

**MINUTES OF THE
KEEP ABILENE BEAUTIFUL BOARD**

**May 8, 2019 Meeting, at 12 p.m.
City Hall – Basement Conference Room
555 Walnut Street, Abilene, Texas**

OFFICERS PRESENT

Brandon McAuliffe, President
Dr. Tobi Popoola, Treasurer
E’Lisa Smetana, Secretary

OFFICERS ABSENT

Ashton Anderson, President-Elect

BOARD MEMBERS PRESENT

Della Beasley
Jamie Dalzell
Sylvia Holcomb

BOARD MEMBERS ABSENT

Erma Rodriguez

KEEP ABILENE BEAUTIFUL STAFF

Paige Schneider, Stormwater Education & KAB Coord.

ADVISORY MEMBERS PRESENT

Kelley Messer, First Assistant City Attorney

COMMUNITY PARTNERS

None

GUESTS PRESENT

None

Item I:

Call to Order.

Mr. McAuliffe called the meeting to order at 12:07 p.m. A quorum of board members were present.

Item II:

Minutes

Approval of the Minutes from the April 10, 2019 meeting.

Mr. McAuliffe asked if there were any changes needed to the minutes. Hearing none, he asked for a motion. **Motion to approve the meeting minutes as presented was made by Dr. Popoola and seconded by Ms. Dalzell. *Through roll call, motion carried unanimously.***

Item III:

Agenda Items

1. Announcement Regarding Meeting Procedures

Mr. McAuliffe read the new procedures into record. These include the following:

- Discussions taking place needs to pertain to the item being considered. Topics unrelated to the agenda item will not be discussed at that time.
- When a motion is made to take action on an item, all discussion will cease and the president will be entertaining a second for the motion. Once a second has been made, the board will immediately start the voting procedure. No discussion will take place after the voting process has begun.
- If at the time voting takes place you're not comfortable with the motion, you do have the right to either vote against the action being taken or recuse yourself from the vote.
- After the vote has taken place, we will be moving on to the next item on that month's agenda. No discussion on an item will take place after the board has begun the voting process or moved onto the next item.

He then further reiterated that these changes are not designed to inhibit anyone's ability to ask questions or voice their opinion, rather they allow those comments to be made during the appropriate item and eliminate confusion by keeping all comments on the discussion at hand.

2. March Treasurer's Reports

Due to a delay pertaining to the transfer of records to the new treasurer, no reports were available.

1. Tax Free Days.

Dr. Popoola confirmed with the State Comptroller's office that we get two tax free days per year. These can either be isolated days or a stretch of 48 hours but we do have to get them preapproved before use.

3. Request to Approve Funds

1. Quickbooks Subscription – Dr. Popoola discussed the various subscription prices. Discussion was held on the cost of the subscription versus the amount of debits/credits KAB has and the potential ability to use Excel to track the treasurer report. Dr. Popoola stated he was willing to give it a try. **A motion was made by Ms. Beasley to hold off on the purchase of Quickbooks for three (3) months and it was seconded by Ms. Dalzell. Through roll call, motion carried unanimously.**

2. Love Where You Live T-shirt – Revote

Ms. Schneider stated that the Love Where You Live T-shirts went up in price so she is bringing this back to the board. **A motion was made by Ms. Beasley to purchase 72 shirts at \$7.45 each and allow the Coordinator to select the sizes based on past sales and it was seconded by Ms. Smetana. Through roll call, motion carried unanimously.**

3. Chamber of Commerce Membership Request

Ms. Schneider discussed the Chamber of Commerce membership. Ms. Holcomb stated it is a great partnership. **A motion was made by Ms. Beasley to renew the Chamber of Commerce membership for \$200 for the year and it was seconded by Ms. Holcomb. Through roll call, motion carried unanimously.**

4. Membership Program Components

Ms. Schneider said there are still some details that are needed. One is that we say we will send them a special gift but that is unclear on what that is. The second is the shipping costs. She said we would potentially need a scale, envelopes, and labels for the program. **A motion was made by Ms. Smetana to allow up to \$100 for shipping services for the membership program and it was seconded by Mr. McAuliffe. Through roll call, motion carried unanimously.**

A motion was made by Dr. Popoola to purchase 200 KAB square stickers for \$60 from 3rd Street Printing for the membership program and it was seconded by Ms. Beasley. Through roll call, motion carried unanimously.

5. Outdoor Adventure Day

Ms. Schneider stated she needed the full grant amount moved to the Recreation Account. We will be provided all the receipts so she can send information to the Community Foundation as needed for the grant. **A motion was made by Mr. McAuliffe and seconded by Ms. Beasley to move the \$1,850 to the event specific Recreation Account for the Outdoor Adventure Day. Through roll call, motion carried unanimously.**

4. Flexible Use of LWYL T-shirts

Mr. McAuliffe said that while at the HOT Host awards ceremony for the presentation of our KAB awards, he thought it would be great if each winner received a KAB T-shirt. Currently, that is not possible so he asked Ms. Schneider to put this item on the agenda for discussion about a more flexible use of KAB's shirts. **A motion was made by Ms. Beasley and seconded by Mr. McAuliffe to allow 10 KAB shirts per year as a promotional item with dual approval to be from the KAB Coordinator along with one Executive Committee member. Through roll call, motion carried unanimously.**

5. Clay Shoot Update and Discussion

Mr. McAuliffe gave a brief update on the Event Committee's discussion of the Clay Shoot Event. A date has been set of July 27th. It was decided that since this is both a fundraiser along with an event that both of those committees would each have two people present for on-going discussions regarding the Clay Shoot. Mr. McAuliffe stated there would be a couple of meetings and then full action would take place at the June Board meeting.

6. Updating Old KAB Trash Cans and Signage

Mr. McAuliffe stated in the interest of time this item would be on the next agenda

7. KAB Internship Proposal

Ms. Schneider presented the KAB Internship Proposal to the Board. **A motion was made by Ms. Beasley to accept the proposal as written with the final decision for the selection of the intern to be held with the Executive Committee and the KAB Coordinator. This was seconded by Dr. Popoola. Through roll call, motion carried unanimously.**

8. Presentation on Council's Rules of Procedure

Mr. McAuliffe stated in the interest of time this item would be on the next agenda and it would also allow the full board to be present.

9. Committee Reports

1. Executive Committee – None.
2. Event Committee – Meeting to discuss Clay Shoot Fundraiser.
3. Fundraising and Marketing Committee – None.
4. Grant and Awards Committee – Working on revamping grant application.

10. Coordinator's Report

Ms. Schneider gave an update on the programs.

1. Program Updates

1. Monthly Program Report - *She provided a comparison to last year's numbers.*
2. KTB Gold Star Status Received – *We received a 96.3 on the 2019 GCAA application.*
3. Stadium Signs (continued)
4. Board Openings – *Three nominations for our three openings going to council.*

2. Upcoming Programs

1. Outdoor Adventure Day – *She said that volunteers would be needed. The event runs from 9 am to 3 pm.*
2. KAB Clay Shoot
3. Keep Texas Beautiful Conference

She said that the Embroiderette allows members to put the KAB logo on items for an \$8 fee versus the normal \$10 fee. Also, she is putting together a new board member information binder for members.

11. Governor's Community Achievement Award

Mr. McAuliffe said the next committee meeting is May 17th at 8:30 am.

12. Community Projects

Mr. McAuliffe said that the Friends of Lake Kirby have a trail development in June that we will likely be asked to help recruit volunteers for. Also the Downtown Hotel and development is occurring.

13. Board Comments or Future Agenda Item Requests

None at this time.

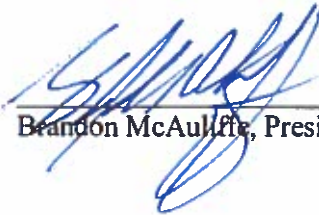
14. Public Comments

None at this time.

Item IV: **Adjournment.** The meeting was adjourned at 1:10 p.m.



E'Lisa Smetana, Secretary



Brandon McAuliffe, President