



OLCAA Board of Directors: Meeting Minutes

Date: May 10, 2017

Location: Oak Lane Presbyterian Church

Time: 7:00 PM-9:00 PM

Recorded by: Vernita Hall

Purpose: Monthly meeting of the OLCAA Board of Directors

Call to order: 7:10 PM

Adjournment: 8:45

Attendees: Eric Brice, Archie (Joe) Cruz, Tangelia Garrison, Thurgood Matthews, Andrea Mayo, Earlene Mitchell, Catherine Smith, Bernadette Tanksley, David Weston. Four community members.

Chair: David Weston

1. **Minutes** from previous meeting (April): Thurgood Matthews

Not prepared. Minutes from March are also pending.

2. **Financial report:** Cathy Smith

- Last report was issued February 2017.
- From 3/7/17 - 5/11/17 spending was \$2,400; income was \$1,572 (mostly memberships).
- Tomorrow \$1,800 will be deposited. Of this sum \$1,000 was just received from the Activities grant from last year; \$785 is from memberships.
- The membership committee has not met. David Weston sent out two letters as renewal reminders. This strategy proved very successful in generating sign-ups.
- The May financial report is not yet approval-ready by the Board. There exists an out-of-balance amount of **-\$45.23** (according to bank records), for which Cathy has not yet accounted. She will continue to research.
- The December financial report did match the bank's records.
- David served as acting Treasurer in April during Cathy's sick leave.
- A correction is needed in the report for May: an itemization for "Snowball printing" (4/28) should be reassigned under "administrative costs" (ex. paper, ink, envelopes, snacks, insurance, website, rent).
- **Note: administrative costs are not currently itemized.**

3. **Committee reports:**

Beautification

Written report submitted (emailed to Board) by Kelly McShain-Tyree (not present).

- \$300 was requested for the 12 community planters for spring. Includes purchase of plants and installation.
- Funds have not yet been released by the Board to committee chair, pending receipt of requested budget info from committee. Requested info was not received.

Beautification (cont'd)

- Committee proceeded with planter service, using donations and out-of-pocket funds (\$180); is not requesting reimbursement from Board.
- Board agreed that no unrequested reimbursements will be forwarded to committee.
- Board has not typically requested an itemized budget from its committees in the past. Discussion on role of Board and committees in budget planning and submission.
- **MOTION APPROVED:** (Andrea Mayo/Thurgood Marshall proposed)
The Executive Committee should prepare a proposed budget, based on past spending records, and submit for the Board to review by the 2017 retreat.

Housing & Zoning

Written report submitted (emailed to Board) by Freida Williams (not present).

- Zoning hearing was held on 5/10/17. No updates on what took place there.
- One issue (five years in duration, concerning a deck and uncooperative property owner) continues unresolved.

4. **Old Business:**

Conflict of Interest

The IRS requires that some items be added to OLCAA's draft policy. The final approved version will have to be signed by OLCAA Board members ("Directors") and committee chairs ("Agents"). Thurgood will add necessary language, and bring final version for signatures at the general meeting.

OLCAA electronic files backup

OLCAA electronic documentation currently resides on the President's personal computer. It has been requested that he submit a files backup on a USB device to the Secretary.

5. **New Business:**

Annual general membership meeting

There are eight candidates nominated for office; there are eight Board slots open. The candidate receiving the lowest vote count will complete the unexpired one-year term of Kelly McShain-Tyree; other candidates will be elected to two-year terms.

6. Community Concerns:

a) [REDACTED] at [REDACTED], residents since 2002, are experiencing numerous recurrent quality-of-life issues with the owner of [REDACTED]. Concerns expressed were: cigarette butts being flicked into their yard, young men hanging about outside at late hours, frequent car traffic at night, cars occasionally parked in front of their gate and blocking access for the [REDACTED]'s parked vehicles. Response from the 35th District was "We will get to you as priorities permit."

OLCAA's recommendations: Residents should organize the block. Host a block party with a brief block meeting at the start. OLCAA members will attend. Join OLCAA. Attend the general meeting on 5/17, and hear a presentation by a representative from the Phila. Commission on Human Relations.

b) Inquiry was made into the current status of the police bike patrol in East Oak Lane. OLCAA's response was that their presence was "limited," but that undercover officers were on foot patrol in the neighborhood.

c) "19141" was clarified as the correct zip code for the OLCAA P.O. Box (rather than "19126"), but mail sent to either zip would arrive at the same destination.

7. New Action Items:

#	Action Item	Opened by	Owner	Due Date	Comments
1.	Completion of minutes from March, April, and May	David Weston	Matthews/ Weston	June 14 meeting	
2.	Resolution of -\$45.23 out-of-balance in May financial report	Cathy Smith	Cathy Smith	June 14 meeting	
3.	Itemization of administrative costs in financial report	TMatthews/ BTanksley	Cathy Smith	next financial rpt	
4.	Correction of OLCAA P.O. Box zip code (change "19126" to "19141") on <i>OLCAA Membership</i> form	Tangela Garrison	David Weston	May 17 meeting	Need (seen in newsletter) was raised by a community member in attendance
5.	The Executive Committee should prepare a proposed budget, based on past spending records, and submit for the Board to review by the 2017 retreat.	Andrea Mayo	Executive Committee	2017 Board retreat	Approved Motion
6.	Preparation of final version of "Conflict of Interest" policy	TMatthews	TMatthews	May 17 meeting	
7.	Backup of OLCAA electronic files onto USB device for the Secretary	EMitchell	DWeston	earliest	

8. **Action Item Summary:**

#	Date opened	Date closed	Action Item	Resolution
1.	05/10/17 DWeston		Completion of minutes from March, April, and May Owner: TMatthews/DWeston	
2.	05/10/17 CSmith		Resolution of -\$45.23 out-of-balance in May financial report Owner: CSmith	
3.	05/10/17 Matthews/ Tanksley		Itemization of administrative costs in financial report Owner: CSmith	
4.	05/10/17 Garrison		Correction of zip code (change "19126" to "19141") on <i>OLCAA Membership</i> form Owner: DWeston	
5.	05/10/17 AMayo		The Executive Committee should prepare a proposed budget, based on past spending records, and submit for the Board to review by the 2017 retreat. Owner: Executive Committee	
6.	05/10/17 TMarshall		Preparation of final version of "Conflict of Interest" policy Owner: TMatthews	
7.	05/10/17 EMitchell		Backup of OLCAA electronic files onto USB device for the Secretary Owner: DWeston	

9. **Additional Comments:**

Joe Cruz warned of the frequency of tire thefts in our area. Thieves are removing tires and entire rims overnight (approx. 3:30 AM) from cars parked in front of residents' homes. Neighbors should take precautions—lock vehicles and lugs, be vigilant, report any suspicious activity.

General agreement: it is vital the Board make sure that old business is completed. **Improved follow-up** is emphasized.