confirmation is received from Karina.
- Rob sent to Carmen a 3-pronged outline of how LoopWorks will pay for Operation and Maintenance (O&M) of the system; she agree to read it by Dec. 23. **Rob will ping her before Jan. 4.
- The projects [Trello board](#) has been updated; if you have not looked at the board, do so. Board members were invited to join the Trello board being using to track this project; so far, Rob, Barb, Lee and Tom have plugged in.

While the name LoopWorks was agreed to by attendees of the Nov. 21 meeting, the decision is not final until we 1) file incorporation papers or 2) select a URL for our website. Discussion of the LoopWorks URL was deferred until the next meeting, during which time **Inderjit and **Rob will create a draft website for review by others by Jan. 28. **All are requested to look at SunnyhillsNeighborhood.org and MeansForDemocracy.org to determine whether the general format of those websites is adequate for our purposes.

By Feb. 15, **Inderjit and **John will revise the ITNS [business plan](#) for our purposes – which includes becoming the guiding document for LoopWorks. It will outline the separate business functions: finance, sales, marketing, operations, etc. **Rob and **Lee have offered to help. **Inderjit will create an outline of the development schedule in a visual format such as a [Gantt chart](#).

It was suggested that we could schedule a regular (weekly?) short conference call using the Zoom platform. Prior to Jan. 9, **Rob will work with each Board member to ensure we all can Zoom.

**Tom and **Rob will discuss the cost of a Milpitas Chamber of Commerce membership. (Rob paid \$200 for his company - Sustainable Habitat – on Nov. 22.)

Our marketing plan will include community involvement in the project. **Lee will contribute by drafting an LTE (letter to the Editor) for The Milpitas Beat prior to our next meeting on Jan. 30; it could also be shared via emails and Nextdoor. Inderjit and Rob made a [slide presentation](#) for residents and businesses. Because youth seem prime candidates for outreach, **John Agg will talk with teachers at MHS about the possibility of student involvement.

Future Milestones

- Rob will start drafting a set of Bylaws (including executive-officer job descriptions).
- When an agreeable draft version of the Bylaws are ready, **Rob will arrange a legal review with [Sustainable Economies Law Center](#)
- When ready, LoopWorks will be incorporated as an LLC, Type B (Benefit).
- Marketing materials will be varied and may include video, website, brochures, etc. **Inderjit Mundra and Rob Means are working on slide presentations for 3 audiences: City of Milpitas, ~~residents and businesses~~, and contractors (so they see the project as doable).
- An outreach plan will include various channels of communication (Milpitas Beat, Nextdoor, Chamber of Commerce, etc.).

Upcoming Meetings:

Jan. 9, Thursday, 8:30 am, Zoom meeting to prepare for Jan. 10 meeting with Karina. Unless otherwise notified, let's use Rob's Zoom account: <https://zoom.us/j/8238203495> (Personal Meeting ID: 823-820-3495)

Jan. 10, Friday, 10:30 – 11:00 am, meet with Council member Karina Dominguez at City Hall.

January 21, Tuesday, 7:00 pm – Milpitas City Council meeting.

January 28, Tuesday, 5:30 pm – Milpitas City Council Preliminary Budget Study Session (may be just Mayor Tran and Vice-Mayor Dominguez meeting as the Rules Subcommittee).

Jan. 30, Thursday, 7:00 pm, LoopWorks Board meeting at Rob's home, 1421 Yellowstone Ave., Milpitas