

**Minutes of the Regular Meeting of the Board of Directors of
Pemberton Heights Neighborhood Association
Wednesday, December 11, 2013**

*Pemberton Heights Neighborhood Association (PHNA) Board meeting held on
Wednesday, December 11, 2013 at 6:30pm at the Howson Branch Library, 2500
Exposition Blvd., Austin, TX with the President presiding over the meeting.*

Board members present:

- President: Carla Hatler
- Vice President: Frank Hartmann
- Treasurer: Jane Hayman
- Treasurer Elect: Kimberly Comstock
- Secretary: Ally Kirk
- Beverly Sutton

Neighbors present:

- Tina Weinberger
- Eldon Sutton
- Loretta Fischer
- Sasha Edwards

1. Minutes of the November 13, 2013, Board Meeting
 - Approval of November minutes tabled, pending discussion with outgoing Secretary, Betty Trent
2. President's Report
 - a. Discussion/Approval of Officer and Committee Chair Duties and Responsibilities
 - i. Titles and responsibilities determined for Board and Committee Members
 - ii. Elections held, with outcomes as follows:
 1. 2014 Board Officers
 - a. President: Carla Hatler (unanimous)
 - b. Vice President: Frank Hartmann (unanimous)
 - c. Treasurer: Jane Hayman (unanimous)
 - d. Treasurer Elect: Kimberly Comstock (unanimous)
 - e. Secretary: Ally Kirk (unanimous)
 2. 2014 Committee Chairs
 - a. Triangles & Environment: Frank Hartmann (unanimous)
 - b. Traffic & Safety (formerly Security): Craig Duewall (unanimous)
 - c. Webmaster: Carla Hatler, with follow-up discussion with Eric Venditti (unanimous)
 - d. Government Affairs: Betty Trent (unanimous)

- e. Social: Kimberly Comstock (unanimous)
 - f. Bylaws: Beverly Sutton (unanimous)
 - b. Meeting schedule/location
 - i. Board decided to hold meetings every other month, with time and place for following meeting determined at each meeting
 - 1. Decision taken to alternate weekday meetings with weekend meetings
 - 2. Next board meeting set for January 11, 2013 at 9 a.m., with firm location TBD, but preference stated for Café Express (3418 N Lamar Blvd, Austin, TX 78705)
- 3. Financial Report
 - a. Question regarding “Uncategorized Revenue” in November Financial Report clarified as cash received at picnic
- 4. Committee and Other Reports
 - a. Traffic & Safety (Security)
 - i. Discussed need for outreach to rebuild fund
 - ii. Ally Kirk to discuss with David Kirk the possibility of him looking into best use of program funds
 - b. Triangles & Environment
 - i. KAB (“Keep Austin Beautiful”) funds planned to be used on water meter installation
 - ii. Discussed possibility of changing landscaping to reduce watering costs
 - 1. Frank Hartmann to follow up/meet with Sabrina Brown regarding a drive for more money
 - iii. Mosaic tiles
 - 1. Betty Trent researching vendors to fix tiles damaged by city workers; City of Austin will carry out/pay for repairs once a vendor has been selected
 - c. Directors’/Officers’ insurance
 - i. Insurance has been renewed, but need to revisit to make sure there is adequate coverage with expanded board
 - 1. Carla Hatler to follow up on this item
 - d. Policies and Procedures
 - e. Bylaws
 - i. Motion made for officers to perform the duties laid out in the bylaws 2013
 - f. Government Affairs
 - i. No updates
- 5. Old Business
 - a. Update on Hartford house: need to put on agenda for January 2014
- 6. New Business
 - a. Election
 - i. Request to determine why 15 votes in latest election were disqualified

- b. Neighborhood newsletter
 - i. Reinsert membership application into neighborhood newsletter
 - ii. Add journal reworking to meeting agenda for January 2014
- c. Other items for January 2014 agenda
 - i. Invite Shoal Creek Conservancy to next board meeting

Meeting Adjourned at 8:33 p.m.