

Pemberton Heights Neighborhood Association

Board Meeting Minutes

Wednesday, January 7, 2015 (6 p.m.-8 p.m.)
Howson Branch Public Library, 2500 Exposition Blvd., Austin, TX 78703

Board Members in Attendance

Frank Hartmann
Tina Weinberger
Beverly Sutton
Don Simkins
Ally Kirk
Kimberly Comstock
Jane Hayman
Eric Venditti

- I. Call to Order: 6:06 p.m.
- II. Review and Approve Minutes from December 3rd Board Meeting (9 votes)
 - a. Need to add number of members attending picnic (124 members; 362 attendees)
 - b. Question around MoU for the Hartford Park. Frank Hartmann will reach out to Dalton Young to request a copy of the MoU and figure out how the Association can be supportive of the initiative, but also understand all the factors involved (including maintenance)
 - c. Replace Gantt with “project schedule (Gantt)”
 - d. See minutes for other changes
- III. Updates & Initiatives
 - a. Carriage Ride Outcome: Had to be rescheduled due to weather to the following day (Monday). Nikki Faulkner suggested in the future allowing for a rain day and proposed communicating to the membership what the rain date would be (the following Sunday) and allowing for that in the scheduling with the company. Frank Hartmann suggested sending Nikki Faulkner flowers for her role, and Kimberly Comstock will follow up with getting her this gift.
 - b. Hartford Park Initiative(s): City wants us to sign an MoU to clarify maintenance roles for the park. Betty Trent followed up to get a prototype of this type of document, which she has in her possession. Betty Trent thinks it will be difficult to get together a separate group (“Friends of Hartford Park”), since it would need to get 501c3/non-profit status; it would be preferable to have the PHNA oversee a committee to handle all the aspects of planning and project execution. We need parks board approval to move forward; there will be a meeting on January 24th. With their approval, we can proceed to start looking at the fundraising and grant

application process and coordination with the parks organization. At that point, we would start to pursue permits. PARD will not allow for groundbreaking until we have proven there is funding in hand. Jane Hayman would like to have a copy of this document and then invite Dalton Young to the following board meeting to go through the MoU together. Eric Venditti underscored the importance of understanding the liability being discussed for the park. Betty Trent outlined the liability as stated in the document. Frank Hartmann suggested having a group review this document and, among other things, price out in increments over time what is involved financially. Betty Trent suggested having the fundraising committee set aside an endowment for long-term maintenance. Eric Venditti will speak with his wife, Carey, to see if she can provide some voluntary legal counsel. Action item: Create a subcommittee, list specific members and their duties, have a plan in place to get the MoU in place and signed, so that when the parks are looking for our signature, we're ready to go. Betty Trent made a motion (Frank Hartmann seconded, unanimous approval – 9 votes) to research the park and contract agreement, budget with the City and come back to the next meeting with an update. Dalton Young nominated to be the committee chair, with Betty Trent and Frank Hartmann also to serve on the committee. Jane Hayman recommended encouraging Dalton Young to serve on the board in the next service cycle, given her role in the Hartford Park Initiative. For the next board meeting, there needs to be greater clarity on the role/relationship of PHNA with the Hartford Park Initiative.

IV. Officers and Committee Reports

a. President's Report: Frank Hartmann

i. Finalize Committee Chairs: Frank Hartmann

1. Dalton Young will serve as Chair of Hartford Park Committee
2. Security: Tina Weinberger
3. Policy & Procedures: Jane Hayman will head the committee
4. Finance: Kimberly Comstock
5. By-laws: Beverly Sutton

ii. Triangles & Environment Update: Kimberly Comstock

1. Laura Bennett sent Kimberly Comstock an email this evening discussing Gail's triangle (background, fundraising). She has a bill for \$1,098.74 that needs to be paid. Betty Trent voiced that the committee is acting independently of the board and other triangles. Frank Hartmann wants to meet with Laura Bennett and Sabrina Brown about the triangles prior to paying the invoice (D.E. Ramert Associates). Eric Venditti recommended having the Triangle Committee come up with a plan for how to treat this issue moving forward. Action Item: Betty Trent will talk to Sabrina Brown, Laura Bennett, and Martha Moore. Kimberly Comstock will contact Laura Bennett to let her know that Frank Hartmann and Betty Trent will be following up with her, and Frank Hartmann

will let Kimberly Comstock know when to cut a check for the vendor.

iii. Governmental Affairs Update: Betty Trent

1. Betty Trent talked about the City's proposed 50% diversion ordinance for waste management for those buildings that are for commercial use or houses larger than 5,000 sq.ft

b. Vice President's Report: Tina Weinberger

- i. Membership Update: No update
- ii. Traffic & Safety Update: Tina Weinberger voiced the desire to form a committee to assess the neighborhood's needs and identify what is going on in the neighborhood from a security standpoint to determine what to do for a security patrol. Tina Weinberger suggests having a neighborhood-wide security meeting to discuss issues (is security patrol needed/what are the options with respect to patrols/etc). Tina Weinberger raised the issue about the lack of funding for security (two months left), and that she wanted to have the security meeting in the next week or two.

c. Treasurer's Report: Kimberly Comstock

- i. 2015 Budget / Forecast: Kimberly Comstock has not yet had the chance to meet with Sasha Edwards, but Kimberly Comstock is going to request a meeting with her within week. She still needs to reconcile differences for carriage ride collection, which has been deposited. Frank Hartmann proposed having a meeting next week (after Kimberly Comstock meets with Sasha Edwards) with Kimberly Comstock and Don Simkins to draft a budget, which can be presented to the board for approval. Jane Hayman stated that the updated financials need to be sent to Tina Weinberger

ii. Expense Update

d. Secretary's Report: Ally Kirk

- i. Ally Kirk will be relocating to England in summer 2015.
- ii. Jane Hayman asked to have a roster of board members, with phone numbers. Frank Hartmann circulated a paper for the board to complete with contact information.

V. Committee Reports / Agendas

- a. By-laws: Beverly Sutton will provide Jane Hayman the document for the new by-laws and it can be voted on in the fall.
- b. Jane Hayman raised the importance of recruiting new people to run for the board. She suggested having a Nominating Committee to address the empty spots that will need to be filled in August.
- c. Frank Hartmann to create an editorial calendar with Tina Weinberger.
- d. Frank Hartmann to create a meeting calendar for the board, with meetings bi-monthly and committees to meet in between as needed. Betty Trent suggested the first Wednesday of the month (March 4, May 6, July 1, and September 2). Ally Kirk to follow up on booking the room.

- e. Kimberly Comstock will send Amanda Cowan a request to get a date for the picnic. She will also reach out to Nikki Faulkner to determine replacement for carriage ride coordination.
 - f. Website Update: Eric Venditti
Eric Venditti updated the away list as well as the email; treasurer receives notices for PayPal, but will need to transfer access to management to either someone on the board, as well as have Carla Hatler's access removed. There are various links on the website that are relevant for this (security link, membership link, fundraising (general), etc.).
- VI. Member Questions / Forum
- a. No questions raised.
- VII. Confirm Next Board Meeting: March 4, 2015 preferred, but may be Tuesday, March 10, 2015, based on library room availability.
- VIII. Adjourn: 7:52 p.m.