

DRAFT

to be reviewed by Board at its November 12, 2015 meeting

Pemberton Heights Neighborhood Association Board Meeting Minutes

Jane Hayman Secretary

10/14/15 8:29:31 AM

Tuesday, October, 2015 (6:30pm-8:30pm)
Café Express, 3418 N. Lamar Blvd., Austin, TX 78705

Frank Hartmann, President Presiding

In attendance:

Tina Weinberger

Don Simkins Treasurer Elect

Betty Trent Board Member

Beverly Sutton Board Member

Jane Hayman Secretary

Kimberly Comstock Treasurer

Eric Venditti Board member

Also in attendance:

Daniel Soteldo

Call to Order: 6:40

Motion carried. Eric agreed to post proposed revisions on website. A membership vote to approve or reject the amended bylaws will be on the same ballot as the election of Board members.

Presidents report.

Traffic calming. Frank invited Kimberly to report on her work relating to traffic calming road signs. Kimberly reported that she had been directed to several law enforcement and traffic control personnel to determine the legal requirements for posting traffic calming signs on speed limit signs but she was not able to obtain information. Following discussion, the Board unanimously agreed to purchase and install four metal road signs at busy corners in the neighborhood.

ACTION ITEM: Kimberly will buy 4 road signs (Drive like your children live here) at \$49.99 per and Frank will assist in their installation.

ACTION ITEM: Frank will again endeavor to meet with Mayor Pro Tem Kathie Tovo to request assistance from her in obtaining information from the applicable regulatory entities. (He has previously tried without success to meet with her). Kathie Tovo is the elected representative for the district in which most of Pemberton lies. He will reach out to neighbors who might assist her in obtaining an appointment.

Hartford Park. Frank reported that the Hartford Park is and will continue to be separate from the PHNA. Betty stated that once development is complete, the Friends of the Hartford Park will pay for the maintenance and watering of the facility to the extent more than what the City of Austin provides is needed.

Betty reported that about \$50,000 of the targeted total (\$350,000) has been raised so far. She said that this is enough to meet the City requirement for the beginning of development.

Further inquiries regarding the Park or plans for it should be addressed to Dalton Young, Chair, of the committee.

Other Triangles. Frank reported that he understood from Sabrina Brown, Chair of this committee, that the maintenance and watering of non-Hartford Park triangles will be the responsibility of PHNA. To date, the Board has not been advised as to what the plans for development are, what the total cost is likely to be and what the projected cost of maintenance/water will be. It is unclear when work on the projects how many water meters have or will be installed, and when development work will commence or be completed

It was not known how much money was raised at the September 24 fundraiser for this Project because donations are processed through Keep Austin Beautiful.

ACTION ITEM: Sabrina will be invited again to attend the next Board meeting.

ACTION ITEM: Frank and Tina will meet with Sabrina prior to the next Board meeting and obtain information relative to the questions identified above.

ACTION ITEM: Frank will post a comprehensive report for the PHNA membership on the triangle projects

ACTION ITEM: The PHNA Treasury will confirm the current total in the KAB Triangle fund. (Given that this amount is reported monthly by the Treasurer...it will need to be updated since funds were raised at the Sept. 24 event.

Vice Presidents report

Data Base. Tina reported that she has been attempting to gather information regarding the current membership in PHNA. Because it currently the time period when membership is being renewed, Kimberly suggested that they wait until after the PICNIC so as to get an optimally complete list.

ACTION ITEM: After October 25, Kimberly will provide Tina with a list of members as well as a current list of Security Patrol donors.

ACTION ITEM: Tina will contact donors who are not members and encourage them to join.

Security Patrol Tina said she would like to meet with the mothers of the children who ride the school bus and obtain additional information about the traffic situation near the afternoon bus stop. Kimberly suggested that she go to the bus stop at 3:10 on an afternoon because that is where they all are.

Tina stated out that so far no volunteers, other than Jane had stepped forward to assume the role of security patrol chair. Jane reiterated her willingness to take on the job.

Election of Board of Directors; Tina reported that there are now five nominees, (there had been six but one dropped out recently) and that she was working to get all the bios and photos from them so as to post on the website. Eric reported that the election now was the top item on the home page of the PHNA website.

Jane pointed out that the new Board takes over as of December 1.

Treasurers report

Kimberly reported that she has obtained information on an informal basis from Clay Cowan, attorney and CPA regarding the questions raised last meeting about the tax return requirements of PHNA. Tina moved that Kimberly act to engage Clay on a formal basis for either a nominal fee or pro bono to obtain a definitive recommendation as to how PHNA should proceed in order to be in full compliance with appropriate IRS rules. The Board unanimously accepted this motion.

ACTION ITEM: Kimberly will endeavor to engage Clay per the Boards request.

PICNIC: Kimberly reported that membership dues had been incoming and that since the beginning of August, 54 people had joined. According to Jane, this compares to 74 at the same time last year. Jane asked whether the Picnic expenses are coming in within the PHNA budget as presented in March (\$4000).

ACTION ITEM: Kimberly said she would ask Amanda Cowan, the chair of the social committee and report to the Board at its next meeting.

Carriage Rides: Kimberly reported that the charge for the Carriage Rides will be \$100 per carriage for ½ hour ride. This charge is based on the cost of carriages to PHNA which has increased since last year. Beverly commented that \$100 is a high amount for young families and she believed the charge should be less than that. A discussion ensued but no action was taken by the Board.

Directors and Officers Liability Insurance: Jane noted that the renewal of the PHNA policy will be coming up soon and it would be worthwhile to investigate ways of reducing premium costs. (PHNA insurance is within the scope of the Presidents job. She pointed out that as a general rule D&O insurance rates are based on assets in custody of the insured. Because funds held by KAB are not under the control of the PHNA, but they are currently reported in the financial statements of the association, it is possible that removing them could reduce the associations insurance costs. In addition, the bulk of the PHNA treasury is made up of security patrol funds and therefore the security patrol should perhaps bear a

proportionate share of the insurance cost. Other possible ways of reducing insurance costs might exist and could be examined. EG: Obtaining quotes from competing carriers.

ACTION ITEM: Frank will consult with the PHNA agent regarding these suggestions. Jane will be available to help.

ACTION ITEM: Kimberly will investigate taking KAB funds off PHNA financial statements and also determine a reasonable approximation of what percentage of PHNA accounts are attributable to the security patrol.

Secretary's report

Jane proposed a revision to the opening paragraphs of the website on the grounds that the current introductory paragraph is extremely out of date. This revision had been circulated to the board and all comments and edits received had been incorporated. A discussion ensued in which Frank proposed that revision might best be postponed because the website needed comprehensive revision, rebuilding and redesign and he opined that perhaps making piecemeal changes was unnecessary.

Jane moved that the paragraphs be replaced immediately and the board voted to favor.

ACTION ITEM: Eric will replace existing paragraphs with those approved by the Board.

Policies and Procedures

Jane reported that, per the direction of the Board at its Sept. 15 meeting, the P&P committee met and developed a policy relating to actions of Board members in representing the PHNA at public meetings. The policy as developed states that no Board member can purport to represent the views of PHNA in public or quasi public entities without prior approval of the Board.

With one modification (deletion of word "specific"), the policy was adopted by the Board.

ACTION ITEM: Jane will provide Webmasters with text of policy, as approved and he will post on Website.

Communications Committee

Frank reported that he's begun to organize a Communications Committee with a goal toward overhauling the PHNA communication system...including the Website and the JOURNAL. So far there was only one meeting at which Frank and Lisa Walsh were present. Frank has also reached out to Edward Tasch who is a Pemberton Resident but who happens to be the webmaster for the Brykerwoods Website (which Frank praised very highly). Edward has agreed to serve on the committee.

ACTION ITEM: Frank will head up Communications Committee and start work on revising and reconstructing the website, with all due speed. This committee will also review the PHNA Journal and consider restructuring it so that it can be more relevant and less full of ads. He will give reasonable notice of meeting times to members interested in serving on the committee.

Next meetings

The next two meetings will be on November 12 and then December 2. Each will be at Café Express, starting at 6:30 pm.

Frank proposed that the agenda for the November meeting be restricted to three items:

Website, Meeting with Sabrina, and a report of the PICNIC results.

The December meeting is the first for the new Board and agenda is, in part directed by the current Policies and Procedures.

ACTION ITEM: Webmasters will post meeting dates, times locations on the website.

Meeting Adjourned: 8:45 pm

