

Pemberton Heights Neighborhood Association
Wednesday, March 19, 2014

*Pemberton Heights Neighborhood Association (PHNA) Board meeting held on
Wednesday, March 19, 2014 at 5 p.m. at Howson Library Branch, Austin, TX, with the
President presiding over the meeting.*

Board Members Present

Carla Hatler
Beverly Sutton
Eric Venditti
Kimberly Comstock
Betty Trent
Jane Hayman
Craig Duewall
Ally Kirk
Frank Hartmann

Non-Board Members Present

Sabrina Brown
Lance Thompson (Landscape)
Richard Craig
Dalton Young
Tina Weinberger
Carolyn Beynon
Brian Block (PARD Representative)
D'Anne Williams (PARD Representative)

1. Call to Order: 5:09 p.m.
2. Minutes from January 11, 2014 Board Meeting reviewed, revised, and approved
3. President's report
 - a. Finances: Carla Hatler has requested a monthly view of expenses and budget
 - b. Security Program: Carla Hatler has followed up with Craig Duewall on some of the security program operations
 - c. Pemberton Journal: Carla Hatler has also been in contact with Frank Hartmann regarding an alternate publisher as well as Tina Weinberger's role
4. Vice President's report
 - a. Membership outreach:
 - i. Jane Hayman suggests reaching out to the 66 families that did not renew this year: Frank Hartmann to follow up with that as a first step
 - b. Membership database status
 - i. Eric Venditti looking into working something into the website to facilitate membership outreach via creation of a database

1. Eric Venditti will work with Frank Hartmann on this initiative
 - c. Triangle update (with Sabrina Brown in attendance):
 - i. Management of triangle funds: Sabrina Brown will continue managing funds and talk to someone about keeping the money in the KAB fund
 1. Carla Hatler to talk to Brian Chester to get more background on fund's creation
 2. Frank Hartmann to follow up to understand tax implications related to using KAB account
 3. Frank Hartmann to follow up to make sure there's no penalty for money changing hands
 4. Frank Hartmann to determine estimates for maintenance on triangles and who will be doing the maintenance
 - a. Discussed an estimated cost of an average of \$50-60/month for watering all triangles
 5. Board may need to consider raising dues to cover triangles' ongoing costs
 - ii. Fundraiser timeline: Sabrina Brown has offered to have a fundraiser at her house in April, but could push it back, depending on how the City work is going
 - iii. Meter/water line updates provided
 - iv. Timeline for maintenance payments to start: summer/fall
 - v. Estimate on landscaping costs: Lance Thompson will get new numbers
 - vi. Raised possibility of listing the Westover/Wooldridge triangle in PHNA budget for ongoing maintenance
 - vii. Triangle communication: Sabrina Brown and Lance Thompson can provide updated plans to post on website and in Journal
5. Treasurer's report
 - a. Financial report
 - i. Taxes: Treasurer submitted tax return for 2013 for PHNA
 - b. 2014 budget review & monthly view of projected income and expenses
 - i. Budget: In order to make the initial budget work, PHNA needs an additional 227 households to join for this year
 1. Treasurer to determine fundraising goals with budget in mind
 2. Security Fund collection YTD
 - c. Update on verification of Triangle funds
 - i. Treasurer has verified the funds
 - ii. Treasurer is strongly in favor of not having the management of these funds under PHNA's purview
 - d. Bookkeeper & financial controls discussion
 - i. Sasha Edwards has recommended someone to replace her as bookkeeper. Jane Hayman will forward her resume to everyone
 - ii. Discussion regarding the need to set up files as "read-only"
6. Hartford Park Playground Initiative Update
 - a. Guest Speakers: Brian Block & D'Anne Williams from PARD

- b. Playground Chair: Dalton Young
 - i. Survey results, background on the history of the playground idea, and current project status
 - 1. Insurance: the private contractor doing maintenance on structures will need to have insurance, but the City is liable for park area. Follow up: Carla Hatler needs to investigate PHNA's potential insurance liability.
 - 2. Maintenance costs: PARD will look at increased maintenance costs and how they can work with us to maintain it
 - 3. Feasibility study: PARD does not foresee any barriers, nothing that would make it unfeasible
 - 4. Funding/financial considerations: grants are available that could help us with developing/filling in some gaps; would need to run water there (include in budget)
 - 5. Next step: revise conceptual design based on input
 - a. Betty Trent to work with Dalton Young and contractors to get more solid plan together
 - b. Timeline: another meeting probably in May (for the neighborhood); once we receive approval from Parks board (meets monthly), then it will be time for the fundraiser (in the fall—maybe September)
 - c. Fundraising target: ~\$150,000 goal should be sufficient
 - d. Permitting

7. Committee Reports

- a. Bylaws
 - i. Beverly Sutton is going to take out procedures from our and Goldberg's bylaws, since they belong in Policy & Procedures
 - ii. Combining these bylaws, changing negative language to positive language and gathering feedback from others to create a strong guidance document
- b. Policies & Procedures
 - i. Target is to get Policies & Procedures drafted before August
 - ii. As the Board has approved the job descriptions, they need to go on the website: Eric Venditti to follow up
- c. Government Affairs
 - i. City water work update
 - 1. City has targeted completion for July 2014
 - ii. Mosaic tile update
 - 1. Looking into an alternate tile, but they're going to try to salvage as much original tile as possible
 - iii. SCC appointed contact
 - 1. Carla Hatler made motion to nominate Betty Trent; Ally Kirk seconded; unanimous approval (9 votes)
 - iv. Pease Park Plan: Richard Craig; next meeting in June, so need to weigh in as soon as possible

1. Motion to have Betty Trent draft letter of support for Board's approval; seconded and approved unanimously (9 votes)
 - v. City rewriting land code; City has asked us to do an exercise (Community Character in a Box) in the next couple of months
 1. Betty Trent will post as blogpost on listserv and NextDoor with link to website
 2. Carla Hatler motioned to have Betty collect feedback to be voted on by Board at next meeting, Kimberly Comstock seconded, unanimous approval (9 votes)
- d. Journal
 - i. Review of Journal publisher alternatives
 1. Survey the neighborhood to gauge interest level for advertising
 2. Next step: create business plan/budget for self-publishing
 - a. Frank Hartmann will follow up and provide his research materials to Tina Weinberger
 - ii. Pemberton Journal editor discussion
 1. Tina Weinberger will take on Journal editor's role; Betty Trent motioned; Beverly Sutton seconded; unanimous approval (9 votes)
- e. Social
 - i. Spring event discussion
- f. Traffic & Safety (Security)
 - i. Craig Duewall provided update on Hartford house activity
 - ii. Security program fundraising update:
 1. Program balance and fundraising update
 - a. Have enough to run through July/August, so need one more big push
 - b. Craig Duewall organizing data, so that fundraising process is made easier in following years
 - iii. Crime update: KrimeLabb report
 - iv. Postcard mailing status update
 1. Postcards done in past; need to get quote from printer to put together a postcard for security fund push
 - a. Perhaps combine with membership drive
 - b. Frank Hartmann and Craig Duewall will coordinate
 - v. Craig Duewall to schedule Security Committee meetings
- g. Webmaster
 - i. PHNA Nextdoor vs. PHNA Google Group (aka listserv): Raised challenges with consolidating, but tabled for next board meeting

8. Date/time/location for next Board Meeting (May)
 - a. If someone wants to speak to the Board, have a separate meeting; Carla Hatler motioned, Jane Hayman seconded, 8 approved, 1 declined
 - b. Next Meeting to take place: May 21, 2014 6 p.m., location TBD; Frank Hartmann motioned; Kimberly Comstock seconded, all in favor (9 votes)

9. Member Questions / Member Forum
10. Adjourned: 8:42 p.m.