

**MINUTES OF THE
KEEP ABILENE BEAUTIFUL BOARD
November 14, 2018 Meeting
City Hall – Basement Conference Room
555 Walnut Street, Abilene, Texas**

OFFICERS PRESENT

Ashton Anderson, President-Elect
E’Lisa Smetana, Secretary

OFFICERS ABSENT

Brandon McAuliffe, President
Gayla Fullerton, Treasurer

BOARD MEMBERS PRESENT

Sylvia Holcomb

BOARD MEMBERS ABSENT

None

KEEP ABILENE BEAUTIFUL STAFF

Paige Schneider, Stormwater Education & KAB Coord.

ADVISORY MEMBERS PRESENT

Kelley Messer, First Assistant City Attorney
Srini Valavala, Stormwater Services Administrator

COMMUNITY PARTNERS

Joe LeBlanc, TxDOT
Ernie Piske, TxDOT

GUESTS PRESENT

Martin Jensen, Swenson House
Sarah Bacon
Tobi Popoola

Item I:

Call to Order.

Mr. Anderson called the meeting to order at 12:10 p.m. A quorum of board members was present.

Item II:

1. Approval of the minutes from the September 5th, 2018 meeting. *Motion to approve the September 5, 2018 meeting minutes was made by Ms. Smetana and seconded by Ms. Holcomb. Through roll call, motion carried unanimously.*

2. Approval of the minutes from the October 10th, 2018 meeting. *Motion to approve the October 10, 2018 meeting minutes was made by Mr. Anderson and seconded by Ms. Holcomb. Through roll call, motion carried unanimously.*

Item III:

Agenda Items

1. **September and October 2018 Treasurers Reports.**

Updated Financial Reports provided by Ms. Fullerton were included in the packets for September and October 2018. A summary of those are listed below.

Current Bank Account Balance (as of September 30, 2018)	\$ 52,166.10
Accounts Receivable *outstanding	Donations \$200.00, Republic Services \$763.69, Interest \$.89
Expenditures/Checks Written * outstanding	\$200.00 Grants and Awards (Trees)
Current Bank Account Balance (as of October 31, 2018)	\$52,930.68

Discussion was held on the Treasurer's Report. *Ms. Smetana made a motion to accept the reports and it was seconded by Ms. Holcomb. Through roll call, motion carried unanimously.*

2. Request for Assistance – Swenson House.

Ms. Schneider introduced Mr. Martin Jensen with the Swenson House. Mr. Jensen is requesting financial assistance in the amount of \$500 for five cubic yards of decomposed granite to lay a handicap accessible pathway at the Swenson House. He further explained it would be to access the educational garden and it would provide beautification of the neighborhood. After discussion, Ms. Smetana asked if location pictures could be provided along with additional information on the educational benefit of the project. *Ms. Smetana made a motion to table the item till the next meeting and it was seconded by Ms. Holcomb. Through roll call, motion carried unanimously.*

3. Insurance Coverage Presentation.

Ms. Schneider introduced Miles Willis with CBS Insurance. Mr. Willis discussed General Liability Insurance along with Directors/Officers Insurance. After much discussion, *Ms. Smetana made a motion to approve the \$522 for one year for the Directors/Officers Insurance and it was seconded by Mr. Anderson. Through roll call, motion carried unanimously.* The Board then asked Ms. Schneider to follow up with the General Liability Insurance by looking at the cost per event versus per year and bring back to a future meeting.

4. Credit/Debit Card Options.

Ms. Schneider discussed the benefits of the Credit versus Debit card options. The debit card would have \$1,000 daily spending limit and no fee. Ms. Schneider stated that the limit could be increased if the Board so desired. The consensus was that \$1,000 was sufficient. The credit card would be 0% for the first 6 months then move to a variable rate and it would have a fee of \$99 after the first year. *Mr. Anderson made a motion to authorize Ms. Schneider to obtain a debit card for KAB and it was seconded by Ms. Smetana. Through roll call, motion carried unanimously.*

5. Christmas Lane.

Ms. Schneider said that Stormwater employees would once again help with the setup of the Christmas Lane decorations. She asked for a date that the Board members could help. It was decided that November 29th from 10 am to noon would work for the members. Ms. Schneider stated she would send out the date and information to everyone.

6. Committee Reports

- a. Fundraising Committee – Report (*None*)
- b. Event Committee – Report (*None*)
- c. Executive Committee – Report (*None*)

7. Coordinator's Report

a. Program Updates

Ms. Schneider discussed the following items:

- i. Kirby Lake and Fall Arbor Day Closing Reports (*Data provided in the packets for the Kirby Lake and the Fall Arbor Day email will be sent shortly*)
- ii. Monthly Program Report (*New process of documenting monthly reports was explained to the Board along with the data being provided in the packet*)

b. Upcoming Programs

- i. Love Where You Live Campaign (*Asked if the Board would like to continue program – general consensus was yes and to bring it back to a future meeting*)
- ii. Awards (*New award information will be going up on website soon and will be sent out*)

- c. Purchasing Supplies (*None at this time*)
- d. Potential February Meeting Change (*Ms. Schneider will not be present at the February meeting so Ms. Smetana made a motion to move the February meeting to February 6th and it was seconded by Mr. Anderson. Through roll call, motion carried unanimously. Ms. Schneider stated she would send out the notice.*)
- e. Swenson House Meeting Venue (*Mr. Jensen offered the use of the Swenson House for a future KAB meeting. Board discussed that an early spring time meeting would be good to host there.*)

8. Board Member Recruitment.

Ms. Schneider stated that we had two potential board members present at today's meeting (Ms. Bacon and Mr. Popoola). She also said she has received additional interest from others.

9. Governor's Community Achievement Award Update.

Ms. Schneider relayed that the next meeting of the GCAA Committee would be December 14 from 9 to 11 a.m. This will be the third meeting for the committee and they will be looking at a sketch of the design.

10. Award Nominees.

Current nominees are the Downtown Association trash cans and the Swenson House beautification efforts. The Friends of Kirby Lake was suggested at this meeting.

11. Public Comments.

Joe LeBlanc with TxDOT introduced Ernie Piske with TxDOT Taylor County Maintenance Office.

Item IV: Adjournment. With no further business, the meeting was adjourned at 1:16 p.m.



E'Lisa Smetana, Secretary

Ashton Anderson, President Elect

