

CNA Steering Committee Meeting

15 January 2014

Steering Committee (Members in attendance):*

Jonathan Braden

Spencer Duran *

Terry Dyke *

Katie Holloran (Interim Chair) *

Justin Irving

Girard Kinney *

Rebecca Kohout (Treasurer)

Jules Kniolek *

Jeremy Mazur

Jennifer Potter-Miller *

Mark Schiff *

Emily Schwartz *

Brendan Wittstruck (Scribe) *

CNA members in attendance:

John Mitchell

Call to Order (6:30 PM)

December Meeting Notes

- MOTION TO APPROVE PASSED WITHOUT OBJECTION
- *Agenda Concerns*; Request that future SC Agenda include Treasurer's Report; No objection; Time limits on SC Agenda to be advisory, not rigid, allowing for debate as necessary; Chair has duty to shelve off-topic or circular debate in order to keep meeting times at reasonable length

Reports of Special Committees & Task Forces

LUT (Girard Kinney)

- *Parking*; the City has indicated that it will remove citizen curb painting, as 5' rule from curb cuts is a practical police metric and not official state or local law; Painting of white "hockey sticks" remains a viable option;
- *Residential Parking Permit Program*; Cost structure has changed: single tags are now available at a price of \$10/tag (up to two decal tags and two additional hanging tags for visitors); this may remove some neighbors' objections to RPP program; City RPP program being combined with Residential Metering program, which may result in future use of meters as another tool to control overflow parking in residential areas;
- *Manor Road Workshop*; [see flyer, attached] Workshop will be hosted next Wednesday at the Fannie Mae Stewart Community Conservatory; light refreshments will be provided (but not dinner); Workshop will cover parking and transportation issues (including shuttle and business

valet options) for Manor Road; note that UT plans on constructing two additional parking garages in the area; Girard Kinney will print large maps for workshop, and requests reimbursement from CNA funds;

- *4020*; Developer (PSW) has applied for a zoning change to allow 100% residential use; this application will go before the Zoning Commission on Tuesday, 1/28 and a notice should arrive in the next few days; From the ZC, application is apparently scheduled go to City Council for approval on the last Thursday in February;
- *Community Garden*; Patterson Park garden has received approval by CNA and SWNA; currently seeking support of 4020 owners and Mueller community;

Mueller Transportation Committee Report (Brendan Wittstruck)

- Notes from December Mueller Transportation Committee meeting not available at SC meeting; CNA MTC Representative Brendan Wittstruck will forward MTC notes to SC committee and attach with SC meeting notes [see notes, attached];

Organizational Task Force Report (Terry Dyke)

- Terry Dyke submits Organizational Review Task Force Final Report to SC [see report, attached]; suggests active Standing Committees (per Robert's Rules); Standing Committees will accept agenda items under their specific purview and must be regularly and actively meeting; Suggestion that each Standing committee be assigned to a SC member, who may or may not chair that committee (so that each Standing Committee has a direct line to the SC through its assigned SC member);
- Final Draft Report inventories all existing committees and provides recommendation for organization; Task Force requests that the following be put on record: 1) What are the committees?, 2) Who is on them?, and 3) What is their charge?; This will help guide CNA website organization as well;
- Questions regarding functioning of Groups (i.e. East Side Mommas) versus Committees; SC could direct by-laws to formalize intra-committee reporting and liaisons;
- RESOLUTION to charge SC to considered Final Report implementation and come to next meeting with specific motions and suggestions for its implementation; RESOLUTION OFFERED AS MOTION; MOTION PASSES;

New Business

- *Flea*; SC Agenda items to be included in CNA Quarterly meeting must be submitted today in order to be timely published in the Flea; SC suggest that 4020 Airport Report and Notice of Organizational Review Task Force Final Report be included;
- *Interim Chair*; SC is still in need of a permanent (at least one year) Chair; Katie Holloran has volunteered to chair this meeting and is willing to chair through February (and possibly up to and including the CNA General Meeting); Currently, SC has no policy in place in the lack of a permanent chair; Following Katie's term, SC committee will institute alphabetical rotating Interim Chair (by last name, beginning with Justin Irving); Duties of Interim Chair will be in advance of SC meeting (prepare agenda, note announcements and new business) with the exception of specific actions resulting from SC meetings, such as writing official letters (note: Emily Schwartz has offered to assist in future letter-writing, as necessary); officially, the most

recent previous Chair still “speaks” for CNA administration in the month following the SC meeting in which he/she chairs; MOTION TO ADOPT APPROVED WITHOUT OBJECTION

- *New Venue*; Terry Dyke suggests consideration of meeting venue change, citing food costs associated with restaurant meetings; Some SC members resist non-restaurant venue over concerns of later meeting times and scheduling conflicts; Motion that SC members over the course of the next week explore other restaurant and non-restaurant meeting options, report inquiries to SC membership, and place item on agenda for February SC meeting; MOTION APPROVED;
- *Meeting Time*; Meeting time will stay the same for now, and will be discussed at February SC meeting;

Adjourn (7:55 PM)

Manor Road Parking Workshop

The **Manor Road Transportation/Parking Workshop** is from 7 to 9 on Wednesday, January 22, 2014

Held at **The Fannie Mae Stewart Community Conservatory**
1902 East 22nd -on the corner of Chicon and 22nd Street

Neighbors and Businesses in Cherrywood, Blackland, Rogers-Washington/Holy Cross and Austin Heights will address overflow parking issues along Manor Road, identifying problem areas and considering options that are available.



7:00- 7:10 | Welcome and purpose of meeting, introductions
Get volunteers to record and keep time.

7:10 - 7:40 | List parking and mobility issues

7:40 - 7:50 | City tools for parking problems

7:50 - 8:00 | Break

8:00 - 8:10 | UT East Campus Plan

8:10 - 8:50 | Mapping Manor Road problems and opportunities

8:50 | Summary & Next Steps

9:00 | Adjourn

All Neighbors and Businesses are Welcome and encouraged to attend!

Notes from Mueller Transportation Committee Meeting

17 December 2013

Mueller Transportation Committee Report (Brendan Wittstruck)

- *TxDOT Mobility 35 Study*; Intersections of study include IH35/Airport and IH35/51st Street; Some northbound off-ramps will be removed; Mueller traffic to exit IH35 2 miles away; Dialogue regarding access concerns to/from Mueller will continue;
- *Superstreets*; Superstreets are no longer being considered for downtown but are still under consideration for this study area; concern they will reinforce “barrier” of IH35 and general lack of community support;
- *Traffic*; NPR piece on Austin traffic; suggestion to toll future lanes on IH35 and remove tolls on SH130, although most IH35 traffic is accessing uses in downtown [note that more recent comments by TxDot are that probably about 40% (not the 80% previously claimed) of TxDot Traffic is destined for or originates in downtown];
- *Project Connect*; Mueller disappointed they were not selected as Phase 1 sub-corridor, but they support the ERC and Highland decisions; Sub-connectors (including bus, pedestrian/bike access) will connect to Sub-corridors; Rolling planning process will ensure continued study of other sub-corridors during Phase 1 design; In May, Council will call for City Bond election in November and a specific route will be on the ballot;
- *Other Issues*; Intersection of 38 ½ at Airport will be reconfigured to add dedicated left turn signal; CNA wants two left turn lanes but there is concern over the space required; PSW (4020 Airport) will pay for construction of dedicated U-turn lane and legal U-turn at Airport Blvd between Schieffer & 38th½;

January 15, 2014

Organizational Review Task Force Final Report

The Organizational Review Task Force presents its final report here, with a resolution for its adoption by the CNA Steering Committee as follows:

Whereas, the Task Force was given the charge

1. to review and record what committees functionally exist at present, what they are charged with, and who the members are (note that herein the term “committee” is meant to include other entities such as subcommittees and task forces); and
2. to recommend appropriate adjustments to committee organization that will best carry out CNA business; and

Whereas, the Task Force has now identified, and has included in its report what it believes to be a comprehensive list of committees (Section II) that are functional currently, or have been so within the past five years; also included is a list of membership of a majority of those committees (Appendix); however, the Task Force was unable to identify definitive charges for those committees, with a resulting recommendation for addressing this issue; and

Whereas, the Task Force has recommended an organizational structure (Section I) that includes an increase in the number of standing committees, eventually totaling ten as a long-term outcome; some of these exist now as ordinary committees and would be reclassified as standing committees; the complete lineup of standing committees would represent “umbrellas” under which to consolidate functions currently carried out by separate committees, subcommittees and task forces; and

Whereas, the Task Force has made a number of specific recommendations (Section III) as adjustments or improvements to committee organization, the better to carry out CNA business;

Therefore be it resolved that

1. the Steering Committee accept the information and recommendations in this document, the Organizational Review Task Force Final Report, as fulfillment of the Task Force’s charge; and
2. the Steering Committee members review the Final Report and return at the next meeting with specific proposals they may have for implementing any of the recommendations in it, and be prepared to vote on a resolution for the May 2014 General Meeting.

Section I

Proposed CNA Organizational Structure

A. General Membership

B. Steering Committee

C. Standing Committees

1. Nominations Committee
2. Bylaws Committee
3. Budget and Finance Committee
4. Long-Range Planning Committee
5. Records Committee (History & Documents)
6. Communications Committee

7. Land Use and Transportation Committee
8. Crime Prevention and Safety Committee
9. Community Connections Committee
10. Parks and Green Spaces Committee

D. Committees, Subcommittees, Task Forces and Other Entities

(See Section II for complete listing)

E. Associated Groups. (Note that these Groups range from FROG which has always functioned similar to a CNA Committee, reporting through the LUT Committee, to groups with whom we simply maintain a friendly, mutually supportive relationship.)

1. CHULA League
2. Friends of Cherrywood Green (FROG)
3. Friends and Lovers of Willowbrook Reach (FLWR)
4. Friends of Patterson Park (FOPP)
5. East Side Moms
6. Urban Patchwork Cherrywood Farm

Section II

Existing CNA Committees, Subcommittees, Task Forces and Other Entities

1. Nominating Committee (the only standing committee currently required in our bylaws)
2. Communications Committee
3. Land Use & Transportation Committee
4. Budget Committee
5. Bylaws Task Force
6. Organizational Review Task Force
7. Urban Farming Task Force
8. The Flea
9. NeighborNet
10. Website Task Force (Subcommittee of Communications Committee)
11. Plant and Book Swap
12. Annual Tree Planting
13. Fourth of July Parade
14. Welcome Committee
15. Blue Ribbon Yard Committee
16. Manor Rd. Beautification
17. Halloween Parade
18. Neighborhood History Committee
19. Parking Permit Task Forces
20. CHULA Liaison Task Force
21. Crime Prevention & Safety Committee
22. 38 1/2th St. Vision Task Force
23. Pet Owners' Task Force (aka Strange Dog, etc.)
24. Hospitality Committee
25. Bike Lanes on Cherrywood Rd. Task Force

- 26. Feral Cats Committee
- 27. Anti-Graffiti Task force
- 28. LUT Friends

Section III

Recommendations Regarding Implementation

The Organizational Review Task Force recommends that:

1. The Steering Committee direct that committees shall have written charges (mission statements) and that those for Standing Committees be written in the Bylaws;
2. All procedures for committee formation, including matters of chair selection, quora, size, and membership criteria be established and recorded; also, that the Bylaws Committee give this need due attention;
3. The Steering Committee consider structuring itself such that lines of communication between it and each individual committee be explicitly established;
4. The Secretary be required to maintain the list of committees, their members and charges, and keep it updated and available for ready reference;
5. The Steering Committee identify and call for any outstanding reports from existing committees and task forces;
6. The Bylaws Committee thoroughly address meeting notification and documentation issues;
7. The Bylaws Committee consider the issue of defining Committees, Subcommittees, Task Forces, and how all are formed
8. The standard title “Associated Groups” be adopted for those listed in Section I.E above.

Respectfully submitted,

Terry Dyke, chair; Frances Greene, Girard Kinney, Rebecca Kohout

Appendix

Committee & group membership

Partial list identified as of November, 2013 (Chair underlined):

1. **Blue Ribbon Yard:** Cara Choate, Rebecca Kohout
2. **Budget Committee:** Rebecca Kohout
3. **Communications Committee:** Jennifer Potter-Miller, Girard Kinney, Rebecca Kohout, David Greene, Terry Dyke, Steve Wilson, Sherri Whitmarsh;
4. **Curb Painting Task Force (LUT subcommittee):** Mark Schiff
5. **Fourth of July Parade**
6. **FRoG:** Mike Damal, Girard Kinney, Mark Schiff, Michael Sullivan, Mark Schiff, Amy Brotman, Dolly Ensey, Liza Colucci, Amanda Braziel, Don Roach
7. **LUT Committee:** Girard Kinney, Mike Damal, Jules Kniolek, Glenn Reed, Mark Schiff, Heather Telo, Jules Vieau, Tom Wald, Brendan Wittstruck
8. **Manor Rd. Beautification:** Jennifer Potter-Miller
9. **Neighborhood History:** Rebecca Kohout, Heather Telo
10. **Nominating Committee:** Girard Kinney, Jeremy Mazur
11. **Organizational Review Task Force (Steering Committee):** Terry Dyke, Girard Kinney, Rebecca Kohout, Francie Greene
12. **Parking Overflow Task Force (LUT Subcommittee):** Mark Schiff
13. **Parking Permit TFs:** Ray Donley, Kirby McDaniel, Gary Meyer, Jim Fitzpatrick, Dave Tekyl, Kiki Millett
14. **Pet Owners Task Force:** Cara Choate, Girard Kinney, Jeremy Mazur
15. **Plant & Book Swap:** Jack Darby,
16. **The Flea (Communications subcommittee):** Steve Wilson (editor), Sherri Whitmarsh, Rebecca Kohout, Jennifer Potter-Miller
17. **38 1/2th St. Vision:** Priscilla and David Boston, Girard Kinney
18. **Tree Planting:** Mike Damal
19. **Urban Farming Task Force:** Terry Dyke; Francie Greene
20. **Welcome Committee:** Rebecca Kohout