

**MINUTES OF THE  
KEEP ABILENE BEAUTIFUL BOARD  
April 3, 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**

David Harwell  
Doug Hodel  
Chuck Mitchell  
Eric Mallet

**BOARD MEMBERS ABSENT**

Martin Garcia  
John Weir

**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  
David Jorgensen, Solid Waste Services

**COMMUNITY PARTNERS**

Darah Waldrop, TxDOT

**GUESTS PRESENT**

None

**Item I:**       **Call to Order.** Ray Grothaus, President, called the meeting to order at 12:21 p.m. Ms. Smetana checked roll call for each member. A quorum was established.

**Item II:**       **Approval of Minutes.** Discussion on the February 6, 2013 meeting minutes was held. Ms. Smetana stated that there were some corrections to be made. On page 2 under the bank account balance #9999 was a cash withdrawal of \$400 that was not shown in the original minutes. The total bank balance also needed to be amended to \$29,206.89. A motion to accept minutes as amended was made by Mr. Hodel and seconded by Mr. Ruff.

*Through roll call, motion carried unanimously.*

Discussion on the March 6, 2013 minutes was held. Ms. Smetana stated that there were some corrections that needed to be made. On page 3 under item E, in the motion the words “of denial” needed to be removed; under item F, the motion should read “through roll call, item was tabled”; on page 4 under item I, the last sentence should have “of” added before “\$25 per school”. A motion to accept minutes as amended was made by Mr. Mallet and seconded by Mr. Mitchell.

*Through roll call, motion carried unanimously.*

**Item III: Approval of Treasurer’s Report.** An updated Financial Report was not available due to the bank statement not being received in time. Mr. Grothaus stated that they are signing up for electronic statements to prevent this in the future.

<b>Current Bank Account Balance</b>	
<b>Deposits</b> *outstanding	
<b>Expenditures/Checks Written</b> * checks outstanding	
<b>Current Bank Account Balance</b>	

*No action taken on this item.*

**Item IV: Action Items:**

**A. Discussion and Possible Approval of Social Media** – Mr. Grothaus stated that Mr. Mallet will discuss Twitter. Mr. Mallet updated the Board on the process of implementing an account. A handout was provided on KeepAustinBeautiful. Mr. Mallet suggested using some of their ideas for our account. Further discussion by the Board followed. A motion was made by Mr. Hodel and seconded by Ms. Smetana to approve the layout as suggested, approve the suggested username, and approve Mr. Mallet setting up a Twitter account. Mr. Mallet will be working with Ms. Eaves to implement.

*Through roll call, motion carried unanimously.*

**B. Discussion and Possible Approval of Trash-Off Supply Funds** – Mr. Grothaus discussed the need for \$200 to use on bags, paper goods, or whatever else is needed for the event. Ms. Smetana stated that we were getting 1000 bags from United Supermarkets but they were the smaller ones so we would still need the larger size bags. Ms. Waldrop stated that TxDOT is trying to get more trash bags and would have them available for us to use also. Mr. Grothaus stated that a report would be given next month on what these funds were used for. A motion was made by Mr. Ruff to approve \$200 for the Trash-Off supplies. The motion was seconded by Ms. Smetana.

*Through roll call, motion carried unanimously.*

**C. Discussion and Possible Approval of Keep Texas Beautiful Conference**

**Expenses**– Mr. Grothaus stated that \$4,000 was approved already in the budget for this event. This event will be held on June 17-20 in San Antonio, Texas. In the past, KAB covered the registration and the hotel. Ms. Eaves stated that Mr. Garcia expressed interest in attending. Mr. Grothaus stated that he would like to attend. Ms. Eaves stated that the City pays for her hotel but KAB pays for the registration. Registration for the Coordinator is \$274 and for board members is \$299. This is because the Coordinator is considered a KTB member. Mr. Grothaus asked for a motion to approve \$274 for the coordinator, \$299 for two board members along with \$138 a night plus taxes for the hotel (3 nights) for both board members. Meals are covered by the conference (breakfast, lunch, dinner). Actual expenses will be provided after the event.

A motion was made by Mr. Mitchell to approve the funds as described above for the two board members and the coordinator to attend the Keep Texas Beautiful Conference in San Antonio and seconded by Mr. Hodel.

*Through roll call, motion carried unanimously.*

**D. Discussion and Any Action on Financial Reporting including Treasurer Duties and Bookkeeping Agreement with Davis Kinard and Co. –**

Mr. Grothaus discussed that the bookkeeping service that Davis Kinard and Co. is providing is coming in a little high. In order for the board to receive monthly updates on financials, this duty will need to go back to the Treasurer. Ms. Smetana discussed that the reports being received from Davis Kinard and Co. do not provide a clear picture of the year-to-date budget. Due to personal time constraints, Ms. Kraly will relinquish her duties as treasurer if someone else will volunteer. Mr. Harwell stated that he has some experience in bookkeeping and has a degree in accounting and could take it over if needed. Mr. Grothaus stated that the tax returns will still be left with Davis Kindard for this year since they already have all the information on it.

A motion was made by Mr. Mallet to change the Treasurer duties from Ms. Kraly to Mr. Harwell and to remove the bookkeeping services from Davis Kindard and Co. The motion was seconded by Ms. Smetana.

*Through roll call, motion carried unanimously.*

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

**A. Event Planning**

- **Trash - Off** – Mr. Grothaus discussed the event on April 6<sup>th</sup> and also wanted to thank Mr. Mitchell for pulling together bands and equipment for the event. Ms. Eaves stated that approximately 100 people pre-registered, Mr. Ruff got it posted on the ACU website, and Reporter News printed a great article. Further discussion followed. The board members need to be at the event at 6:30 a.m. Ms. Waldrop discussed the Adopt-a-Highway volunteers that will be participating in the event.

- Spring Clean – The event is on Saturday, April 13<sup>th</sup> from 9 a.m. to 5 p.m. Ms. Eaves asked for volunteers for the event. Ms. Smetana and Mr. Hodel signed up for morning shift from 8:30 a.m. to 1:00 p.m.
- Business After Hours – Ms. Eaves discussed that the event is on April 18 from 5:30 to 7:00 p.m. at the Fire Escape. Mr. Grothaus stated that Mayor Archibald will be there to present the Mayor’s Conservation Award to Coca-Cola. Everyone is welcome to attend.

**B. Coordinator’s Report**

Ms. Eaves discussed the following items:

- Mr. Grothaus’ Expenses for the GCAA Judging Trip – There was \$283.66 for travel and per diem and \$159.85 for the hotel for a total of \$443.51. The amounts had previously been approved so this is just to show the actual amount spent.
- Trash Dumps used since October 1<sup>st</sup> - Ms. Eaves stated that there have been two free dumps both to Dyess Groups for the cleanup of Kirby Lake. One in March 2013 and one in November 2012. That means there are 10 free dumps left to distribute.

**C. Committee Reports**

Disc Golf Meeting – Ms. Eaves stated that the committee is looking at the 1<sup>st</sup> of October for the date of the event. The committee will be meeting later this month or early next month. More information will be available at the next meeting.

**D. Community Partners Reports**

Ms. Waldrop discussed that they are gearing up for the Trash-Off event and everything is looking good. Mr. Grothaus thanked Ms. Waldrop for her help with the event and throughout the year.

**Item VI: Adjournment** – With no further business, the meeting was adjourned at 1:00 p.m. The next meeting will be held on May 1, 2013 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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Ray Grothaus, President