

**Pemberton Heights Neighborhood Association
Tuesday, October 14, 2014**

Pemberton Heights Neighborhood Association (PHNA) Board meeting held on Tuesday, October 14, 2014 at 6 p.m. at Howson Library Branch, 2500 Exposition Blvd., Austin, Texas 78703, with the President presiding over the meeting.

Board Members in Attendance

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

Non-Board Members in Attendance

**Don Simkins
Tina Weinberger
Bill Smith
Amanda Koziel**

1. Call to Order: 6:09 p.m.
2. Minutes from the July and August 2014 Board Meetings reviewed and approved
 - a. Carla Hatler motioned, Kimberly Comstock seconded, approved (6 votes for, 1 abstained)
3. Officer and Committee Reports
 - a. President's Report: Carla Hatler
 - i. Insurance renewal: Forms due October 22; goes into effect November 31. Will need financial statement to go with them. Action Item: Carla Hatler will ask insurance broker about whether or not to include KAB funds on financial statement.
 - i. Transition Plans for Vice President: Carla Hatler will include Frank on insurance renewal, so that he is aware of any updates.
 - b. Vice President's Report: Frank Hartmann

i. Election Update

1. There are three candidates for the election: Betty Trent, Don Simkins, and Tina Weinberger
2. Any votes sent by mail need to be postmarked by November 1; voting will also take place at the picnic
3. Three Pemberton Heights residents have volunteered to count ballots
 - a. Hal Jagger
 - b. Clee Kleiber
 - c. Billy Hatler
4. Counting will take place on or before November 7 (as stated in the by-laws)
5. Frank Hartmann will call Jane Hayman immediately prior to counting, so that she can give him any ballots that have been sent in by mail
6. Counting will take place at Frank Hartmann's residence: 1503 Northwood

ii. Voting logistics for the picnic

1. Frank Hartmann has ordered an extra table for the picnic for this purpose

iii. Triangle/Park update

1. There will be water and electric made available at the three triangles that are affected by the street work (Wooldridge, Jarratt, Pemberton Place)

iv. Membership Dues:

1. Frank Hartmann will send out a notice on NextDoor for members not attending the picnic to renew their dues for the coming year (fiscal year starts on October 1)

c. Treasurer's Report: Jane Hayman

- i. Financial Report/Update: Need to reconcile itemized entries for August 2014 expenses. Carla Hatler will follow up with Jane Hayman before Eric Venditti publishes a version on website
- ii. Bookkeeper status: Krystle Kelly, the bookkeeper retained last spring has resigned following continued difficulties in working with the Cash Manager system in use at PHNA's bank. (Frost)

Jane Hayman recommends retaining Sasha Edwards at a rate of \$100 per month. Carla Hatler motioned to have Sasha Edwards retained; Kimberly Comstock seconded; unanimous in favor (9 votes)

- iii. Transition Plans for Treasurer Elect. Kimberly Comstock, treasurer elect has met with Sasha and is preparing to take over the office of Treasurer in December.

d. Committee Reports

- i. Security & Safety: Craig Duewall

1. Traffic calming discussion (Neighbor: Bill Smith)

- a. Presented history of attempts to have traffic calming measures in the neighborhood and outlined the entire process
- b. Don Simkins will reach out to his contact with the City and follow up on details about private funding/next steps with Carla Hatler

2. Security fund update

- a. Jane Hayman has requested to see a year-end report of what the security patrol has come across over the period
 - i. Carla Hatler has motioned to see an end of year report, Kimberly Comstock seconded and board approved

- ii. Webmaster: Eric Venditti

1. Eric Venditti received two requests to have people added to the PHNA listserv; one in the neighborhood, one not in the neighborhood (contract from The Heights)

2. Membership database discussion; tabled for next meeting
- iii. Hartford park status: Betty Trent
1. \$150-180k still the target; have drawn up some plans, but they still need to be solidified
 2. Betty Trent suggested using picnic as venue for fundraising/update for park
 - a. Jane Hayman noted that because a tax exempt entity has not yet been formed to receive funds, collecting them at Oct. 26th picnic is not feasible.
 - b. Eric Venditti proposes instead asking for pledges at picnic.
 3. Question raised regarding who will front the money for legal filings.
 4. Frank Hartmann will follow up with Dalton Young, chair of Hartford Park project.
- iv. Triangle water line installation & landscaping status: Carla Hatler talked to the contact with the City, who was unaware of any of the projects (third one); they're starting to repair the curb tiles; Carla Hatler will follow up with her and provide update as available
- v. Social Committee Kimberly Comstock
1. Picnic update provided with details on expected headcount, progress on silent auction, activities to be provided
- vi. Bylaws Committee Beverly Sutton
1. Beverly Sutton will give information to incoming committee member; she does not think there's any rush to get the bylaws passed; targeting next election
- vii. Journal Update Tina Weinberger
1. Amanda Koziel, Area Director for The Heights introduced herself and provided background on the publication
 2. Tina Weinberger will follow up with Amanda Koziel to discuss how to better collaborate as a team; also they will

share lists to make sure that all residents receive the publication

3. Eric motioned Venditti to allow Life in the Heights to join the PHNA listserv list; Kimberly seconded; unanimous approval (8 votes- Frank Hartmann not present for vote)
4. Member Questions / Member Forum
 - a. No member questions
5. Old and New Business
 - a. Tile Update: Betty Trent has found a match for ceramic tile pieces; Carla Hatler will follow up with her to get her in the loop on work that has started this week
6. Adjourned at 8:10 p.m.