

PHNA Board Meeting Minutes 08/22/2016

Board Members in Attendance: Tina Weinberger, President; Lisa Stark Walsh, VP; Daniel Soteldo, Secretary; Betty Trent, Board Member; Don Simkins, Treasurer; Barbara Hunt, Board Member; Beverly Sutton, Board Member; Lucy Ennis, Board Member;

Guest: Marion Forbes

CALL TO ORDER:

President Tina Weinberger called the meeting to order at 6:40 pm on August 22nd, 2016 at 2822 Wooldridge Dr.

Board approved July Minutes.

OFFICER AND COMMITTEE REPORTS

1. COMMITTEE REPORTS

- a. Bylaws, Beverly Sutton
 - i. Reviewed: Policies and Procedures
 - ii. Board approved proposed document, effective 08/22/2016
- b. Communications, Lisa Stark Walsh
 - i. Reviewed: PHNA Communications Committee Report
 - ii. Approved: \$3,000 to retain a website developer
 - iii. Approved: \$350 for postcard mailer
 - iv. Action item from 06/14/2016: Lisa to remove "Away from Home" form on the PHNA website due to technical difficulties.
 1. 07/12/2016: Lisa will revisit
 2. 08/22/2016: Completed action item, technical difficulties resolved
- c. Finance Ad-Hoc, Don Simkins, Barbara Hunt, Lisa Stark Walsh
 - i. Reviewed: Actual Revenue & Expenses
 - ii. Reviewed: Boundaries for Pemberton Heights differ from map to map (Next Door, the City, PH Website, etc.) No easy or

obvious solution, and no immediate need to reconcile the variances. The Board chooses to maintain and follow the traditional boundaries as currently posted on the website.

- iii. Action item 07/12/2016: Don to set up e-mail address for Lucy to allow Lucy to run the away from home service
 - 1. 08/22/2016: Completed action item, Lucy now has access

d. Government Affairs, Betty Trent

- i. Reviewed: Austin Neighborhoods Council Resolution on the Department of Neighborhoods
- ii. Reviewed: Austin Neighborhoods Council Resolution on Department of Neighborhoods
- iii. Action item 06/14/2016: Betty to create a proposal for a dog park across from Hartford park
 - 1. 08/22/2016: Postponed, to be followed up at next meeting.

e. Nominations

- i. Action item 06/14/2016: Each board member to provide 5 candidate names to be considered for Committee and Board positions
 - 1. 07/12/2016: Reviewed the above
 - 2. 08/22/2016: Several names provided by Lisa. Each Board Member to continue search for nominees.

f. Policy & Procedures, Beverly Jewell Sutton

- i. Reviewed: Proposed Annual Year Change to Bylaws.
- ii. Board postponed vote on changing the annual membership year.
- iii. Action Item 08/22/2016: Beverly to research Policies and Procedures and/or Bylaws and explore ways to safeguard membership privacy concerns.
- iv. Action Item 07/12/2016: Beverly to provide updated draft at the next meeting.
 - 1. 08/22/2016: This action item was completed. Board postponed a vote for shifting the dates

g. Social Events

- i. Review: Tina, Lisa, and Don have been in contact with Tommy for ongoing picnic planning.

- ii. Action item 07/12/2016: Tommy to submit photos and article to Erin Shanley, who will forward to Amanda.
 - 1. 08/22/2016: Nothing to report
 - iii. Action item 07/12/2016: Tommy to review changing the PH Picnic in October for cost control purposes
 - 1. 08/22/2016: Nothing to report
 - iv. Action item 07/12/2016: Tommy to contact property owner and review details where fall picnic will be hosted.
 - 1. 08/22/2016: Nothing to report
 - h. Traffic & Safety, Environment chair, Lucy Enniss
 - i. Moved traffic calming signs due date to the 28th. Waiting to hear back about stencils.
 - ii. Action item 07/12/2016: Get FAN summary and prep for distribution.
 - 1. 08/22/2016: Postponed to next meeting
 - iii. Action item 08/27/2016: Post traffic calming signs
 - 1. 07/03/2016: Lucy planning to post all signs
 - 2. 07/12/2016: Lucy provided signs at the meeting. Will acquire brackets.
 - 3. 08/22/2016: Moved action item date to 08/27/2016
 - iv. Action item 08/22/2016: Curb painting vendor selection. Original action item from 06/14/2016 as a Special Project. Lucy to provide recommendations at the next meeting.
 - v. Action item 08/22/2016: Neighborhood notification of preferred vendor curb painting vendor pending Board approval of vendor.

2. SPECIAL PROJECTS

a. Curb Painting, Betty Trent

- i. Action item 06/14/2016: Betty to post on Next Door who the approved street painting group is and instruct on how to pay for this service
 - 1. 07/12/2016: Betty has performed due diligence by trialing vendors in this area and will report at the next meeting.
 - 2. 08/22/2016: Action Item moved to Traffic & Safety Committee
 - ii. Action item 06/14/2016: Betty to acquire a bid for tile signage

reproduction and further investigate street name painting

1. Follow up 07/12/2016

2. 08/22/2016: Action Item moved to Traffic & Safety Committee

b. PHNA Membership management system

i. Action item 07/12/2016: Don and Daniel to review membership management systems

1. 08/22/2016: postponed due to Board members being out of town. Daniel and Don to revisit within the next 2 months.

c. Pet Registry

i. Action item 07/12/2016: Tina to contact Erin Shanley regarding creation and registry of a pet registry.

1. 08/22/2016: Tina is prioritizing more pressing deadlines and Board matters at this time.

3. PRESIDENT

a. Old Business

i. Nominations: Importance of recruitment was reinforced.

b. New Business

i. Treasurer Transition Efforts: Don to meet with Barbara to beginning training for Barbara's transition into the treasurer role

ii. Action item 07/12/2016: AdHoc Treasury Committee Creation and Review. The board will discuss at the next meeting

1. 08/22/2016: The board decided to postpone efforts with creation of ad-hoc treasury committee until after Barbara, the treasurer-elect, has been brought up to speed in regards to her upcoming treasurer duties.

c. Next Boarding Meeting: Tuesday, September 13th 2016 at 6pm. Meet at Betty Trent's house, 2822 A Woodridge