

CNA Steering Committee Regular Meeting

8 July 2015

Fannie Mae Stewart Community Conservatory, 1902 E. 22nd St.

Meeting called to order at 6:35 PM

Members present

Meaghan Bludau, Terry Dyke, Justin Irving, Jules Kniolek, Mark Schiff, Emily Schwartz, Wiccit

Members absent

Ryan Ofsthun, Erin Tassoulas

Guests present

Girard Kinney

Reading of Agenda

Motion: To adopt agenda for 8 July 2015

Resolved: Agenda adopted as modified

Approval of minutes

Motion: To approve minutes from 10 June 2015

Resolved: Minutes approved as read

Reports

Chair

Mr. Kniolek presented memo titled "Fiduciary Duties" (attached) concerning the need for CNA finances to be brought into compliance with the bylaws; also

- directed the Treasurer to develop a formal report format to be submitted at each regular SC meeting and a quarterly report to be submitted at each regular General Assembly meeting
- proposed an interim method for settling outstanding reimbursements.

Motion from Mr. Dyke to reactivate the Budget Committee, to consist of three Steering Committee members, including the Treasurer, and charged to:

- define a chart of accounts for CNA books
- make budget recommendations for dollar amounts to allocate to each category
- develop a request-for-funds document for use in authorization of any special funding that does not fall under an existing budget and for funding expenses that exceed budget estimates.

Resolved: Motion carried on consensus

Motion from Ms. Bludau that the Budget Committee prepare an announcement for the August 2015 General Meeting that a formal presentation of the budget plan will be presented for ratification at the November 2015 General Meeting.

Resolved: Motion carried on consensus

Treasurer

Mr. Dyke reported a balance of \$9420.04, which includes \$870.00 from new Flea ad collections and \$41.00 in donation from the May 23 Hazardous Waste Pickup event. Reviewed outstanding reimbursements and noted that disbursement limits in the bylaws appear unclear, in that the \$500 Steering Committee spending limit is not tied to a specific span of time. This appears to affect the timing of large reimbursement amounts.

Motion from Mr. Dyke to approve for immediate disbursement the following items:

Girard Kinney for Cherrywood Green improvements	\$125.00
Terry Dyke for General Meeting expenses	\$110.96
Erin Tassoulas for General Meeting expenses	\$75.78
<u>Jennifer Potter-Miller for June 13 Yard Sale expenses, up to</u>	<u>\$188.26</u>
Total	\$500.00

Resolved: Motion carried on consensus

Motion from Mr. Dyke to adopt an interpretation of the bylaws provision in question that shall construe the \$500 Steering Committee expenditure limit to apply to the quarter between General Meetings, as a temporary measure until the bylaws can be amended.

Resolved: Motion carried on consensus

Secretary

Mr. Dyke submitted the updated Committees & Associated Groups (attached) list and moved for approval. Approved as corrected.

Motion from Mr. Dyke to accept Jennifer Potter-Miller’s resignation from the Communications Committee.

Resolved: Motion carried on consensus

Motion from Mr. Dyke to accept Ms. Potter-Miller’s offer of July 6, granting her request “that the posts currently assigned to ‘Cherrywood Author’ be reassigned to ‘Editor,’ and that I [Ms. Potter-Miller] be listed as Editor, cherrywood.org (May 2013-June 2015) on the Contact page”; also, to have Ms. Potter-Miller remove the “cherrywood.org” link and email address from the Facebook page, to eliminate any confusion that this might be the official CNA Facebook page.

Resolved: Motion carried on consensus

Motion from Mr. Dyke to allow Cherrywood.org webmaster Marilyn Fenn to proceed with establishing a page on the website for the purpose of crediting Cherrywood volunteers.

Resolved: Motion carried on consensus

Communications Committee

Ms. Bludau reported on collections and progress in managing advertising sales for the Flea, and presented an analysis of recent activity (attached); also reported that projected advertising revenue for the year is over \$6000.

Business

Committee for UBC work

Ms. Bludau moved to establish the UBC delegation as a committee, with additional members Meaghan Bludau and Ryan Ofsthun, to further the work of the UBC Neighborhood Plan in behalf of the Cherrywood Subdistrict, where the initial work is 1) continue to refine the CIP and NON-CIP priority list for the CoA 2015 Priorities ordering and 2) to elect a chair.

Resolved: Motion carried on consensus

Lopping

Mr. Kinney asked to address the body on issues related to lopping foliage in the right-of-way (excerpt from backup attached)

Motion from Mr. Schiff to hear a five-minute presentation from Mr. Kinney on lopping.

Resolved: Motion carried on consensus

Pedestrian Advisory Council representation

Mr. Kinney withdrew his earlier suggestions on the matter. No motion offered.

Incorporation Committee timeline

Motion from Mr. Dyke to move the next Incorporation Committee report to the September 9 Steering Committee meeting

Resolved: Motion carried on consensus

ANC/PUD

Motion from Mr. Dyke to instruct the ANC delegation to abstain from voting on the PUD resolution on July 26.

Resolved: Motion carried on consensus

Meeting adjourned at 9:10 PM

Minutes submitted by Terry Dyke, Secretary

Attachments:

1. Memo: Fiduciary Duties, 21 June 2015
2. Committees and Associated Groups list, July 2015
3. Flea Advertising Sales Report, 8 July 2015
4. Kinney backup on lopping, 7 July 2015

21 June 2015

To: CNA Steering Committee

From: Jules Kniolek, Chair

Subject: Fiduciary duties

Last Friday we completed the handover of CNA finances from our dedicated and long-serving former treasurer, marking a transition from an era in which previous CNA administrations shaped the way our finances are managed.

While we should respect their service and their decisions in handling CNA finances, it's also true that the Association is currently not in compliance with its own bylaws about budgeting its finances. Article VI.E states:

The SC shall set an annual budget to be approved by the CNA. ...Expenditures exceeding \$500 shall be approved by a membership meeting. The SC alone may authorize other expenditures of CNA funds up to \$500 to support or further any policy, activity or event previously approved during a membership meeting.

Also, the current state of CNA financial documentation is fairly limited, and does not include a process of reimbursement of expenditures to members who purchase goods or services on behalf of CNA.

We need to fix this. The bad news is that there will be more steps in money handling; the good news is that we have a lot of money and we're going to take very good care of it. We all need to buy in to this idea and take our stewardship seriously. Our financials need to be unquestionable.

In that vein, I have asked the officers of CNA to draft the language of a motion for your consideration at the next SC meeting. I am going to suggest that the motion include reactivating the Budget Committee, to consist of three SC members, including the Treasurer, and charged to:

- define a chart of accounts for CNA books
- make budget recommendations for dollar amounts to allocate to each category
- develop a request-for-funds document for use in authorization of any special
- funding that does not fall under an existing budget and for funding expenses that exceed budget estimates.

Further, I have directed the Treasurer to develop a formal report format to be submitted at each regular SC meeting and a quarterly report to be submitted at each regular General Assembly meeting.

I also ask that we "grandfather in" the settlement of all outstanding reimbursements as a special case to bridge this transition. Approval will need to happen at an SC meeting, since the Treasurer may only disburse \$100 between meetings (Article VII.B). I will ask

for a motion at the next meeting to approve reimbursements for the following:

1. To Girard Kinney, in the amount of \$192.67, for improvements to Cherrywood Green:

- Concrete, rebar and expansion joint material to repair the steps leading from the park down to the creek
- Sillcock key, hasp, lockable cable, tapcon screws to secure the bench
- Trash bags for site work debris cleanup and water for volunteers

2. To Jennifer Potter-Miller, in the amount of [yet to be reported], for CNA Yard Sale expenses:

- Advertising for yard sale
- Printing for yard signs

3. To Erin Tassoulas, in the amount of \$75.78 for printing for CNA Yard Sale

4. To Terry Dyke, in the amount of \$453.86

- \$394.32 for CNA projector
- \$59.54 for GM meeting projector rental

5. To Terry Dyke, in the amount of \$306.32

- \$51.42 for GM printing and refreshments
- \$254.90 for materials for Cherrywood Green kiosk

I see our fiduciary duties as a very important matter that should be the highest priority item for us to resolve, so please give this your serious consideration and be prepared to discuss and act on it at the next SC meeting.

Thank You,
Jules

Committees and Associated Groups

July 2015

Committees (current):

1. **Communications Committee:** Jaime Diaz, Terry Dyke, Marilyn Fenn, David Greene, Maya Heegel, Girard Kinney, Rebecca Kohout, Dan Procter, Shane Tafares, Sherri Whitmarsh, Steve Wilson
2. **Programs Committee:** Erin Tassoulas, chair; Ryan Ofsthun, Mark Schiff
3. **Budget Committee:** Terry Dyke, 2 other SC members
4. **UBC Committee:** Meaghan Bludau, Ryan Ofsthun, UBC delegation
5. **Nominating Committee** (standing committee): Girard Kinney, Erin Tassoulas, Wiccit
6. **Bylaws Task Force:** Rich Heyman, chair; Terry Dyke, Francie Greene, Girard Kinney, Jules Kniolek, Rebecca Kohout
7. **Parking Permit TFs:** (no chairs) Ray Donley, Kirby McDaniel, Gary Meyer, Jim Fitzpatrick, Dave Tekyl, Kiki Millett
8. **Urban Farming Task Force:** Terry Dyke, chair; Francie Greene
9. **Neighborhood History:** Rebecca Kohout, Girard Kinney

Associated Groups

1. **Friends of Cherrywood Green (FRoG):** Mike Damal, Girard Kinney, Ken Casey, Mark Schiff
2. **Plant and Book Swap:** Jack Darby, Erika Allbright
3. **Cherrywood Business Council (CherryBiz):** Jennifer Potter-Miller, Cara Fealy Choate, Sarah Biggerstaff, Emily Mathon, Girard Kinney, Emily Hum, Caitlin Alexander, Karen Davis Alexander, Kim Keeper
4. **Cherrywood Parents:** Molly Shaw
5. **Urban Patchwork Cherrywood Farm**
6. **Friends and Lovers of Willowbrook Reach (FLWR)**
7. **Friends of Patterson Park (FOPP)**
8. **Chula League** for support of the arts in Cherrywood.

Previous Committees (within the past five years):

1. **Crime Prevention & Safety Committee:** Chris Wilson
2. **Hospitality Committee:** Rebecca Kohout
3. **Welcome Committee:** Rebecca Kohout
4. **Blue Ribbon Yard:** Cara Choate
5. **38 1/2th St. Vision:** Girard Kinney, Priscilla Boston
6. **Bike Lanes on Cherrywood Rd. Task Force:** Tom Wald
7. **Pet Owners Task Force:** Cara Choate, Girard Kinney, Jeremy Mazur

Cherrywood Neighborhood Association

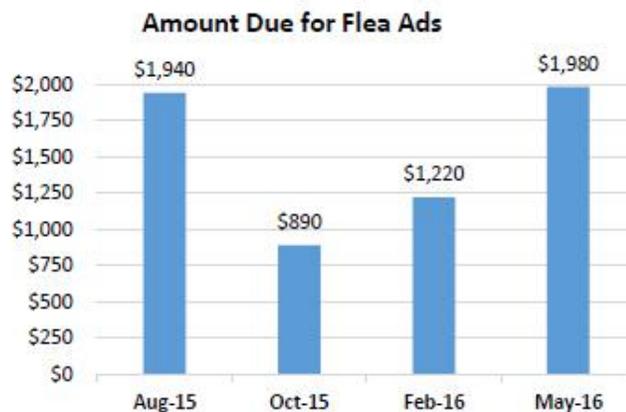
Flea Advertising Report

Overview of Advertising Process for the August 2015 Flea Issue

The next issue of the Flea will be published in August 2015 preceding the general assembly meeting. For the August issue of the Flea, eight business were up for renewal. Together, the amount due for these businesses totaled \$1,940.

Payments and ad copy are due by July 11, 2015. The coordinator, Meaghan Bludau, will send the Flea Editor, Steve Wilson, the full list of ads to run along with any ad copy by July 15. The coordinator will also let the editor know whether the amount collected will allow for a three-page (\$1,050) or four-page (\$1,400) Flea issue for August. The approach taken in the past was to ensure the amount collected could cover the full cost of publication.

As of the date of this report, \$870 of the \$1,940 has been collected. Checks, totaling \$660, are outstanding from business that have indicated they will renew. Two business with ad revenue amounting to \$420 have indicated they may not renew. The coordinator will continue follow up with the four business that have not completed the process.



More about Flea Ads

- 26 businesses have advertised in the Flea in the last year
- Flea ad rates have not changed in 15 years
- The ad rates per issue appear to be similar to rates charged by other local neighborhood associations

Size	Cherrywood NA		East Caesar Chavez NA		Hyde Park NA		Bouldin Creek NA	
	4 issues/year	Per issue	6 issues/year	Per issue	6 issues/year	Per issue	6 issues/year	Per issue
Business card*	\$140	\$35	\$150	\$25	\$210	\$35	\$336	\$56
1/4 page	\$260	\$65	\$300	\$50	\$300	\$50	N/A	N/A
1/2 page	\$400	\$100	\$600	\$100	\$570	\$95	N/A	N/A
Full page	\$600	\$150	N/A	N/A	\$1,110	\$185	N/A	N/A

*Hyde Park NA doesn't have this exact size; rates estimated based on sizes they do offer.

Potential Decision Points for the Steering Committee or Other Committees

- For the October issue, there will be a shortfall of \$360 to cover a three-page Flea. The Steering Committee might consider whether to authorize a three-page issue despite this shortfall at a future meeting.
- The budget committee might consider whether an adjustment to rates is needed as it begins work to determine an overall budget for the neighborhood association and its committees.

> Subject: Re: FW: Walk'n and Lopp'n (in Cherrywood)
> Date: Tue, 07 Jul 2015 13:40:53 -0500
> From: Girard Kinney <girard@kinneyarchitects.com>
> Reply-To: girard@kinneyarchitects.com
> Organization: Kinney & Associates
> To: Robinson, Brian <Brian.Robinson@austintexas.gov>, Gibbs, Carol
<Carol.Gibbs@austintexas.gov>, Torres, William <William.Torres@austintexas.gov>
>
>

> Thanks very much; I spoke with Officer Torres this morning and learned a lot. Based on my conversation with him I will be sending an email to my neighborhood outlining the following information, so I have used "reply to all" here so that he can correct anything I may have misunderstood....

>
> It is NOT illegal to carry loppers, trimmers, baseball bats or any other things like that on my walks in the streets of the neighborhood; they are NOT considered weapons per se, rather it is the use of these things that could be illegal.

> Lopping, pruning and trimming foliage in the public r.o.w. to prevent it from impeding walking in the street or on sidewalks is NOT illegal.

> It could be argued that leaving the clippings in the street is illegal, so I am going to start incorporate always placing them up over the curb whenever I am the one doing the lopping.

> It would be illegal to place any of the limbs, leaves twigs, etc that have been lopped onto the private property of the owner of the property adjacent the r.o.w. where the lopping is done. I explained to Officer Torres that I NEVER enter private property to lop, or place any of the lopped foliage on private property, i.e. I only leave the lopped material on the street or sidewalk, or on the space between the curb & the property line. As mentioned above, I will cease leaving any of them in the street in the future.

> I will alert my neighbors by email (we have an extensive listserve called Neighbornet) about this, and will request that the Cherrywood Neighborhood Association take this up at an upcoming Steering Committee meeting, and at our General Quarterly Meeting in August (or November if the August agenda is too full) in order to try to re-establish appropriate neighborhood policy.

> We will invite Officer Torres to be present at our meetings and to address questions.

> Officer Torres thought my idea of establishing a training program for those wanting to address controlling overgrowth is a good idea, and he suggested I contact the city Arborist to discuss this idea, which I will do (Micheal Embesi is a good friend and we work with him a lot).

>

>

> Girard

>

> Girard Kinney, AIA

> Owner/Principal

> Kinney & Associates