

**WESTSIDE NEIGHBORHOOD ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MINUTES—OCTOBER 16, 2014**

**IN ATTENDANCE**

Josh Boehme, Dan Boutell, Kimberlyn Fauson, Cheryl Hecksel, Cassandra Nelson, Maureen Nelson, Paul Pratt, Emily Stevens, John Stratton

**EXCUSED**

Danielle Casavant, Cathy Bacile Cunningham, Veronica Gracia-Wing, Tim Kovacik, Jackie Payne

**UNEXCUSED**

Paul Holland, Suzanne Knight

**CALL TO ORDER**

Boehme called the meeting to order at 6:31 without quorum.  
Quorum met at 6:45.

**APPROVAL OF AGENDA**

Boehme moved to approve the agenda without objection.

**APPROVED**

**APPROVAL OF MINUTES**

Boehme moved to approve the September 2014 minutes without objection.

**APPROVED**

**OLD BUSINESS**

All action items will remain on the October list. Fauson has contacted Keith Kris for help in installing the mailbox; other members were not in attendance for an update.

- **Holland, Cunningham, and Kovacik** will write goal statements for their positions or committees and will e-mail to Fauson.
- **Gracia-Wing** will send a letter to places of worship.
- **Cunningham** will prepare a report regarding the 2014 yard sale.
- **Gracia-Wing** will work with **Kovacik** to develop a memorandum of understanding in order to improve communications between RACER Trust and the WNA.
- **Fauson** will oversee installation of the WNA mailbox at Letts Community Center.
- **Payne** will contact various neighborhood watch captains to see if there is a need to apply for additional Mayor's Neighborhood Advisory Council Grants.

**NEW BUSINESS**

- **Annual Meeting Chair**—Knight indicated at the beginning of the year that she would chair; this needs to be confirmed. Boehme will contact Knight to find out if she would like to chair and let the board know the status of this position.
- **2015 WNA Board**—A preliminary discussion regarding the 2015 WNA Board membership and positions occurred for planning purposes.
- **Storage Room Inventory and Clean-up**—The storage room needs to be inventoried and straightened. After the big melt last year, there were some damp spots on the floor, so we might want to consider purchasing some shelving units to get things off the floor. Stratton and Stevens volunteered to do the inventory at 10:00 A.M. on Sunday, October 19.

## **TREASURER'S REPORT**

The monthly report differs slightly from the Fiesta financial report because all receipts for Fiesta have not been submitted and paid. We now have approximately \$12,000 in our account.

## **FIESTA**

Board members debriefed the Fiesta and made notes for planning purposes next year:

- A separate room for the silent auction worked well.
- We sold all 200 tickets, but we only had 135 attendees, which was disappointing.
- Location of the food table was not ideal because the line blocked the entrance. It was also suggested that the same items be placed on both sides of the table to support a double line.
- Food needs to be ready right away so that the food table doesn't get hit all at once.
- John Putnam agreed to manage the silent auction again.
- Patty Glossop will be sitting on next year's committee.
- The Nuthouse has bent over backwards to serve us well. Their price was less than it was last year for more food and for soda, which they did not throw in for free last year.
- The Google spreadsheet worked well to track silent auction items.
- It was suggested that we bring the neighborhood map and pins to Fiesta next year.

Stratton moved (seconded by Pratt) to reimburse Boutell for the mini-easels. **APPROVED**

Boehme moved (seconded by Fauson) to pay the Nuthouse for Fiesta. **APPROVED**

Boehme moved (seconded by Fauson) to reimburse Casavant for replacement of the missing storage room office supply items. **APPROVED**

## **GRANTS**

- The Mayor's Grant application is due in November.
- C. Nelson researched Little Free Libraries. The kits cost about \$200 plus \$165 for shipping. She also downloaded the free plans offered at the Little Free Libraries website but needs someone who can look at the construction plan in order to figure out a supply list and budget. M. Nelson volunteered to help with this. It was also suggested that Rod Lambert might be able to help.
- C. Nelson will begin to promote this project on Facebook and ask for volunteers to have a library in their yard.

## **NEWSLETTER**

- The cost of the newsletter will be about \$3300 per year if we can't get it printed for cheaper. Stevens suggested we look into Harry Hill.
- The deadline for the winter newsletter is November 30.
- It was suggested that we get a little more assertive about soliciting advertising to defray some of the newsletter costs. Boutell will send out an advertisement form to Board members so they can solicit advertising.

## **WESTSIDE HISTORY**

Fauson has resigned from the history project due to work obligations. C. Nelson volunteered to take over Westside History and scan booklets as time permits but she cannot commit to a timeline.

## **PARKS AND RECREATION**

- Fall classes are beginning.
- The Letts Carnival is Saturday, October 18. It was suggested that the carnivals be advertised in the newsletter along with other Parks and Recreation news.
- Upcoming Parks and Rec holiday events include the Road Rally and Call for Santa.

## **ANNUAL MEETING**

Chair is to be determined (see New Business).

## **FUN COMMITTEE**

- We will continue with Westside Wednesdays through the calendar year. They seem to be valued even though attendance ranges from 15-30.
- After a brief poll on Facebook, it appears there is enough interest to do a caroling event again this December. Casavant is considering December 20. The newsletter might not be out before this; even if it is, it will be so close to the event that people won't have enough notice, so Facebook promotion and word-of-mouth will be used to promote this event.

## **ADJOURNMENT**

Meeting adjourned at 7:31 P.M.

## **ACTION ITEMS**

- **Holland, Cunningham, and Kovacik** will write goal statements for their positions or committees and will e-mail to Fauson.
- **Gracia-Wing** will send a letter to places of worship.
- **Cunningham** will prepare a report regarding the 2014 yard sale.
- **Gracia-Wing** will work with **Kovacik** to develop a memorandum of understanding in order to improve communications between RACER Trust and the WNA.
- **Fauson** will oversee installation of the WNA mailbox at Letts Community Center.
- **Payne** will contact various neighborhood watch captains to see if there is a need to apply for additional Mayor's Neighborhood Advisory Council Grants.
- **Boehme** will contact **Knight** to find out if she would like to chair and let the board know the status of this position.
- **Stratton** and **Stevens** will conduct an inventory of the storage facility.
- **Boutell** will send Board members a newsletter advertising form so they may solicit advertising for future newsletters.
- **Boutell** will prepare a final Fiesta report that can serve as a planning guide for future Fiesta chairs.
- **C. Nelson** will contact **Payne** to discuss the Crime and Safety Committee's plan for next year's summer picnic in order to submit the Mayor's Grant application.
- **M. Nelson** will aid **C. Nelson** in creating a supply list and budget for the Little Free Libraries project.
- **Fauson** will give Westside History materials to **C. Nelson**.
- **Stevens** will submit a Parks and Recreation news update to **Boutell** for the winter newsletter.