

**MINUTES OF THE  
KEEP ABILENE BEAUTIFUL BOARD  
September 3, 2014  
Abilene City Hall – Basement Conference Room**

**OFFICERS PRESENT**

Corey Ruff, President  
E’Lisa Smetana, Secretary

**OFFICERS ABSENT**

Ray Grothaus, President – Elect  
Vacant, Treasurer

**BOARD MEMBERS PRESENT**

Sylvia Holcomb  
Shane Johnson  
Scott Kilmer  
Elyse Lewis

**BOARD MEMBERS ABSENT**

Martin Garcia  
Stephanie Kraly  
Charles Mitchell  
John Weir

**KEEP ABILENE BEAUTIFUL STAFF**

Nicole Eaves, KAB Coordinator

**ADVISORY MEMBERS PRESENT**

Joe LeBlanc, Adopt-a-Highway - TxDOT

**COMMUNITY PARTNERS**

None

**GUESTS PRESENT**

None

**Item I:**     **Call to Order.**   Mr. Ruff, called the meeting to order at 12:03 p.m.   Ms. Smetana checked roll call for each member.   A quorum of Board members was present.

**Item II:**     **Consent Agenda.**  
      **1. Approval of Minutes – Approval of Minutes from July and August 2014 regular meetings.**  
      **2. Approval of Treasurer’s Report from August 2014.**

Minutes from the July and August meetings were presented.   An updated Financial Report was provided and was included in the packets for August 2014.   A summary is listed below.

|  |   |
|--|---|
| <b>Current Bank Account Balance</b><br>(as of March 1, 2014)               | <b>\$36,040.53</b>                                  |
| <b>Deposits *outstanding</b>   | <b>Interest .64, Republic Services<br/>\$698.55</b> |
| <b>Expenditures/Checks Written</b><br>* checks outstanding                 | <b>None</b>   |
| <b>Current Bank Account Balance</b><br>(as of Month End)                   | <b>\$36,739.72</b>                                  |
| <b>Current Bank Account Balance</b><br>(w/Outstandings ***as of Month End) | <b>\$36,739.72</b>                                  |

*A motion was made by Ms. Smetana and seconded by Mr. Johnson to approve the consent agenda. Ms. Holcomb abstained from the vote. Through roll call, motion carried unanimously.*

**Item III: Action Items:**

- A. Discussion and Possible Approval of Updated Awards format** - Ms. Eaves discussed the current awards and the updated changes as suggested at the Board Retreat. She explained the changes including that the school award has changed to a grant program and includes recycling, conservation and beautification. The business awards were consolidated into one page and we changed the Presidential Recycling Award to the KAB Recycling Award and added guidelines. Further discussion was held. Mr. Kilmer stated that he would like to see separate budget line items for business awards and school awards. Ms. Smetana asked that we add that supplemental documents may be used by KAB same as on the School Grant to the Business Awards page.

*Mr. Johnson made a motion to approve the Updated Awards format with the changes listed above. This was seconded by Ms. Holcomb. Through roll call, motion carried unanimously.*

- B. Discussion and Possible Approval of New Programs Sponsored by KAB (Loot for Litter, Litter Free Business Campaign, Litter Letter Project)** – Mr. Ruff stated that these are the programs that we have discussed before and also at the Board Retreat. Ms. Eaves stated that she has found out more information about how the Loot for Litter can help the City of Abilene and Code Enforcement. She stated that this would allow areas that they are unable to get to due to lack of funding to be cleaned and it would allow citizens to keep areas clean. Discussion followed about ArtWalk in November and using the Litter Letter Project at that event. Further discussion was held.

*Ms. Lewis made a motion to approve all three programs (Loot for Litter, Litter Free Campaign, and Litter Letter Project) pending new an updated KAB logo and the*

*funding available. This was seconded by Mr. Johnson. Through roll call, motion carried.*

- C. Discussion and Possible Approval of Website Updating Abilities – Coordinator and Executive Committee** – Mr. Kilmer discussed the need to have various individuals have access to updating the website. He stated that at the Board Retreat discussion was held on this. The suggestion is that the Executive Committee and the Coordinator have that authority.

*Mr. Johnson made a motion to approve the Executive Committee and the Coordinator as authorized to make changes to the KAB website. This was seconded by Ms. Lewis. Through roll call, motion carried unanimously.*

- D. Discussion and Possible Approval of Areas of Focus – Beautification, Recycling, Conservation** – Ms. Eaves stated that in the past it was listed as Water Conservation and now we want to broaden it into just Conservation to capture energy, water, etc.

*Ms. Holcomb made a motion for KAB's focus to be Beautification, Recycling, and Conservation. This was seconded by Mr. Kilmer. Through roll call, motion carried.*

- E. Discussion and Possible Approval Repairs and maintenance for the trailer** – Mr. Johnson discussed the trailer and the current maintenance needed. Repairs needed include fixing tail-light and flats on the trailer. Further discussion was held.

*Mr. Johnson made a motion to approve the repairs to the trailer up to \$100 with the intent to prepare it for sale. This was seconded by Ms. Lewis. Through roll call, motion carried.*

- F. Discussion and Possible Approval of 2014-2015 Treasurer** – Ms. Eaves stated that with Mr. Harwell accepting a position out of town we are without a Treasurer at this time so we will need to fill that position.

*Mr. Johnson made a motion to approve Mr. Kilmer as Treasurer for the 2014-2015 year. This was seconded by Ms. Lewis. Through roll call, motion carried.*

- G. Discussion and Possible Approval 2014-2015 Budget** – Ms. Eaves stated that this is the month that we normally approve the new budget so included in the packets is the proposed budget as presented by the Executive Committee.

*Ms. Smetana made a motion to approve the 2014-2015 Budget with the noted changes of splitting the Awards line item from \$1990 to \$1500 to Grants and \$490 to Awards. This was seconded by Ms. Holcomb. Through roll call, motion carried.*

- H. Discussion and Possible Approval KAB Promotional Items** – Mr. Ruff asked Ms. Eaves to discuss the promotional items she has received to date. Ms. Eaves provided the board with documentation from various sources showing promotional items. She asked the board to narrow the items down to things they would like to purchase for

KAB. Discussion followed. The recommendation from the board was that Ms. Eaves look into pens, shopping bags, car chargers, slider keychains, and cups. They asked that she gather prices on these items for a future meeting.

*Mr. Johnson made a motion to table this item pending final bids. This was seconded by Mr. Kilmer. Through roll call, item was tabled.*

**Item IV:      Non-Action Items:**

- A. Committee Reports** – Mr. Ruff asked for any committee reports. Mr. Kilmer stated they are working on the artwork for the Communication Committee.
- B. Coordinator's Report** – Ms. Eaves discussed the following:  
*Recycled Art Contest – Reimagine* – Ms. Sarah Kieschnick and her non-profit organization are asking for a \$30 sponsorship for next month for a recycled art contest. More information will be provided.  
*Dyess Freedom Tree Project* – The project is moving along and on September 6<sup>th</sup> they will be conducting a dig test.  
*Traffic Triangle Funds* – There was a problem with the checks being returned to the bank due to an addressing issue. The project has expended \$1,877.61 and she would like to use the general fund to pay until they can get that corrected. Suggestion was to visit with legal about the item and see what they say.
- C. Community Partners Reports** – Mr. LeBlanc discussed the Fair and Rodeo coming up with a booth coordinated with TxDOT and other entities including KAB.

**Item V:      Adjournment** – With no further business, the meeting was adjourned at 1:12 p.m. The next meeting will be held on October 1, 2014 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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Corey Ruff, President