

## **CNA Steering Committee Regular Meeting**

9 September 2015

Fannie Mae Stewart Community Conservatory, 1902 E. 22<sup>nd</sup> St.

Meeting called to order at 6:40 PM

### **Members present**

Terry Dyke, Jules Kniolek, Ryan Ofsthun, Emily Schwartz, Erin Tassoulas, Wiccit

### **Members absent**

Meaghan Bludau, Justin Irving, Mark Schiff

### **Guests present**

Joe Beerens, Girard Kinney, Janine Gropp

### **Reading of Agenda**

Motion: To adopt agenda for 9 September 2015

Resolved: Agenda adopted as read.

### **Approval of minutes**

Motion: To approve minutes from 12 August 2015

Resolved: Minutes approved as read.

## **Reports**

### Chair

Mr. Kniolek reported that the next issue of *The Flea* is being put together as a group effort, given the uncertainty whether the vacant editor position can be filled in time. He also introduced Joe Beerens, who is interested in planning and land use issues; and Janine Gropp, who is interested in helping with *The Flea*. Both are considering volunteering for the Steering Committee.

### Treasurer

Mr. Dyke reported that the current balance is \$8716.79, and that an expense and income ledger is now in production for CNA finances, using a standard chart of accounts for non-profit organizations. He also requested approval of certain expenditures and a method of accounting the quarterly funding limit (report attached).

Motion from Mr. Dyke to approve the quarterly “carry-over” accounting method, as well as reimbursements for event yard sign printing, hazardous waste pickup event expenses, and materials for the Cherrywood Green kiosk, as detailed in the report, all totaling \$563.18.

Resolved: Motion carried on consensus.

### Secretary

Mr. Dyke presented an update to the list of Committees and Associated Groups (attached).

Motion from Mr. Dyke to approve the updated list.

Resolved: Motion carried on consensus.

### Flea Committee

Mr. Kniolek, *ex officio* chair, expanded on earlier remarks about the group production of the next issue, stated that Mike Sullivan has volunteered to fill the key Flea position of graphic designer, and called attention to the report on the group's first meeting (attached).

Motion from Ms. Schwartz to thank Meaghan Bludau for the quality of her work on the report.

Resolved: Motion carried on consensus.

### Incorporation Committee

Mr. Dyke reported that the process of investigating and preparing for incorporation as a non-profit continues, but over a longer time than originally anticipated. He noted that the new ledger, chart of accounts and budgeting process will conform to accepted practices for non-profits.

## **Business**

### Sharing CNA post office box

In consideration of a request from 78722 Biz to share the CNA post office box.

Motion from Ms. Schwartz to respond to 78722 Biz that the CNA, after due consideration by the Steering Committee, prefers to maintain an independent post office box.

Resolved: Motion carried on consensus.

### November General Meeting program

Ms. Tassoulas, Program Committee chair, proposed that the presentation be on energy-efficient building, with Sunshine Mathon as a possible speaker; also that the Program Committee provide major refreshments such as pizza for the November general meeting, as well as produce the yard signs publicizing the meeting.

Motion from the floor to adopt the proposal.

Resolved: Motion carried on consensus.

### Neighborhood Partnering Program

Mr. Kniolek introduced the City's Neighborhood Partnering Program, which offers matching funds for neighborhood infrastructure projects, including credit for "sweat equity" for participants donating labor, and offered it as a possibility for future Steering Committee action.

### Development Services program

Mr. Kniolek proposed the idea of a new CNA program to assist neighbors and developers with zoning and variance issues, making use of the existing "permit scraper" software to identify new building permits in the neighborhood. He will meet with Mr. Beerens, and anyone else interested, to develop the idea for future Steering Committee action.

Meeting adjourned at 9:00 PM

Minutes submitted by Terry Dyke, Secretary

### Attachments:

1. Treasurer's report
2. Committees and Associated Groups list
3. Flea Committee report

Treasurer's report  
9 September 2015

	Beginning	Ending
Period	08/12/15	09/08/15
Cash Balance	\$8,760.78	\$8,716.79

Income		
Flea Ads		\$0.00
Other		\$42.00
Total		\$42.00

Expenses		
Printing		\$14.88
GM Expenses		\$71.11
Other		\$0.00
Total		\$85.99

Chart of Accounts

We now have a working income/expense ledger that posts to a chart of accounts taken from the standard Unified Chart of Accounts (UCOA) for non-profits, and keyed to the IRS 990 form that CNA would be using if and when it incorporates as a non-profit.

Reimbursements.

Expenditures from last quarter amounted to \$356.06, leaving \$143.94 under the quarterly \$500 limit to carry over to this quarter, for an effective limit this quarter of \$643.94. Note that the item below that would put the current amount over \$500 was approved in a previous quarter.

1. **Request for approval** of this “carry-over” method of accounting the quarterly funding limit.

2. **Request for approval** of reimbursements to  
Dan Procter, yard sign printing expenses, \$229.07  
Terry Dyke, BOPA truck rental and printing \$ 79.21

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Subtotal, new approvals: \$308.28

3. **Request payment** of previously approved amount to  
Terry Dyke, kiosk materials \$254.90

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Subtotal, previous approvals \$254.90

TOTAL disbursement for quarter to date: \$563.18

Submitted by Terry Dyke

Committees (current):

1. **Flea Committee:** Meaghan Bludau, Aaron Choate, Cara Choate, Terry Dyke, Frances Greene, Girard Kinney, Jules Kniolek, Karen Sestak, Sully Sullivan, John Walthour
2. **Communications Committee:** Terry Dyke, Marilyn Fenn, David Greene, Frances Greene, Girard Kinney, Meaghan Bludau
3. **Programs Committee:** Erin Tassoulas, chair; Ryan Ofsthun, Mark Schiff
4. **Budget Committee:** Terry Dyke, 2 other SC members
5. **UBC Committee:** Meaghan Bludau, Ryan Ofsthun, UBC delegation
6. **Nominating Committee** (standing committee): Girard Kinney, Erin Tassoulas, Wiccit
7. **Bylaws Task Force:** Rich Heyman, chair; Terry Dyke, Francie Greene, Girard Kinney, Jules Kniolek, Rebecca Kohout
8. **Parking Permit TFs:** (no chairs) Ray Donley, Kirby McDaniel, Gary Meyer, Jim Fitzpatrick, Dave Tekyl, Kiki Millett
9. **Urban Farming Task Force:** Terry Dyke, chair; Francie Greene
10. **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 Parents:** Molly Shaw
4. **Cherrywood Farm:** Michelle Widmer
5. **Friends and Lovers of Willowbrook Reach (FLWR)**
6. **Friends of Patterson Park (FOPP):** Mark Smolen
7. **Chula League:** Reneé Rice, Donald Miller, Susan LaMarca, Sherri Whitmarsh
8. **78722 Biz** (pending)

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. **Bike Lanes on Cherrywood Rd. Task Force:** Tom Wald
6. **Pet Owners Task Force:** Cara Choate, Girard Kinney, Jeremy Mazur

## Flea Meeting

September 2, 2015, 6:30 pm at Fannie Mae Conservatory

In attendance: Sully Sullivan, Meaghan Bludau, John Walthour, Karen Sestak, Cara Choate, Frances Greene, Girard Kinney, Aaron Choate, Terry Dyke, Jules Kniolek

### November Issue

Story ideas we decided on for the November issue include:

Writer/Coordinator	Topic	Target Size
<b>Karen Sestak</b>	Interview with Billy Crawford on history of the neighborhood	Feature
<b>Frances Green</b>	Regina Rogoff on dragon boats	Small to mid-size
<b>Girard Kinney</b>	<ol style="list-style-type: none"> <li>1. Land use issues, focus on water meters for accessory dwelling units possibly update on side porch amendment</li> <li>2. Plant and book swap pictures and blurb</li> <li>3. Green space column by Sunshine</li> </ol>	<ol style="list-style-type: none"> <li>1. Mid-size to feature</li> <li>2. Small</li> <li>3. Mid-size</li> </ol>
<b>Cara Choate</b>	List of running events and tie-in with opening of Dane's body shop, possibly share Cherrywood map of EAST studios	Small
<b>Jules Kniolek</b>	<ol style="list-style-type: none"> <li>1. Darryl Wimberly poem</li> <li>2. District 9 (Tovo) update</li> </ol>	<ol style="list-style-type: none"> <li>1. Small</li> <li>2. Mid-size</li> </ol>
<b>Erin Tassoulas</b>	November meeting program teaser (to appear on front page)	Small to mid-size
<b>Ryan Ofsthun</b>	Final UBC recommendation and map	Mid-size
<b>Terry Dyke</b>	Masthead, list of officers, meetings	Small
<b>John Walthour</b>	Scavenger hunt/picture puzzle	Small
<b>Meaghan Bludau</b>	Maplewood column, Kids as Authors	Small to mid-size
<b>TBD</b>	Upcoming events calendar (EAST, Cherywood Art Fair), Neighbor's Night Out, Other submissions from businesses and new authors that come in	

### Publication Timeline

October 3 - final list of ads and ad copy to Sully

October 16 - story deadline, content goes to Sully and to editors for review (need to determine editing process)

October 23 - Editor review complete - Friday, October 23

October 30 - Sent to printer

November 5 - Distributor picks up

Weekends of November 7 and 14 - Distribution

November 18 - General assembly meeting

## Other Notes

- Sully has volunteered to serve as the designer and will see if the current InDesign files will work with his version.
- It was suggested that the most visible front page story be about the quarterly meeting and hot issues in the neighborhood. There is a reoccurring issue in which people want to know what voting items. Final agenda will be posted online and at Cherrywood kiosk five days before meeting. Steering Committee in October should address the general assembly meeting agenda for November, November SC meeting adds any last minute items
- If there is a bylaws change to be voted on at the assembly, the entire text has to be in the Flea, online, and in the kiosk, current and proposed language per Frances.
- The Flea needs to list of steering committee members, Flea staff, and reoccurring meetings in each issue.
- Frances suggested Kelly Kirk, the guidance counselor at Maplewood, provide an update, and possibly help serve as liaison to get stories from kids. Cara suggested English classes as the source for kids' writing. Meaghan will get Kelly's contact info from Frances and also reach out to Servant Church to see if they have any kids' work that might be good to publish.
- Cara recommended several ideas:
  - Neighbor Night Out - general report and pictures on French Place
  - EAST - East Austin Studio Tour article
  - Kid-friendly events posted before they happen. For example, the guerilla run that raises funds for Jane Goodall's guerilla foundation.
- Josh Walthour will create new author's guide with information about how and when people can submit stories to the Flea for consideration.
- A Willowbrook Reach column was suggested, perhaps by Sunshine and David Boston. Girard suggested making it a more general column about green spaces in Cherrywood and will talk to Sunshine about the column.

## Ideas for Future Issues

- Frances Green's had some suggestions:
  - For the February Flea, People's Community Clinic is opening a north branch and restructuring services for central branch.
  - For a volunteer section, an article could highlight how People's has expanded how they use volunteers at the clinic.
  - An article on the committee structure and possibly what would be good info for new residents in the neighborhood. We should gather the info to reactivate this. Rebecca has the materials. We could include a message in the Flea letting people know how they can connect new people with a welcome packet or resources.

- Rebecca history article - Terry will follow up.
- Other ideas for story ideas and column ideas included:
  - Update from neighborhoods as relevant
    - Mueller update - good contact could be Rick Kavoniak (spelling?)
    - Window on Windsor
    - Bo Carver, Dave Westbaugher (spelling?), volunteer work day that coming up was mentioned by Jules
  - Per Sully, Sam Yates, one of the original Armadillo HQ poster artists, does Texas landscapes and has a show at the Davis Gallery.
  - Patterson Park community garden update, contact Mark Smolen in Wilshire Wood/Delwood 1
  - Gardening column - Frances suggested Sue White, Lisa Schmansky as contributors
  - Interview with Erin Williams who is a gardener and has the house with raised beds on Dancy and is a Mississippi river boat captain.
  - John Walthour - column on computer security
  - Reinstating yard of the month? Cara and Aaron have the sign.
  - Word frequency diagram based on the text of Neighbor net
  - Meaghan could ask businesses that advertise if any want to write an article on a subject they have expertise on. For example, Windmill could write how to change a tire. Ingredients could submit a recipe, etc.
  - Cherrywood Coffeehouse owners came from NOLA after Katrina.
  - Tips on dogs by Dolly, Jackie's Pet Spa
  - Neighborhood Partnership Program
  - Update from Mike Damal on the number of trees planted if this event is taking place.