

Kings Park West Civic Association
Board of Directors Meeting
19 January 2021
Via Zoom

Members Present: Sarah Lennon/President, Mike Stonkey/Vice President, Adrienne Barna/Member at Large, Jonathan Reiser/Member at Large, Karen Cosgrove/Secretary

Others Present: Tom McCook/Parks & Lake Chair, Tim Hartle/Membership Committee member, Jim Mays

Call to Order: Sarah called the meeting to order at 7:03pm.

President's Report: Recognizing the resignation of treasurer Andrew Madras, Sarah confirmed that an interim treasurer is in line with the By-Laws, and that we should conduct a vote. She stated that to accept the resignation, an internal audit covering the treasurer's tenure would need to be accomplished. Jim will lead the internal review. Jonathan stated that the bank will need the meeting minutes to show the official treasurer turnover. Sarah made a motion for Jonathan to take over as interim treasurer, which was unanimously approved. Jim spoke with Andrew who promised to get him by Thursday (January 21, 2021), the necessary information for Jim to perform the "special review" (as dictated by the By-Laws). Once the special review and a report is provided to the Board, Andrew's resignation will be accepted and finalized.

Approval of Minutes: Sarah delayed the approval of the November and December meeting minutes, so that Karen can include the financial details. The approval will be done by email.

Membership Report/ Directory: Sarah stated that we are still under 50% of the community membership (currently at 44.5%). She would like to continue publicizing membership opportunities to encourage new members. Twenty-three people joined during the membership raffle. There is a total of \$38,930 received from membership. Tim stated that we have 836 paid households, and he expects more members with the printed directory. Tim completed the work for the directory, which is due by the end of the month (1200 copies). There are new colored vendor ads in the directory this year, which will yield \$1750 in revenue. Sarah stated that the neighborhood maps will go out through the block captains. The original budget for the directory was \$3200. Sarah made a motion to approve the current \$3785.80 budget for the directory, which was unanimously approved.

Vice President/Scouts: Mike stated that all 3 units finished re-chartering. This month the Scouts are going on a backpack camping trip, with a small group. Mike then stated that the DNS hosting server issues occurred after a failure to pay, which terminated the

account. He was able to have the account items restored. However, email is not working, and Kathy is contacting Google to reset. Mike stated that the first step is to get access to the accounts, then pay for the accounts, and switch over to non-profit status, followed by setting up the website.

Sarah requested a lessons-learned document to show what we are doing in this process. She would like to see an At Large member focus on communications and website, and another member help with membership. Tim stated that if he becomes webmaster, then he will have all the account information in one sheet and ensure its encrypted. Jim stated that he has descriptions of the committees, and that there was a draft for a communications position.

Member at Large: Adrienne stated that she sometimes gets requests from other organizations to post on our boards. The most recent request was from the Girl Scouts pertaining to their cookie sales. Adrienne asked is we wanted to handle these requests on a case by case basis, or develop specific criteria. Sarah stated that handling these requests on a case by case basis is ok, and that the Girl Scouts are approved to post on our boards, as they are affiliated with our organization. Jonathan stated that he is experiencing a Google error issue when clicking on the calendar. He will work with Tim to fix this issue. Sarah will then advertise the calendar when the issue is resolved.

Parks and Lake: Tom stated that 75 volunteers were present for the MLK holiday. He is currently working on a Rabbit branch creek/Crooked creek park project. He solicited help from youth groups, to create a functional walking path between Rabbit branch and Crooked creek. He is working on a master plan that could very well take 10 years to accomplish. Tom would like to set February 15th as the next volunteer day. Tim will speak to Sgt Powell to see the possibility of that day, as it falls during hunting season. Tom stated that he hasn't gotten feedback from the park authority for the amount of funds to donate to the park organization. We need the porta potties in place by March, and he will find out if we can get a break on cleaning frequency/fees.

Scholarship Award Criteria: Sarah asked the group if there should be a change of criteria for the scholarships this year. The group discussed the different situations for the students this academic year. Sarah will suggest a virtual/phone interview paired with the written scholarship requirements, so that the students can discuss why things might have been different for them this year.

Holiday Light Contest: Sarah put the holiday light contest criteria on hold until a future meeting, as we were running short on time.

The next meeting will be on February 16th at 7pm.

Adjournment: Sarah adjourned the meeting at 8:10pm, after thanking everyone for their hard work and persistence, and coming together as a team.