

ENA Board Meeting Minutes

September 4, 2013

Present: Tiffani Roltgen, Mike Digman, Justin Martin, Jamie Meise, Scot Whitney, Betsy Winterhack, Rod Gennrich, Isaac Semrow, Steve Johnson, Ted Perttunen, and Lynn Munsinger-Brown

Absent: None

Call to Order: Tiff called the meeting to order at 7:00pm.

Secretary's Report: A motion was made by Jamie and seconded by Steve to begin posting the meeting minutes in full on the ENA website rather than in the Echo and include a note in the Echo to refer to the website to view the minutes electronically or contact the secretary to receive a mailed copy. Now that the Echo is printed less often, the minutes are taking a substantial amount of room which takes away from other material. The board discussed concerns that people may not take the time to read the minutes if they are not printed directly in the Echo and may miss out on information. Jamie accepted a friendly amendment to add a Secretary's Corner to the Echo summarizing the main discussion points from the meetings along with a link to view the minutes on the website and the secretary's contact information. Motion carried.

Treasurer's Report: Our current balance is \$9955.37. During the past month we received about \$150 in new membership dues and \$145 revenue in registration fees from the Annual Garage Sale. We also had a few expenses left over from the Fourth of July trickle in. Balance sheet will be placed on file for audit.

A motion was made by Mike and seconded by Scot for the ENA Board of Directors to adopt an annual financial audit procedure that follows the guidelines outlined below:

Deposits

Auditors will:

- 1. Select 5 random deposits, trace back to bank statement, and then to original deposit detail.*
- 2. Select the 5 largest deposits, trace back to bank statement, and then to original deposit detail.*

Checks

Auditors will:

- 1. Select 5 random checks, trace back to bank statement, and then to original check request.*
- 2. Select the 5 largest checks, trace back to bank statement, and then to original check request.*
- 3. Trace any checks written to the Treasurer to the bank statement, and original source document.*
- 4. Trace any void checks and view physical voided check.*
- 5. Verify and record the beginning and ending check number for the fiscal year and next blank check number.*

Motion carried.

Scot reported that he has completed his review for the current quarterly audit and passed it on to Mike Roltgen for a second review.

Reports: Tiff attended a meeting held by Alder Denise DeMarb with other surrounding neighborhood leaders. Denise wants to start having a regular check in meetings with the neighborhoods which any board member could attend and report back to the board. Main discussion topics included the new bus routes, the long term plans for the Hwy 51 project including plans for bike and pedestrian crossings, and recent updates to the situation with the Pinney library lease ending and possibly relocating. The board discussed advocating on behalf of the neighborhood to ensure there is a serviceable library accessible to the neighborhood. Tiff will contact our alder for further clarification on the budget and answers to questions surrounding the library relocation.

Tiff also attended the McClellan Park neighborhood meeting. The main topics at the meeting were the grocery store projected for March 2014, work on traffic calming including speed bumps and islands, and the situation with the library no longer being built.

Committees:

Bylaws Committee- Mike, Tiff, and Betsy reviewed the bylaws and met to walk through proposed changes. Betsy will send a version with their updates to the board for review. Any changes will need to be approved at the annual meeting in March. Proposed revised bylaws will be posted in the Echo for members to have time to review prior to the meeting. The board discussed possible revisions to the board position descriptions. The board also discussed who would take over the Echo editing responsibilities as the current Echo Editor Christina McKee has resigned effective after the next edition. Isaac indicated interest and will look into taking over.

Welcome Committee-We are still currently using the mailing process. Once we start the door to door delivery we will use reusable bags that we already have. There is a call for volunteer bakers in the Echo and on Facebook, so far no responses. Isaac is working on putting together a coupon page for neighborhood restaurants. Justin, Isaac, Tiff, and Lynn will meet with Ryan McKee to discuss coordination of information and technical processes.

EL-VEH-JEM to WELL-VEH-JEM Committee-Currently we have 12 families signed up and we are still accepting registrations. Each family made a commitment to focus on improving wellness and provided information as well as their goals for improvement. We will continue to have monthly wellness events; September's event was the Labor Day marathon.

50 Year Anniversary Committee-Board members should continue to save ideas in dropbox.

Old Business:

Thank you gift cards to outgoing board members- A motion was made by Lynn and seconded by Justin to approve \$30 gift cards for each Greg Goke and Christina McKee for their service to the board. Motion carried. Lynn wrote thank you notes to Greg and Christina and will purchase the gift cards and ensure delivery.

Neighborhood Safety Report- Steve is attending a city-wide neighborhood watch training on September 10 at MPD Training Center from 7-9pm.

Steve is preparing for the Elvehjem Neighborhood watch informational meeting on October 12 at the Messiah Lutheran Church from 10am to 12pm. Mike will contact Sentry and Steve will contact Heritage Bakery and to see if they can obtain a pastry donation and if unsuccessful we can discuss an expenditure at the October meeting.

Fall slow down campaigns are posted. The board discussed suggestions for locations for police to set up speed operations. Tiff will forward suggestions to the safety coordinator Gail Good.

Halloween Bonfire- Mike completed and submitted the paperwork for obtaining permits. Steve and Betsy will lead the event including contacting Craig Klinko to discuss the location of the fire and coordinating the shed run. There will be a carved Jack-O-Lantern contest and hot cocoa. Most board members are planning on attending the event and will help with set up. Betsy will create a Facebook event and send blast email information to Tiff for distribution. Ted will contact Walgreens and ask for donated prizes for the Jack o Lantern contest.

2nd Annual Halloween Decorating Contest-This year's judges will be Mona Everett, Mike, and Justin. Rod will update the flyer and send it to the webmaster. A motion was made by Lynn and seconded by Rod to purchase 3 gift cards for \$10, \$15, and \$20 for the Halloween contest decorating winners from Farm and Fleet. Motion carried. Lynn volunteered to purchase the gift cards.

Turkey Trot-The 5k run/walk is scheduled for Thanksgiving morning at 8:30 sharp. Tiff and Emily Leas are coordinating the event and are looking for participants and volunteers. Lynn confirmed that she will volunteer.

Collaborative holiday event with East Buckeye Neighborhood Association- The board discussed cosponsoring a Christmas Event with East Buckeye Neighborhood Association. Tentatively the event will be held on Saturday December 7 at Orlando Bell Park from 4-9pm. Plans are being made for a bonfire, 2 hours of hay/sleigh rides, and 2 hours with Santa. EBNA will take care of coordinating the bonfire, permitting, and hay rides. ENA will donate any left over hot chocolate from the Halloween Bonfire and small kids' prizes from the shed and Tiff will contact Santa. The estimated total cost for the event is \$500 (hay rides \$400, Santa \$100) A motion was made by Mike and Seconded by Ted to commit to up to \$250 in a partnership event with EBNA for a December Holiday Event. The board discussed asking for donations at the event from attendees to help offset the cost. Motion Carried.

CAC Garden Days- On Saturday September 14 from 9am to 1pm the community garden is having CAC Garden Days in collaboration with many other community gardens. It is an open house event at the Elvehjem Community Garden for people to learn about community gardens. There will be crafts including scarecrow making, kids' activities, and more. Lynn will send a blast email.

Echo Deadline: The deadline for submissions of articles and advertisements for the November/December Echo is Tuesday, October 15th.

Next Meeting: The next ENA meeting will be on Wednesday, October 2 at 7pm.

Adjournment: A motion was made by Isaac and seconded by Ted to adjourn the meeting at 9:01pm. Motion carried.

Due to time constraints the following agenda items were “tabled” until the next meeting:

Old Business

- Neighborhood Garage Sale report/potential date change for 2014
- ENA Wooden Steps Running Club Quarter, Half, Full Barrel Marathon report
- Taste of Elvehjem report/playbook

New Business

- Volunteer position descriptions and recognition
- Neighborhood concerns
- Elvehjem and park sign maintenance (tagging, mulch, 2014 budget)

Submitted by Jamie Meise