

CNA Steering Committee Minutes

Date: Wed, November 8, 2017

Time: 6:30 PM

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

Present: Jim Reed (Chair), Jonathan Schwartz (Vice Chair), Sarah Sweeney (Secretary), Leyla Cohlma (Treasurer), Emily Schwartz, Ben Leffler

Guests: Girard Kinney, Justin Irving

Public Announcement/Feedback/Agenda Request Signup Sheet Provided

1. Call to Order at 6:38
2. Meeting agenda adopted based on motion from Jonathan and seconded by Sarah
3. Announcements from Signup Sheet (3 min speaker, up to 5 speakers)
 - A. Justin Irving from Austin Neighborhoods Council reminded the committee that
 - i. The ANC needs a Cherrywood representative
 - ii. Other neighborhoods have formulated position statements on CodeNEXT and Cherrywood is recommended to also do so
 1. Discussion by members of the need to use unbiased, factual information in formulating a position
4. Approval of Previous SC Meeting Minutes
 - Motion from Leyla and seconded by Jonathan to approve meeting minutes from 10/11/17
 - Resolution: minutes from the Steering Committee meeting of 10/11/17 are approved
5. Steering Committee Presenters – N/A
6. Reports of Officers and Programs
 - A. Jim Reed gave the Chair's Report – for now general meetings remain at in.gredients with the church as a backup, no printing permanent signs yet until a year of testing out in.gredients as a meeting spot
 - B. Leyla Cohlma gave the Treasurer's Report – there is \$3,416.82 in the bank, Leyla will make a deposit of \$962.50 this week, for a total of \$4379.32. The printing this month cost \$1016.47.
 - C. Jim Reed gave the Acting Flea Managing Editor Report
 - i. the CNA made \$600 on November's issue of the Flea, which still requires a huge amount of volunteer hours
 - ii. in the next meeting we'll discuss how to use Flea space to acknowledge volunteers (and hopefully encourage new ones)
7. Reports of Committees and Neighborhood Projects
 - A. Girard Kinney gave the LUT Report
 - i. The city needs to be informed that Jim is the Chair of the SC
 - ii. See The Flea for CodeNEXT updates

- iii. I-35 redesign plans are in the works
- iv. The SC will organize another CodeNEXT meeting after Draft 3 is released on November 28th
- v. It would help to have a bullet list of neighborhood issues and whether they are being addressed in CodeNEXT

8. Unfinished Business

A. Nominating Committee

- i. At least Erin and Emily will be leaving this year
- ii. SC members should spend the next week looking for new members
- iii. Jim will talk about the need for members in his introduction, and Emily will speak in favor of being on the SC

B. Jules pulled the Bulletin Board Resolution in favor of making it a city-wide offering.

9. New Business

A. November General Meeting agenda

- i. Vote to approve minutes only, not notes, for the general meetings

Motion from Sarah and seconded by Jonathan to approve the November General Meeting agenda (see Appendix I)

Resolution (unanimous): The November General Meeting agenda is approved

10. Meeting adjourned (upon a motion from Leyla and seconded by Jonathan) at 7:31pm

Future agenda items:

- 1. Sustainable energy information for residents
- 2. Cherrywood representative for the ANC

Appendix I: November General Meeting Agenda

Date: Wednesday, November 15, 2017

Time: 6:00 PM Meet & Greet, 6:30 PM Meeting, 7:30 PM Special Program

Place: In.gredients, 2610 Manor Rd, Austin, TX 78722

Weather Backup Location: Servant Church, 1605 E 38th ½ St, Austin, TX 78722

General Announcements: Sign In Sheet Prior to Meeting (3 min per speaker)

6:00 PM - Meet & Greet, Service Bar by In.gredients

6:30 PM - Business Meeting Agenda

1. Call to order and Welcoming Remarks
2. Approval of Previous GM Action Items
3. Steering Committee Report (15 min)
 - A. Chair Report, Including Recent Steering Committee Activity by Jim Reed
 - B. Treasurer Report by Leyla Cohlma
 - C. Flea Managing Editor by Jim Reed
 - D. Annual Election for expiring SC spots for 2018
4. Community Presenters
 - A. LUT Report, including CodeNEXT update (Girard Kinney 5-10 min) (Possible action)
 - B. Friends of Patterson Park (Jennifer Potter-Miller 5-10 min) (Action)
 - C. Pocket Park Update (Action) by Lindsay Olinde
5. Standing Rule for Procedure for Officer Transition of CNA Assets (Action)
6. General Announcements (Sign In Sheet Prior to Meeting)
7. Business Meeting Adjourn

7:30 PM - Special Program - Music by Ocotillo, Service Bar by In.gredients

CNA Steering Committee Standing Rule

Procedure for Officer Transition of CNA Assets

After the annual election of officers at the beginning of each year, the outgoing Chair and Treasurer will compile a list of the following items to be recorded electronically and in print during their annual term of service:

- i) List of all expenditures over \$200.
- ii) List of all depreciating assets.
- iii) List of all operational committees and programs.*
- iv) Summary of SC and officer responsibilities in the Bylaws and from SC and GM Standing Rules.

* It is not the responsibility to continue any committees or programs that were agreed upon in previous SC decisions unless directed by the current SC or through the Bylaws or GM Standing Rule.

The two signatories of the CNA, Chair and Treasurer, within 30 days of the election of new officers, will transition the bank account and the PO Box authority over to the new respective officers.