

**MINUTES OF THE  
KEEP ABILENE BEAUTIFUL BOARD  
August 1, 2012  
Abilene City Hall – Basement Conference Room**

**OFFICERS PRESENT**

Stephanie Kraly, President/Treasurer  
Ray Grothaus – President Elect  
E’Lisa Smetana, Secretary

**BOARD MEMBERS PRESENT**

Rob Bigham  
Carolyn Cockerell  
Martin Garcia  
Doug Hodel  
Corey Ruff

**BOARD MEMBERS ABSENT**

Sarah Strom-Kieschnick

**ADVISORY MEMBERS PRESENT**

Brent McClellan, Stormwater Services  
Theresa James, Legal Liaison – City Attorney’s Office

**COMMUNITY PARTNERS**

Darah Waldrip, TxDOT Public Information Officer  
Wendy Patterson, West Central Texas Council of Governments

**GUESTS PRESENT:**

Donna Scifres, CPA - Davis Kinard & Co.  
Eric Mallet

**Item I:**       **Call to Order.** Stephanie Kraly, President, called the meeting to order at 12:00 p.m. Ms. Smetana went through roll call for each member.

**Item II:**       **Approval of Minutes.** Discussion on the June 6, 2012 meeting minutes was held. Ms. Smetana announced a change to the reporting of the bank account balance on the minutes. Previously it was listed as General Operating Account Balance and this was changed to Current Bank Account Balance to more accurately reflect the information presented. Motion to accept minutes as read was made by Mr. Grothaus and seconded by Mr. Ruff.

*Through roll call, motion carried unanimously.*

**Item III:**       **Approval of Treasurer’s Report.** Ms. Kraly presented an updated Treasurer’s report for June 2012. A Master Budget was not available at this time but Ms. Kraly will have a year-to-date at the next meeting. Ms. Kraly stated that the current balance with outstanding shows the checks written but not cleared at the bank (asterisk by the check number). Discussion was held regarding the financials and budget. Ms. Smetana asked if the financials could be

mailed out before the meeting. Ms. Kraly stated that would be possible. Ms. Eaves stated that it is recommended that documents provided in the meeting be made available to the public in advance such as minutes, agenda, and financials.

<b>Current Bank Account Balance as of 05/01/2012</b>	<b>\$36,454.48</b>
<b>Deposits</b>	Interest \$1.28, Allied Waste \$2,054.34
<b>Expenditures/Checks Written</b> * checks outstanding	<b>Ck. #2216 \$500, Ck. #2217 \$1500,</b> <b>*Ck. #2220 \$250, *Ck.#2225 \$270,</b> <b>Ck. #2223 \$465, Ck. # 2222</b> <b>\$572.64</b>
<b>Current Bank Account Balance as of 05/31/2012</b>	<b>\$ 33,418.12</b>
<b>Current Balance with Outstanding Checks &amp; Deposits as of 05/31/2012</b>	<b>\$ 34,952.46</b>

Mr. Hodel made a motion to approve the Treasurer’s Report as presented and seconded by Ms. Smetana.

*Through roll call, motion carried unanimously.*

**Item IV:      Action Items:**

- A. Discussion and Possible Approval of the Audit (Compilations and Tax Documents)** – Ms. Kraly discussed the Compilations and Tax Documents for 2008-2009, 2009-2010, 2010-2011. She stated that Ms. Scifres was here from Davis Kinard accounting firm to help answer any questions. Ms. Kraly stated that three years of tax returns have been submitted so we are current until this year’s which will be filed in the September timeframe. Ms. Smetana asked why a compilation was done instead of an audit. Ms. Kraly stated that an audit would have cost much more and since we had three years worth to do – it would have been a tremendous cost.

More discussion was held on the Compilations and Tax Documents including concerns with abbreviations on the documents and what the items were for. Ms. Eaves stated that in the future, more detail will be used to ensure that the financials are more easily explained. Ms. Kraly stated that since the tax returns were not filed for the past three years there is a strong possibility that we will be fined. Ms. Scifres will be filing a letter on our behalf to the Internal Revenue Service explaining our situation. Mr. Grothaus asked about the charge for that and Ms. Scifres stated that if it is as simple as a letter it is included in the cost but if it requires more detailed information or a longer time period to complete then that amount would have to be adjusted.

A motion was made by Mr. Grothaus to accept and approve the Compilations and Tax Documents and the motion was seconded by Mr. Hodel.

*Through roll call, motion carried unanimously.*

**B. Discussion and Possible Approval of funds to pay for Tax Documents 2008-2010**

– Ms. Kraly discussed the need for additional funds to pay for the submittal of the tax documents. The amount that was previously approved was for the compilations at \$600 per year for a total of \$1,800. The amount currently needed is \$295 for 2008, \$250 for 2009, and \$250 for 2010 which totals \$795 for the filing of the tax returns. A motion was made by Ms. Smetana to approve \$795 to Davis Kinard & Co. for the filing of the 2008, 2009, and 2010 tax returns and seconded by Mr. Bigham.

*Through roll call, motion carried unanimously.*

**C. Board Elections and Vote for President, President Elect, Treasurer, Secretary**

– Ms. Kraly discussed the need for Board elections. Ms. Kraly nominated Mr. Grothaus for President. Mr. Ruff made a motion to close nominations, seconded by Mr. Hodel.

*Through roll call, motion carried unanimously.*

Mr. Garcia nominated Mr. Ruff for President- Elect. Ms. Smetana made a motion to close nominations, seconded by Mr. Bigham.

*Through roll call, motion carried unanimously.*

Ms. Smetana nominated Ms. Kraly for Treasurer. Mr. Grothaus made a motion to close nominations, seconded by Mr. Garcia.

*Through roll call, motion carried unanimously.*

Mr. Garcia nominated Ms. Smetana for Secretary. Mr. Grothaus made a motion to close nominations, seconded by Mr. Bigham.

*Through roll call, motion carried unanimously.*

Ms. Kraly discussed the need to recruit, retain, and move forward with the Board. Ms. Eaves stated that there are six openings on the Board so we need to be looking for some new members.

**D. Discussion and Possible Approval of funds to pay for trinkets for giveaways**

– Ms. Kraly discussed the need for trinkets for giveaways since our supply has been depleted. Discussion was held on possible items to purchase. Ms. Waldrip discussed the upcoming fair on September 7-15, 2012 and the partnerships among agencies to staff the booth. A schedule will be sent out with the times for people to sign up to

work. More discussion was held on individual items for purchase. Ms. Eaves discussed items that we have in storage to give away.

A motion was made by Mr. Grothaus to approve the purchase of trinkets up to \$5,000 with a second by Mr. Ruff with the decision on what to purchase left to the executive committee and the vendors to be announced along with the items purchased presented back to the Board at the next meeting.

**Item V: Non-Action Items:**

**A. President's Report - Stephanie Kraly**

Ms. Kraly thanked everyone for their help throughout the year.

**B. Coordinator's Reports - Nicole Eaves, KAB coordinator**

Ms. Eaves discussed the submitted Litter Index. The average score was 2 which matched last year's score of 2. Ms. Eaves asked Mr. Garcia to talk about the Keep Texas Beautiful Conference that he attended.

**C. Committee Reports –**

None at this time.

**D. Community Partners Reports –**

Ms. Patterson discussed projects occurring at schools throughout the West Central Texas Council of Government's (COG) area. She also discussed funding that is still available for their Brownfield Program. The next meeting of the COG Natural Resource Committee is August 16<sup>th</sup> at 1:30 p.m.

Ms. Waldrip stated that the signup sheet for the fair will be sent out soon.

**Item VI: Adjournment** – With no further business, the meeting was adjourned at 1:10 p.m. Next meeting will be held on September 5, 2012 at 12 noon in the Abilene City Hall in the Basement Conference Room.

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E'Lisa Smetana, Secretary

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Stephanie Kraly, President