

**MINUTES OF THE
KEEP ABILENE BEAUTIFUL BOARD
August 7, 2013
Abilene City Hall – Basement Conference Room**

OFFICERS PRESENT

Corey Ruff, President - Elect
David Harwell, Treasurer
E’Lisa Smetana, Secretary

OFFICERS ABSENT

Ray Grothaus, President

BOARD MEMBERS PRESENT

Doug Hodel
Shane Johnson
Elyse Lewis
Charles Mitchell

BOARD MEMBERS ABSENT

Martin Garcia
Stephanie Kraly
Eric Mallet
John Weir
Scott Kilmer

KEEP ABILENE BEAUTIFUL STAFF

Nicole Eaves, KAB Coordinator

ADVISORY MEMBERS PRESENT

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

COMMUNITY PARTNERS

None.

GUESTS PRESENT

None.

Item I: **Call to Order.** Corey Ruff, President-Elect, called the meeting to order at 12:06 p.m. Ms. Smetana checked roll call for each member. A quorum was established.

Item II: **Consent Agenda.**
1. **Approval of Minutes.**
2. **Approval of Treasurer’s Report.**

Mr. Ruff asked members if there was any discussion needed on the consent agenda. Ms. Smetana asked that the minutes of the Board Retreat dated July 23, 2013 be moved to the regular agenda due to some corrections needed.

Updated Financial Reports provided by Mr. Harwell were included in the packets for July 2013. A summary of those are listed below.

Current Bank Account Balance (as of July 1, 2013)	\$24,796.55
Deposits *outstanding	July Interest .42, Republic Services \$691.63, Republic Services \$691.63, Republic Services Trash-off Sponsor \$500.00
Expenditures/Checks Written * checks outstanding	*Ck. #2259 \$6.00, Ck. #2255 \$500.00, *Ck.#2256 and Ck. #2257 \$115.06
Current Bank Account Balance (as of Month End)	\$26,110.17
Current Bank Account Balance (w/Outstandings ***as of Month End)	\$26,059.17

Through roll call, motion to approve the consent agenda for the Treasurer’s Report carried unanimously.

Item III: Action Items:

- 1. Minutes of the July 23, 2013 Board Retreat** – Mr. Ruff asked for the corrections to the minutes. Ms. Smetana stated that the date on the first page needs to be July 23rd. Also, under Item I – Call to Order the statement “It was noted that the secretary was absent and minutes would be taken by Ms. Eaves” be added to that item. Under Item V – Adjournment the word “regular” needs to be added after next. Mr. Ruff asked for a motion to approve the amended minutes. Ms. Smetana made a motion to approve the minutes as amended and it was seconded by Ms. Lewis.

Through roll call, motion carried unanimously.

- A. Discussion and Possible Approval of the Budget (Funding needs for any and all fundraising needs or ideas – tabled 6/5/13 and 7/10/13)** – Mr. Ruff stated that the fundraising needs had been tabled from the last two meetings but we are ready to discuss. Ms. Eaves listed the following items that will be needed for the 5K Fun Run “Trash Dash”: Race numbers \$250, T-Shirts \$2,400, Advertising \$275 for online and \$550 for flyers, Equipment \$100, Signage \$100, and Logo Fee \$25. Ms. Eaves stated that the committee hopes to get some of these items donated but they want to approve the full amount of \$3,700 just in case. Stormwater Services will be donating 2,500 printed flyers. The \$25 is to reimburse Mr. Kilmer for the purchase of the logo. Mr. Harwell questioned the expense of the \$2,400 for the T-Shirts. Ms. Lewis discussed the design of the T-Shirts and that a 2-color shirt would be around \$7 so they want to order 300 shirts. Dyess Air Force Base will be partnering with us at this event.

Further discussion was held. Mr. Harwell made a motion to approve \$3,700 for the Trash Dash event and it was seconded by Mr. Johnson.

Through roll call, motion carried unanimously.

- B. Discussion and Possible Approval of Funds for Board Nametags** – Mr. Ruff asked Ms. Eaves to discuss. Ms. Eaves stated that at the Board Retreat it was decided that nametags were needed for Board members. Ms. Eaves is asking for \$140 which is the maximum amount since most nametags run around \$7.50 each. Ms. Smetana made a motion to approve \$140 to Craft Design for Board nametags and it was seconded by Mr. Johnson.

Through roll call, motion carried unanimously.

- C. Discussion and Possible Approval of 2013-2014 President, President-Elect, Secretary, and Treasurer** – Mr. Ruff discussed that it was time for elections. Ms. Eaves explained the process.

Nominations for President were requested: Mr. Ruff stated that he is interested in that position. Motion was made by Ms. Smetana and seconded by Mr. Harwell to elect Mr. Ruff for President.

Through roll call, motion carried unanimously.

Nominations for President-Elect were requested: Mr. Harwell made a motion to elect Mr. Grothaus as President-Elect and seconded by Ms. Lewis.

Through roll call, motion carried unanimously.

Nominations for Secretary were requested: Ms. Smetana stated that she would be willing to serve another year in that position if no one else was interested. Mr. Harwell made a motion to elect Ms. Smetana as Secretary and seconded by Mr. Mitchell.

Through roll call, motion carried unanimously.

Nominations for Treasurer were requested: Ms. Smetana made a motion to elect Mr. Harwell for Treasurer and seconded by Mr. Johnson.

Through roll call, motion carried unanimously.

- D. Discussion and Possible Approval of Funding Request to Adjust the Amount Approved for the Office of the Secretary of State** – Mr. Ruff discussed that the amount that was approved last month was \$5.00 but there was a \$1.00 late fee so the total amount was \$6.00. A motion was made by Mr. Harwell to approve \$6.00 to the Office of the Secretary of State and seconded by Ms. Lewis.

Through roll call, motion carried unanimously.

Item IV: Non-Action Items:

A. Don't Mess with Texas Trash-Off Largest Group Award – Mr. Ruff stated that on Friday at 2 p.m. the Board would need to meet to award Bandag. The event will be at the Bandag facility and he encouraged the Board members to attend.

B. Event Planning/Committee Updates

- Trash Dash Updates – Dyess Air Force Base is partnering with us. There is a sponsorship form in the Board packet and all Board members are asked to help get sponsors. Republic Services has volunteered to Title sponsorship the event but Event sponsors and even other Title sponsors are needed. The deadline will be the end of August so they can be included on the banners. Ms. Smetana asked the committee if they could put together bullet points or something to hand out to sponsors to get their participation. Ms. Lewis volunteered to put that together.
- Communications Committee Update – Mr. Johnson discussed the progress that Mr. Kilmer has made on looking at other logos. He is looking at a new website design and increasing Facebook followers. Mr. Johnson also discussed his ideas on rebranding KAB. The problem that currently exists is that there is no pattern to the items KAB distributes. Each item looks different and doesn't focus on a single purpose. His proposal is for KAB to come up with a single goal and concentrate on that. Mr. Ruff asked that we keep in mind a focus on educating and including the kids with KAB.

C. Coordinator's Report

Ms. Eaves discussed the following items:

- New Executive Committee – Will need to meet to plan the 2013-2014 Budget and have it ready for the September meeting. The date selected was August 21st at 4 p.m. in the upstairs conference room.
- KTB Training – Keep Texas Beautiful (KTB) has asked KAB to host an area workshop in Abilene. There are some responsibilities associated with this. Ms. Eaves asked the Board's opinion on this idea. The Board was in agreement that this seems like a good idea and asked Ms. Eaves to pursue this idea and present it back to the Board at a later date. The dates suggested were October or November.

D. Community Partners Reports

Ms. Eaves discussed the West Texas Fair and Rodeo that is coming up in September and asked the Board to be sure to sign up for some work slots during that time to man the booth.

Item V: Adjournment – With no further business, the meeting was adjourned at 12:52 p.m. The next meeting will be held on September 4, 2013 at 12 noon in the Abilene City Hall in the Basement Conference Room.

E'Lisa Smetana, Secretary

Ray Grothaus, President