

**MINUTES OF THE  
KEEP ABILENE BEAUTIFUL BOARD  
July 6, 2016  
Abilene City Hall – Basement Conference Room**

**OFFICERS PRESENT**

Shane Johnson, President  
Martin Garcia, President Elect  
Scott Kilmer, Treasurer

**OFFICERS ABSENT**

Elyse Lewis, Secretary

**BOARD MEMBERS PRESENT**

Sylvia Holcomb  
Corey Ruff  
E’Lisa Smetana

**BOARD MEMBERS ABSENT**

Elizabeth McAnally

**KEEP ABILENE BEAUTIFUL STAFF**

Nicole Eaves, KAB Coordinator

**ADVISORY MEMBERS PRESENT**

Srinivas Valavala, Stormwater Services  
Paige Rudasic, Abilene Zoo

**COMMUNITY PARTNERS**

Robert Keith – WCTCOG

**GUESTS PRESENT**

Gayla Fullerton

**Item I:**       **Call to Order.** Mr. Garcia called the meeting to order at 12:04 p.m. He noted that Mr. Johnson was on his way to the meeting. A quorum of Board members was present.

**Item II:**       **Consent Agenda.**

- 1) Approval of Minutes – Approval of minutes from June 2016 regular meeting
- 2) Approval of Treasurer’s Reports from April 2016, May 2016, and June 2016

June 2016 minutes and the treasurer’s reports for April, May, and June 2016 meetings were provided for review. A summary of the June treasurer’s report is listed below.

**KAB General Account**

<b>Current Bank Account Balance</b> (as of May 31, 2016)	<b>\$34,136.29</b>
<b>Deposits *outstanding</b>	<b>Interest: \$0.57</b> <b>Individual: Hanna \$56.00, Cash \$30.00, Square \$54.46</b> <b>Republic Services Inc.: \$712.53,</b> <b>Walmart: \$1,000, Rotary \$500</b>
<b>Expenditures/Checks Written</b> * checks outstanding	<b>Sugar Land Marriott #2349 \$508.65, Hilton Garden Inn Sugar Land #2350 \$482.51</b>
<b>Current Bank Account Balance</b> (as of Month End)	<b>\$35,498.69</b>
<b>Current Bank Account Balance</b> (w/Outstanding ***as of Month End)	<b>\$35,498.69</b>

**KAB Project Account**

<b>Beginning Bank Account Balance</b> (as of May 31, 2016)	<b>\$2,597.00</b>
<b>Deposits *outstanding</b>	<b>Donations: Prier \$950.00, Masterscapes \$300.00</b>
<b>Expenditures/Checks Written</b> * checks outstanding	
<b>Current Bank Account Balance</b> (as of Month End)	<b>\$3,847.00</b>
<b>Current Bank Account Balance</b> (w/Outstanding ***as of Month End)	<b>\$3,847.00</b>

Mr. Garcia asked if there were any changes/additions/deletions to the minutes or questions about the treasurer's report.

*Ms. Smetana asked that for the minutes under Item II consent agenda that a change be made from minutes to treasurer's report and under Item III a change from is to if referring to Ms. Fullerton in the second paragraph. A motion was made by Ms. Smetana with those two changes and seconded by Ms. Holcomb to approve the consent agenda. Through roll call, the motion carried unanimously.*

**Item III: Action Items**

- A. Discussion and Possible Approval of a bookkeeping software** - Ms. Eaves discussed the information on Quickbooks. With the Essentials version you can have up to 3 people with access to Quickbooks. Ms. Eaves stated that last month the board had requested that she get information from legal about Ms. Fullerton being on the board and being invoiced for the Quickbooks license. Legal does not have an issue with this as long as she provides an invoice that shows the amount. Ms. Eaves stated that this would be a yearly invoice at \$13 per month which is Ms. Fullerton's wholesale cost.

Mr. Johnson joined the meeting at this time.

*A motion was made by Mr. Kilmer and seconded by Mr. Johnson to approve the purchase of the Essentials Quickbooks software for \$13 per month wholesale cost. Through roll call, the motion carried unanimously.*

Mr. Garcia turned the meeting over to Mr. Johnson at 12:12 pm.

- B. Discussion and Possible Approval of a gift for Donna Rieff (second place recipient of the Keep Texas Beautiful Sadie Ray Graff Educators Award – High School)** – Ms. Eaves discussed the Keep Texas Beautiful awards and that Ms. Albus nominated Ms. Rieff for the Sadie Ray Graff Educators Award. Ms. Rieff received second place. Ms. Lewis asked Ms. Eaves to suggest awarding one of the anniversary trees as the gift. Further discussion was held.

*A motion was made by Ms. Holcomb and seconded by Mr. Garcia to provide a \$200 anniversary tree for her award. Ms. Eaves was asked to look into the possibility of Ms. Rieff being able to select the park for placement. Through roll call, the motion carried unanimously.*

- C. Discussion and Possible Approval of Fort Phantom Lake Cleanup Budget** – Mr. Johnson stated this was the cleanup KAB is doing for the water quality month. Ms. Eaves said she put this on the agenda in case the board wanted to do something such as breakfast or an incentive door prize. Mr. Johnson asked about the Fort Phantom home owners' lake association. Ms. Eaves stated she has sent it out via social media but the only information they can find for the home owners association is their mailing addresses. Discussion was held about geocaching and the validity of having them partner with this event. Ms. Eaves will look into these ideas. Mr. Valavala stated that perhaps Stormwater Services can provide t-shirts for the event. Ms. Smetana asked Ms. Eaves to look into the paddleboard business partnering with us on this event. Mr. Johnson stated that an events committee would get together and work on this (Mr. Johnson, Mr. Garcia, and Ms. Holcomb).

*A motion was made by Mr. Garcia and seconded by Mr. Ruff to provide up to \$300 for Fort Phantom Lake cleanup supplies. Through roll call, the motion carried unanimously.*

- D. Discussion and Possible Approval of Cleanup Supplies – trash bags, grabbers, gloves** – Ms. Eaves stated that the cleanup supplies were getting low so we need to order trash bags and grabbers.

*A motion was made by Ms. Smetana and seconded by Mr. Garcia to provide up to \$400 for the purchase of cleanup supplies including but not limited to grabbers and trashbags. Through roll call, the motion carried unanimously.*

**Item IV: Non-Action Items**

- A. The Governor's Community Achievement Award** – The following items were discussed to add to the GCAA application:
- Mercy Clinic garden expansion
  - Bird Thomas Trash Camp
  - Abilene Outdoor Adventures
- B. Committee Reports** – None.
- C. Coordinator's Report and KTB Conference Report**– Ms. Eaves reported on the following items:
- Stormwater billboards have been added around town. August is water quality month.
  - August 6<sup>th</sup> is Lake Fort Phantom cleanup – board members need to be there at 7 am and the event will last till 11 am.
  - August 26<sup>th</sup> they will host a rain barrel giveaway. They have 100 to distribute.
  - Litter Index is due August 1<sup>st</sup>
  - Board Retreat is coming up on August 20<sup>th</sup> so send ideas for topics, also we will be looking at board appointments (president, vice president, treasurer, and secretary).
  - We need to get twenty more trees sold for our 30<sup>th</sup> anniversary event. There are two months left to do this.

Mr. Garcia and Ms. Eaves discussed the KTB Conference (make the events have a theme and character, adopt-a-spot ideas, color-coded maps, backpacks, electronic waivers, and Frisbees as plates at events).

**D. Community Partners Report and Advisory Members**

Mr. Keith discussed his role at the WCTCOG. Mr. Valavala discussed the raindrop tour at the Zoo showing the progression of water. Ms. Rudasic discussed the Blue Jeans Go Green campaign on August 13-14.

**E. Award Nominees**

Discussion was held on Heff's Burgers on SH 351, Bird Thomas, along with Eternal Threads making mats out of trash bags for the homeless.

**Item V: Adjournment** – With no further business, the meeting was adjourned at 1:13 p.m. The next meeting and Annual Board Retreat will be held on Saturday August 20, 2016 at 8:30 a.m. in the ACU-Vanderpool Room located at 1718 Campus Court.

  
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E'Lisa Smetana for Elyse Lewis, Secretary

  
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Shane Johnson, President

