

ENA Board Meeting Minutes

April 3rd, 2019 @ 7-9 p.m. at The Great Dane East, 876 Jupiter Dr, Madison, WI 53718

Recorded by Kim Bolinder

I. Welcome, 15 minutes (7:00-7:15)

- a. Call to order (Charles) Meeting called to order at 7:00 PM
 - i. Present: Jim, Jacob, Jared, Chris, Kim, Doug Likeness, Dan and Charles. Absent: Audra and Christopher.
- b. Approval of agenda (All)- Approved, with no additions.
- c. "Word On the Streets" (All)
 - i. Jim has a new job and will need to scale back his involvement with the board. Jim will attend the annual meeting and fulfill his District Coordinator duties. A replacement advertising coordinator is needed. Dan agreed to take on this position.
 - ii. Jared reported we received an email from residents suggesting we remove "Easter" from Easter Egg Hunt due to its religious connotation. It's too late to make changes for 2019, but we will consider for 2020.
 - iii. Charles reported he did not get Dan's Email with the updated membership sign-up sheet. Jared will check into why.

II. Reports, 15 minutes (7:15- 7:30)

- a. Secretary's report (Audra) No Report.
- b. Treasurer Report
 - i. 2019 Budget Review
 - 1. Jacob shared the 2019 Annual Budget Report with the board. The group agreed Jacob can set aside \$500 already in our account as seed money for an Emergency Fund. This will be added as a line item in the budget. While it was noted overall membership was down, 87 new households joined in 2017. Jacob attributes this trend to homeowner turnover.
- c. Echo report
 - i. Advertising (Jim)
 - 1. Jim states we still need more local advertisers. Jim and Dan will meet on transitioning. Jacob asked to be included in the meeting. Dan will seek out new advertisers. The Echo includes an ad that space is available.
 - 2. Chris suggested using vacant ad space for a "Join ENA" ad.
 - ii. Echo Duties (All)
 - 1. Charles went over the assignments shown at the bottom of this agenda.
- d. Technology report (Jared)
 - i. Our new URL, TheENA.org is up and working. It redirects to our Elvehjemneighborhood.org site but is much easier to recite and remember. There are 2 domains set up. Charles has updated all material for the annual meeting with the new URL. Jared will check on the SSL certificate with the new URLs to confirm these are also secure sites.
 - ii. Our Dropbox is full. We need to archive documents, especially the large size high resolution Echo files.
 - iii. There has been an update to WordPress.

III. Old Business, 30 minutes (7:30-8:00)

- a. ENA Exec Elections
 - i. Officer Election Results: Charles continues as President, Jared continues as Vice President, Jacob continues as Treasurer and Kim takes over as Secretary. All in favor. None opposed.
 - ii. Audra Transition Plan
 - 1. ECHO Editor Assignee
 - a. Dan agreed to take over as ECHO Editor.
 - 2. Website Owner
 - a. Dan will also take over as Website Owner with Jared as backup.
 - 3. ENA Calendar Owner
 - a. Kim will manage the ENA Calendar. She will train with Audra on remaining secretary duties.

IV. Upcoming Events Planning, 45minutes (8:00-8:45)

- a. Membership Drive (Charles)
 - i. Block Captain Recruitment Check-in
 - 1. Cover blocks that are still missing
 - a. Dan's district is set
 - b. Chris has 3 coordinators plus himself.
 - c. Jared has 2 openings
 - i. Doug will help Jared on Painted Post. Now just one opening.
 - d. Jim has all but 1 assignment confirmed. The family are snowbirds who come back just before the annual meeting.
 - e. Kim's district is covered.
 - f. Charles' district is in good shape.
 - ii. Membership Packet and Materials distribution
 - 1. Forwarding URL – All materials have been updated. District coordinators took materials with them to assemble the packets prior to the annual meeting. Charles gave instructions to folks who have not been district coordinators before.
- b. Block Captain Training, Annual Meeting, and Pizza Social Saturday April 13 (ALL)
 - i. Agenda
 - 1. Board members should arrive around 8:00 for set up.
 - 2. Charles confirmed Jamie Kuhn, Dist. 16 County Supervisor, Melissa Sargent, WI State Assembly member and Mike Tierney, Dist. 16 Alder will be in attendance.
 - ii. Presentation assignments
 - 1. Charles went through the slides. Charles will read the majority with Jacob speaking on treasurer material and Audra handling secretary material. Chris and Jared also volunteered to read some of the slides. Officer Howard Payne will speak toward the end.
 - iii. Pizza Order/Refreshments assignments
 - 1. Pizza Hut is providing 10 pizzas.
 - 2. We will have a water jug and cups available.
 - 3. HyVee is donating 3 dozen donuts. Kim is picking them up. She's also bringing large plates for the pizza.
 - 4. Jared will bring coffee from Java Cat.
- c. Easter Egg Hunt, Saturday, April 20, 9:30am Sharp at Droster Park (Kim)

- i. Alder Tierney and Madison Fire Dept. are confirmed for the event.
 - ii. The event is posted on Facebook. Banner signs have been up for a while. Everything is on track. Kim is waiting to hear back from Ted about donations of Easter baskets to decide if we will have “Special Eggs” this year. Chris said he will help at the event.
- d. 4th of July Celebration Preliminary Planning
 - i. Music and Entertainment
 - 1. Jared thinks the band from last year will likely commit to performing again.
 - ii. Donations Drive Planning
 - 1. We will discuss at the May meeting. The board will share responsibility for collecting donations.
 - 2. Online Silent Auction?
 - a. We will discuss further at the May meeting.
 - b. LVM PTO does a silent auction. Jared (?) will reach out to them for ideas.
 - iii. New parade route communication
 - 1. We will have a printable version of the new route available.

V. ENA Housekeeping 15 minutes (8:45-9:00)

- a. Shed clean out (Kim)
 - i. Kim and Scott disposed of the old banquet tables and the tent that was missing parts. Scott took the discards to the city dump and paid the \$20 fee as a donation.
 - ii. We still need to go through all the bins, but now there’s more space to move around.

VI. Adjournment at 9:10 PM

Announcements

- The next ENA Board Meeting is Wednesday, May 1 from 7-9pm at the Great Dane East
- The next Echo Newsletter deadline is May 15 for the June/July Echo.
- Echo Assignments:
 - President’s Column-Charles
 - Treasurer’s Report-Jacob
 - Secretary’s Corner- TBD
 - Member Corner-Jared
 - 4th of July – New route and Changes
 - Event Recaps:
 - Annual Meeting- Charles
 - Easter Egg Hunt- Kim
 - Membership Drive- Charles
 - Earth Day Clean-up – Crystal
 - Acewood Park Grand Opening - Jacob
 - Upcoming Events
 - Garage Sales , Save the Date – Charles
 - 4th of July - Charles

*membership drive recap and drawing results to be included in August Echo