

**Minutes of the Regular Meeting of the Board of Directors of
Pemberton Heights Neighborhood Association
Saturday, January 11, 2014**

*Pemberton Heights Neighborhood Association (PHNA) Board meeting held on
Saturday, January 11, 2014 at 9:00 a.m. at Cafe Express, 3418 N. Lamar Blvd, Large Meeting
Room, Austin, TX, with the President presiding over the meeting.*

Board Members Present:

Frank Hartmann
Kimberly Comstock
Beverly Sutton
Carla Hatler
Jane Hayman
Eric Venditti
Ally Kirk

Other Attendees Present:

Ted Siff
Carolyn Long
Suzanne Bryant

1. Minutes from December 2013 Board Meeting reviewed, revised, and approved
2. Shoal Creek Conservancy presentation (guest speaker: Ted Siff, Executive Director, SCC)
 - a. Outlined history, Shoal Creek Greenway Action Plan (16 years ago), Shoal Creek Conservancy Feasibility Study, and goals
 - i. Received 60% of first year budget laid out in the SCC Feasibility Study
 - ii. Now an up and running 501c3 organization
 - iii. Bamboo—fire hazard; hiding place for vagrants/bad behavior; other invasive species—have professionals/volunteers that have helped with this
 - iv. Need to remove/control bamboo in the one section of the trail (29th Street to Gaston)
 1. Have organization lined up (E-Corp) that is licensed to do this work
 2. Budget is \$5,000; Longs have donated \$2,500 and organization has raised \$1,500 towards the \$2,500 outstanding amount
 - v. Outlined other opportunities for neighborhood participation (outside becoming a member)
 1. Adopt-a-Creek (run through KAB); Shoal Creek operating in concert with KAB to fill gaps in program coverage
 - a. Each adopter sets up own terms for how to conserve/maintain

- 2. Promote participation through individual or neighborhood association
 - 3. Advisory Board—seeking to have a representative from each neighborhood
 - vi. Answered questions regarding how to control issue; what city is doing/city's role in this relationship; overlap with Pease Park Conservancy—answer: this funding would be a project done in coordination with Pease Park Conservancy
 - vii. Three neighborhood organizations have donated to date; a lot of businesses that back up to the park that have shown interest in partnering
 - viii. Possibility of putting out a matching donation for the neighborhood residents to match
- 3. President's report
 - a. D&O insurance status: Size of board doesn't matter; what matters for insurance is income; will resubmit financials on an annual basis
 - i. Need to notify the insurance company that a name change/update/correction is needed for the account
- 4. Vice President's report
 - a. Membership outreach status: no update today, but Frank Hartmann has a list of all members for database (though needs updating)
 - i. Follow up with Tina Weinberger (Coordinator, Pemberton Heights Neighborhood Watch) to see if she has a list of residents for her neighborhood watch program
 - b. Update for triangles at next meeting
- 5. Treasurer's report
 - a. Financial report—end-of-year report with y-o-y changes given
 - b. 2014 budget status
 - i. Need for finance committee to develop budget in August
 - ii. Question raised regarding the necessity of a reserve fund
 - iii. Need to develop plan for the triangles
 - 1. Frank Hartmann to meet with Sabrina Brown
 - 2. Can Sabrina Brown come to March neighborhood meeting?
 - c. Jane Hayman to send out a draft budget
 - d. Decision made to approve \$1,200 for the year to have Sasha Edwards keep PHNA books (unanimous)
- 6. Committee Reports
 - a. Bylaws
 - i. Discussion of where to put things (policies & procedures vs. bylaws) given process for making changes/updates
 - ii. Clarification around purpose of bylaws

- iii. Until December 2013 meeting, Bylaws Committee was an ad hoc committee; now it is a standing committee; all other committees, too, are standing (no remaining ad hoc committees)
 - b. Policies & Procedures
 - i. Getting a revised list of policy and procedures together
 - 1. Job descriptions for committee heads—these discussions are needed to finalize the updated policy and procedures
 - 2. Job descriptions finalized one-by-one (see Addendum for list of roles and responsibilities)
 - a. Need to change membership reporting and membership (financial) to Treasurer’s role (Kimberly Comstock assisting as Treasurer Elect)
 - b. Frank to handle other membership aspects (maintenance/update of membership list) as VP
 - c. Triangles & Environment changed to Triangles & Beautification
 - d. Government Affairs to include any issues/topics dealing with coordination with City of Austin (Sidewalks, Mosaic tiles, etc)
 - e. Social Committee added to Committee List
 - f. Board approval of the Policy & Procedures list of officer and committee members’ roles and responsibilities (unanimous)
 - c. Government Affairs
 - i. Discuss SCC participation
 - 1. Decision made to become founding members of the SCC Advisory Board (unanimous)
 - 2. Decision made for a one-time, \$1,000 donation (unanimous)
 - 3. Follow up with to-be-determined appointee
 - 4. Decision taken not to donate other funds
 - ii. PPC donation: discuss Janet Fish bench wording
 - 1. Approved wording for second choice of wording (5 to 2 vote)
 “In Memory of Janet Fish
 Pemberton Heights
 Neighborhood Association 2013”
 - d. Social
 - i. Spring event discussion: block party for adults; unanimous approval for moving forward with planning this event; Budget, Date TBD
 - ii. Easter Egg hunt update
 - e. Traffic & Safety (Security)
 - i. 2514 Hartford house update: David Kirk (UT Associate Professor in Sociology, with a focus on Criminology, and neighborhood resident) will follow up and look into past 6-month activity; Ally Kirk to send email to Board with updates

7. PHNA Journal discussion

- a. Status of addition of membership application in Journal
 - i. Collect data required in bylaws as part of membership
 - ii. Frank Hartmann and Jane Hayman to coordinate/follow up on creating the membership form for next issue

8. Confirm date/time/location for next Board Meeting (March)
 - a. Proposed: 3/19, 6pm @ Howson Branch

9. Member Questions / Member Forum

10. Adjourned: 11:18 a.m.

ADDENDUM: PHNA Policies and Procedures

Roles and Responsibilities

Adopted 1.11.14

1. President

- a. Announces meetings to membership and develops agendas
- b. Publishes preliminary agenda 14 days in advance of board meeting,
- c. Receives requests from members for additional agenda items
- d. Runs board meetings
- e. Interfaces with associations insurance agent/ acquires necessary insurance
- f. Serve as contact person for local government bodies

2. Vice President

- a. Membership outreach and recruitment
- b. Election management
- c. If President or Secretary is unable to attend meeting, Vice President will perform their functions.
- d. Maintains database

3. Secretary

- a. Takes meeting minutes
- b. Publishes draft minutes 14 days after meeting
- c. Presents draft minutes to board for approval
- d. Interface with webmaster to confirm that approved minutes are included in the PHNA minute archives.

4. Treasurer

- a. Drafts budget for presentation to the Board
- b. Pays bills
- c. Keeps membership role, updating it as new members join
- d. Chairs Finance committee
- e. Keeps books
- f. Makes reports to board and Pemberton Journal

5. Treasurer Elect

- a. Assists the treasurer

6. Traffic and Safety

- a. Security Patrol liaison
- b. Keeps track of criminal activity (if reported by residents or police)
- c. Manages away from home list.
- d. APD liaison as needed
- e. Makes regular reports to Board and/or neighborhood as needed
- f. Interfaces with treasurer fund raising campaigns for security patrol

7. Webmaster and Listserv Manager

- a. Maintains website and listserv
- b. Contact person for website and listserv
- b. Updates information posted on website
- c. Manages hosting account and PHNA officer emails.
- d. Netiquette monitor

8. Government Affairs and Environment

- a. Principal liaison with Austin Neighborhood Council, WANG, Austin City Council, Pease Park Conservancy, Shoal Creek Conservancy and other organizations (unless the organization otherwise assigned in these Policies and Procedures. e.g. APD)
- b. Represents PHNA on the Central West Austin Neighborhood Plan Contact Team and WANG (West Austin Neighborhood Group)

9. Triangles and Environment

- a. Serves as point person for development and maintenance of triangles
- b. Liaise with PHNA members and city officials regarding street signs, street light issues utilities

10. Social Chair

- a. Need not be a board member
- b. Coordinates PHNA social events