



## OLCAA Board of Directors: Meeting Minutes

**Date:** December 13, 2017

**Location:** Oak Lane Presbyterian Church

**Time:** 7:00 PM-9:00 PM

**Recorded by:** Tangela Garrison

**Purpose:** Monthly meeting of the OLCAA Board of Directors

**Call to order: 7:20 PM**

**Adjournment: 9:00 PM**

**Attendees:** Tie Bradford, Eric Brice, Tangela Garrison, Vernita Hall, Martha Lewis, Andrea Mayo, Cathy Smith, Bernadette Tanksley, Freida Williams. **Absent:** Iris Brunson, Thurgood Matthews, James McKelvey, David Weston. Community members: Jon & Peggy Weston, Earlene Mitchell, Smiley Ferebee.

**Chair:** Bernadette Tanksley

1. **Minutes** from the November meeting were approved.

2. **Financial report:** Cathy Smith

- Cathy Smith distributed the financial report, the OLCAA Checking Account Register and Savings Account. Both were approved by the OLCCA Board.
- Smith transferred the \$1,516.73 grant that was received for the Development Grant from the checking account to the savings account. This was approved at the October 2017 meeting.
- Wells Fargo will start charging OLCAA a monthly fee because the account balance totals have fallen below the minimum requirement.

3. **New Board members and officer**

The sitting board received two completed applications (from Peggy Weston and Harriett Atkerson) to become Board members. Smiley Ferebee did not complete an application, but submitted a verbal nomination. The Board voted. S. Ferebee was voted on the board for the two-year term; P. Weston received the remaining term, expiring in May 2018.

Andrea Mayo was elected Vice President.

4. **Development Grant**

B. Tanksley has not received information from Sharon Wilson on accounting and/or reporting requirements related to the Development Grant.

5. **OLCAA property inventory list, 2017**

Eric Brice distributed an inventory list of OLCAA-owned property stored in the Mema's Day Care basement, and recommended which items needed to be disposed of, based on their condition. His recommendation was approved.

Eric and Al moved all items from Mema's Place to Oak Lane Presbyterian Church house basement (OLCAA's new storage location). Eric also recommended OLCAA investigate repair of the broken bench and urn. There were no suggestions for a craftsman; the repairs should take place in the spring.

6. **Community cookbook**

It was suggested that OLCAA develop a community cookbook. The Board decided research first needs to take place before further consideration.

7. **Committee reports:**

**Blood and Coat Drive**

- Jon and Peggy Weston presented for Board approval a draft thank-you letter to send out to the community in regards to the Drive, as well as approval for postage stamps and OLCAA letterhead. All requests were Board-approved.

**Housing & Zoning**

Written report submitted by F. Williams.

- City Council is hosting a community meeting about the building located on Old York Road. The new owners want to convert it into a laundromat; Cherelle Parker wants to hear the community's position. Freida Williams (committee chair) wants OLCAA to support the meeting. The Board voted yes to support, and suggested a date after January 12, 2018.

**Events**

Written report submitted by A. Mayo.

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8. **Old Business:**

**OLCAA email address**

The new OLCAA email address, ***OLCAA.eol@gmail.com***, is in effect. Use of the old email address, *eastoaklanecommunityaction@gmail.com*, will end January 15, 2018. The latter will remain available for reference and archival purposes.

**Software**

Quick Books and Microsoft Publisher need to be implemented. Questions were raised: Who will have access to both? Will OLCAA need to pay for the programs?

**Tabled items**

Should OLCAA committee chairs have the passwords to voicemail and the Hotline?

**Co-chairs for all committees:** No update.

**Back up of OLCAA electronic files onto USB device for the Secretary:** No update.

9. **New Business:** none

10. **Community Concerns:** none

11. **Action Item Summary:**

#	Action Item	Opened by	Owner	Due Date	Comments
	Need for volunteer(s) to train as next year's Treasurer	Cathy Smith	Cathy Smith		No update
	Disposition of the damaged bench and urn at 66 <sup>th</sup> Ave & 5 <sup>th</sup> St.	Joe Cruz	Kelly McShane		No update Was video footage reviewed and a police report filed?
	How is the Development Grant to be used?		B Tanksley		No update
	Letter to Mrs. Quaterman and the School Board	B Tanksley	B Tanksley		No update