

**MINUTES OF THE  
KEEP ABILENE BEAUTIFUL BOARD  
February 6, 2013  
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  
Chuck Mitchell  
Eric Mallet  
John Weir

**BOARD MEMBERS ABSENT**

David Harwell

**KEEP ABILENE BEAUTIFUL STAFF**

Nicole Eaves, KAB Coordinator

**ADVISORY MEMBERS PRESENT**

Brent McClellan, Stormwater Services  
Theresa James, Legal Liaison – City Attorney's Office  
Jon James, Planning and Development Services

**COMMUNITY PARTNERS**

Mary Ann Martin, AISD  
Wendy Patterson Allen, West Central Texas COG

**GUESTS PRESENT**

None

**Item I:**     **Call to Order.** Ray Grothaus, President, called the meeting to order at 12:07 p.m. Ms. Smetana checked roll call for each member. A quorum was established.

**Item II:**     **Approval of Minutes.** Discussion on the January 9, 2013 meeting minutes was held. Motion to accept minutes as read was made by Mr. Ruff and seconded by Mr. Weir.

*Through roll call, motion carried unanimously.*

**Item III:**     **Approval of Treasurer's Report.** An updated Treasurer's report prepared by David Kinard and Co, PC for October, November and December 2012 was presented. Mr. Grothaus discussed the reports.

<b>Current Bank Account Balance as of October 31, 2012</b>	<b>\$29,996.15</b>
<b>Deposits *outstanding</b>	Oct. Interest \$ .76, Nov. Interest \$.77, Republic Services <b>\$684.78</b> , Republic Services <b>\$684.78</b> , Dec. Interest <b>\$.71</b>
<b>Expenditures/Checks Written * checks outstanding</b>	Ck. #2231 <b>\$802.56</b> , Ck. #2232 <b>\$490.00</b> , Ck. #2233 <b>\$56.00</b> , Ck.# 2234 <b>\$45.00</b> , Ck. #2235 <b>\$17.50</b> , Ck. #2236 <b>\$350.00</b> , #9999 <b>\$400.00</b>
<b>Current Bank Account Balance as of December 31, 2012</b>	<b>\$ 29,2606.89</b>

Mr. Hodel made a motion to approve the October, November, and December 2012 Treasurer's Report. The motion was seconded by Mr. Garcia. Ms. Smetana asked if there would be a monthly report of the budget in comparison to expenditures to allow the board to see what the status is. Mr. Grothaus stated that the Treasurer would provide that monthly budget report in the future but he would provide it for the March meeting and then get with Ms. Kraly about the April meeting.

*Through roll call, motion carried unanimously.*

**Item IV: Action Items:**

- A. Discussion and Possible Approval of Disc Golf Fundraising (Name, Date, Funds, Etc.)** – Mr. Grothaus discussed that there is a local organization that holds the Mayor's Disc Golf Tournament and he will be visiting with them to get some ideas. The KAB Committee will be meeting on February 12<sup>th</sup>. Ms. Eaves discussed possible names for the event. The Committee will have more information at the next meeting. A motion was made by Mr. Ruff and seconded by Mr. Hodel to table the item until the next meeting.

*Through roll call, item was tabled.*

- B. Discussion and Possible Approval of 2011-2012 Audit** – Mr. Grothaus stated that the audit is being prepared and would be ready for the March meeting. Ms. Eaves said that the auditors will be at the meeting to present the item. A motion was made by Mr. Hodel and seconded by Mr. Garcia to table the item until the next meeting.

*Through roll call, item was tabled.*

- C. Discussion and Possible Approval of October – December 2012 Financials**– Mr. Grothaus stated that this was discussed in the Treasurer's Report and has already been approved.

*No action was taken at this time.*

**D. Discussion and Possible Approval of Funds for GCAA Awards Training Trip –**

Mr. Grothaus stated that Ms. Eaves was selected to be a judge for the GCAA but he had volunteered to go in her place on February 28<sup>th</sup> thru March 1<sup>st</sup>. Funds are needed for per diem, mileage, and hotel expenses. Mr. Grothaus stated that his company might possibly cover the expense of the trip and if that happens he will not use the KAB funds. Motion was made by Ms. Smetana to approve \$40 per day for per diem, mileage at 0.565 a mile, and hotel at approximately \$150 a night for 2 nights for Mr. Grothaus to attend the GCAA training. The motion was seconded by Mr. Garcia.

*Through roll call, motion carried unanimously.*

**E. Discussion and Possible Approval of a Roll-off Dumpster for PDBC Garage Sale**

– Mr. Grothaus stated that Pioneer Drive Baptist Church has requested a KAB free dumpster for a garage sale they are having. Mr. Grothaus discussed that KAB had provided one in the past and that KAB has their own dumpster and twelve free dumps at the landfill which are intended for neighborhood cleanups and City-wide cleanups. Mr. Garcia discussed that in the past if the dumpster was not monitored that items appeared in it that were not allowed at the landfill. Ms. Smetana asked if KAB was tracking who we donated the dumpster to. Ms. Eaves stated that she is keeping a record of that. Further discussion was held on this item including that the dumpster is really intended for cleanup or recycling events more in line with the theme for KAB. Mr. Hodel made a motion to deny the donation of the dumpster to PDBC for a garage sale. This motion was seconded by Mr. Mitchell.

*Through roll call, motion of denial carried unanimously.*

**F. Discussion and Possible Approval of Funds for Trash-Off –** Mr. Grothaus

discussed that the committee has met and discussed items needed for the event. The committee will be looking for donations and discounts but at this time we are asking for \$300 for food, \$60 for a plaque to largest group of participants, \$200 for grabbers, \$300 for radio broadcast, and \$200.00 for vest (approximately .75 cents each). Mr. Grothaus' company might be able to get the vest cheaper. Discussion was held on not having an onsite radio broadcast but having prior notifications instead. Mr. Grothaus stated we are looking at activities for kids, possibly getting local bands to play, better sign-up procedures including filling out the release forms in advance, and encouraging safety throughout event. More information would be provided at the next meeting. Discussion was held on trying to track volunteers for this event so we can build our database of volunteers. Motion was made by Mr. Hodel to approve \$1,060 in funds for items listed above for the Trash-Off and seconded by Mr. Weir. More detailed listing of companies selected for funds will be provided at a future meeting.

*Through roll call, motion carried unanimously.*

**G. Discussion and Possible Approval of Funds for Receipt Book –** Mr. Grothaus

stated that KAB needs to purchase a receipt book to keep track of donations received. He is requesting up to \$20 for the purchase of receipt books from Office Depot. A

motion was made by Ms. Smetana for the purchase of receipt books from Office Depot up to \$20 and was seconded by Mr. Mitchell.

*Through roll call, motion carried unanimously.*

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

**A. Event Planning**

Ms. Eaves discussed the following items:

- Business After Hours – Will be meeting on February 7<sup>th</sup> to discuss the event. More information will be provided at the next KAB meeting.
- Disc Golf Fundraiser – The committee will be meeting on February 12<sup>th</sup> at 1:00 p.m. in the Public Works Conference Room. More information will be provided at the next KAB meeting.
- Trash-Off – A committee meeting will be held on February 21<sup>st</sup> at 1:30 p.m. in the Public Works Conference Room. More information will be provided at the next KAB meeting.

**B. Coordinator's Report**

Ms. Eaves discussed the following items

- Fall Clean Numbers – Mr. Jorgensen provided Ms. Eaves with the numbers for the Fall Clean which brought in 1130 customers and took in 715 gallons of paint, 135 gallons of oil, 8 gallons of anti-freeze, 196 miscellaneous chemicals, 49 oil filters, 26 batteries, 243 cubic yards of limbs/brush, 1449 tires, 9 tons of metal, 127 tons of trash, and 40 computers.
- Project Re-Directory – AT&T in the past donated \$250 dollars for the pick-up of previous year's phone books. AT&T has sold to the Yellow Pages and Ms. Eaves has not heard from them this year. She will have more information at the next meeting.
- By-Law Changes – Changes are needed including language pertaining to the audit, the city office that KAB is housed under, and various other items. Mr. Grothaus stated that this will have to be done through 7 members voting in favor of the changes. The by-law changes would have to be conducted at a special meeting of the KAB Board. Ms. Smetana asked that the by-laws be sent out to the Board so we can recommend changes before the special meeting.
- Clean-out the Storage Unit – The storage unit needs to be organized and cleaned-out. Ms. Eaves asked for volunteers to help with that. Mr. Garcia asked if there was a place to display the awards and items that were in the storage unit. Mr. Grothaus stated that at this time we don't have a place to display. Further discussion was held. The date of February 16<sup>th</sup> at 8:30 a.m. was selected and Ms. Eaves will send out a reminder to the Board.

**C. Committee Reports**

Discussed previously.

**D. Community Partners Reports**

Ms. Allen discussed the Brownsfield project that the COG has been working on. She also discussed a recycling grant they applied for along with other items they are working on at the COG. She will send the link to the Solid Waste Grant to Ms. Eaves to send out to the Board members.

Ms. Martin discussed that she would be retiring in June and wants to make sure her replacement continues to be active in KAB. She also discussed the PTA meeting coming up on February 28<sup>th</sup>.

Ms. James discussed the Open Meetings Act training that the new Board members need to take.

**Item VI: Adjournment** – With no further business, the meeting was adjourned at 1:30 p.m. The next meeting will be held on March 6, 2013 at 12 noon in the Abilene City Hall in the Basement Conference Room.

---

E'Lisa Smetana, Secretary

---

Ray Grothaus, President