

**MINUTES OF THE
KEEP ABILENE BEAUTIFUL BOARD
October 3, 2012
Abilene City Hall – Basement Conference Room**

OFFICERS PRESENT

Ray Grothaus, President
Corey Ruff, President - Elect
E'Lisa Smetana, Secretary

OFFICERS ABSENT

Stephanie Kraly, Treasurer

BOARD MEMBERS PRESENT

Martin Garcia
Doug Hodel

BOARD MEMBERS ABSENT

Rob Bigham
Carolyn Cockerell

KEEP ABILENE BEAUTIFUL STAFF

Nicole Eaves, KAB Coordinator

ADVISORY MEMBERS PRESENT

David Jorgensen, Solid Waste Services
Brent McClellan, Stormwater Services

COMMUNITY PARTNERS

Darah Waldrip, TxDOT

GUESTS PRESENT:

None

Item I: **Call to Order.** Ray Grothaus, President, called the meeting to order at 12:02 p.m. Ms. Smetana checked roll call for each member. A quorum was established.

Item II: **Approval of Minutes.** Discussion on the September 5, 2012 meeting minutes was held. Motion to accept minutes as read was made by Mr. Hodel and seconded by Mr. Garcia.

Through roll call, motion carried unanimously.

Item III: **Approval of Treasurer's Report.** An updated Treasurer's report for August 2012 was given to the Board. The Annual Budget for October 1, 2011 thru September 30, 2012 was not updated at this time. Discussion was held regarding the financials.

Current Bank Account Balance as of 07/01/2012	\$34,953.30
Deposits *outstanding	Interest \$.91, *Allied Waste \$1,359.56, *Refund Westin KTB Conference \$14.57
Expenditures/Checks Written * checks outstanding	Ck. #2226 & 2227 \$2,595.00; *Ck. #2228, 2229, 2230 \$4,374.12; Ck. 2215 \$58.50
Current Bank Account Balance as of 08/31/2012	\$ 32,300.71
Current Balance with Outstanding Checks & Deposits as of 08/31/2012	\$ 29,300.72

Ms. Smetana made a motion to approve the August 2012 Treasurer’s Report. The motion was seconded by Mr. Garcia.

Through roll call, motion carried unanimously.

Item IV: Action Items:

A. Discussion and Possible Approval of funds for Boo at the Zoo Give-a-ways – Mr. Grothaus discussed the Boo at the Zoo event coming up on October 27th. Ms. Eaves discussed the previous years’ event including the candy and gift card that was given away. Discussion was held on the benefits associated with the event. Ms. Eaves stated that if we are going to participate, the Board needs to approve the funds at this meeting. After discussion, the motion was made by Mr. Ruff and seconded by Mr. Hodel for the Board not to participate in Boo at the Zoo this year.

Through roll call, motion carried unanimously.

B. Discussion and Possible Approval of funds for “Something from Nothing” winners at the West Texas Fair and Rodeo – Mr. Grothaus discussed the event that was held at the West Texas Fair and Rodeo where Board members judged part of the “Something from Nothing” event. Ms. Eaves discussed the late notice given to the Board to participate as judges in the event. Discussion was held on whether the Board wanted to approve the award of \$25 each for three winners or wait till next year so that we could participate more fully. Motion to not approve the cash awards this year was made by Mr. Hodel and seconded by Mr. Garcia.

Through roll call, motion carried unanimously.

C. Discussion and Possible Approval of funds for the Recycled Christmas Tree Decorating Contest – Ms. Eaves discussed the contest including what the awards are currently stated at and how many schools might be involved. Discussion on the item was held. A motion was made by Mr. Ruff to approve up to \$400 with \$250 for

overall PTA/Campus winners and the rest of the funds to be given to student winners. The motion was seconded by Ms. Smetana.

Through roll call, motion unanimously.

D. Discussion and Possible Approval of funds for the 2011-2012 Audit – Mr.

Grothaus discussed the compilation received and the need for an audit to be performed. Ms. Eaves added that the audit is needed according to the Board by-laws. Discussion was held on the audit and the amount of work involved. A motion was made by Mr. Hodel to approve \$3,000 to Davis Kinard & Company for a 2011-2012 audit with the motion seconded by Mr. Garcia.

Through roll call, motion carried unanimously.

E. Discussion and Possible Approval of funds for Bookkeeping Services – Mr.

Grothaus discussed the option to have an outside firm keep the Board's books. This would allow the Board members to concentrate on the organization rather than check writing. The outside firm would pay bills and compile monthly statements. The contract period would be for two years but either party has an option to end the contract at any time. Mr. Garcia discussed someone that he knows that might be interested in becoming a board member who is also a retired Certified Public Accountant. Discussion was held on possible ways to proceed to stay within the \$5,000 allocated to this budget item. A motion was made by Ms. Smetana to approve Davis Kinard & Company for \$75 to \$100 an hour for bookkeeping services for this fiscal year and the motion was seconded by Mr. Hodel. Mr. Garcia will follow-up with his contact to see if they are interested in joining the Board.

Through roll call, motion carried unanimously.

Item V: Non-Action Items:

A. Event Planning – Ms. Eaves discussed the following items:

- November 15th America Recycles Day. The Board decided there is not enough time to participate in this event.
- The April 18, 2013 Business After Hours event was discussed along with potential partners to work with on this event including Clearlight Windows and the Fire Escape. Consensus was to look further into this event and place on a future agenda for action.
- Disc Golf Fundraiser Planning with the decision for Mr. Grothaus and Mr. Ruff to work on picking a Saturday in March after looking at the Community and University calendars and to find out the rules for running a disc golf tournament, possible donations, and sponsorship form information. They will report their findings back to the Board. The Board needs to think of a name for the event along with a program or project that will benefit from the event. Mr. McClellan will visit with the Parks Department to discuss the event with them.

B. President/Coordinator's Report – Mr. Grothaus/Ms. Eaves

Mr. Grothaus thanked TxDOT for allowing us to partner with them at their West Texas Fair and Rodeo Booth. Ms. Waldrip thanked the Board for their help in the booth.

Ms. Eaves discussed the following items:

- Fall Clean-Up Participation on Saturday October 13th. A sign-up sheet is being passed around to get volunteers from 8:30 a.m. to 5:00 p.m. We will have KAB promotional items to hand-out.
- Discussion was held on the Mayor's Hike scheduled for Saturday, October 20th.
- The Recycled Christmas Tree Decorating Contest information will be sent out to the schools.
- Discussion was held on the Christmas Lane Setup at the end of November and pick-up in January.

C. Committee Reports –

None at this time.

D. Community Partners Reports –

None at this time.

Item VI: Adjournment – With no further business, the meeting was adjourned at 1:07 p.m. Next meeting will be held on November 7, 2012 at 12 noon in the Abilene City Hall in the Basement Conference Room.

E'Lisa Smetana, Secretary

Ray Grothaus, President