



OLCAA Board of Directors: Meeting Minutes

Date: November 8, 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: 7:15 PM

Adjournment: 8:52 PM

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

Chair: Bernadette Tanksley

1. **Minutes** from prior meetings

September minutes were approved, with the correction that \$39.95 was spent to e-File.

October minutes were considered notes—not enough board members were in attendance to have a quorum. The notes were accepted.

2. **Joe Cruz resigned** from the OLCAA Board and as Vice President at the October 2017 meeting.

3. **Financial Report:** Cathy Smith

- Distributed the financial report. It was approved by the Board.
- Emailed an explanation of the Development grant to B. Tanksley. (It had not been reviewed prior to the Board meeting.) B. Tanksley will review the email and update the Board at the December meeting.
- Funds from the Development grant were approved to be moved to the savings account at the September 2017 meeting. To date, they have not been transferred to the account.
- The OLCAA Liability Insurance Policy was paid for the year; the carrier is Liberty Mutual Insurance.
- Cathy mentioned again this is the final year of her Board service. She has served for six years and must come off for one year. She highlighted the need to train a replacement Treasurer.
- QuickBooks was discussed again as a software package to use to automate the current manually executed Treasurer functions. Cathy Smith reiterated the Board still needs someone to learn Quick Books.

4. **Community Concerns**

Martha Lewis brought up that the attendees of one of her events wanted to have a meeting with OLCAA to discuss the accusations brought to B. Tanksley. T Matthews stated OLCAA was not involved and the meetings were not warranted with OLCAA.

James McKelvey called 311 because he had graffiti placed on his fence. They responded quickly and removed it.

Andrea Mayo, neighbors, and some Block Captains met with the management company for Oak Lane Apartments concerning the issues previously reported. They are waiting to hear the results from the meeting.

5. **Committee reports**

Crime and Safety: Written report submitted.

Events Committee

Verbal report given on the progress of the Snow Ball.

The Events Chair position was vacated by J. Cruz when he resigned. Andrea Mayo stepped in as chair, and others joined to assist with bringing the annual Snow Ball to completion. Andrea is considering remaining in the position.

OLCAA Committees

B. Tanksley stated it is a necessity for all committees to have co chairs. Committee chairs have reached out to OLCCA members to join, but have not had much success. The Meet and Greet was brought up again. It was stated this is a good way to get neighbors involved.

Housing and Zoning: Verbal report given.

Blood Drive Event: Verbal report given. Peggy and Jon are looking for volunteers to assist with the upcoming event.

6. **Old Business**

The Community Forum

Was a success. Community members in attendance had questions and received information that increased their understanding of the agencies and organizations that made informative presentations. The reviews were positive. Consideration was given to do another in the near future.

Vacant Board Seats

OLCAA will send nomination forms out to the membership and the community in order to fill vacant Board seats. The Board was in agreement that they wanted to vote at the December meeting to fill these vacancies.

The OLCAA newsletter

The newsletter was distributed on October 30. This was days before the next publication was scheduled, per OLCAA guidelines.

It was agreed that another letter going out 30 days later was not acceptable. The organization would use the funds instead to promote upcoming events by printing and sending out postcards, delivering flyers to households, etc.

B. Tanksley will verify with the Communications chair that advertisers will not be adversely affected, and that no monies were collected up front for advertisement in the publication that would be eliminated.

Questions were raised about how many times postcards can be sent and if they would go to every household in EOL. Also, how many email blasts will go out to promote the upcoming events?

Elwood School

The library roof is leaking and a section of the ceiling plaster fell. The principal reported a service request was submitted for repair.

Andrea enlightened the Board on protocols and issues at the school.

A few OLCAA Board members are involved with the school and noted other areas of concern.

The question was raised: "How involved should OLCAA get?" It was decided that OLCAA would:

- (1) Call the School Board
- (2) Write a letter to the School Board, and cc the principal to follow up or initiate a work order if needed. OLCAA voted, and decided to go with (2).

B. Tanksley will draft a letter and submit it to the OLCCA Board for approval by next week.

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7. **New Action Items**

#	Action Item	Opened by	Owner	Due Date	Comments
1.	Need for volunteer(s) to train as next year's Treasurer	Cathy Smith	Cathy Smith		
2.	Letter needs to be drafted and sent to the principal of Ellwood	B. Tanksley	B. Tanksley	11/2017	
3.	Review how the Development grant was to be spent	B. Tanksley	B. Tanksley	11/2017	Will review in December meeting
4.	Revision of Conflict of Interest policy	Andrea Mayo	B. Tanksley		Completed
5.	Co-chairs for all committees	Committee chairs	Committee chairs	Ongoing	Vice President will assist
6.	The damaged & removed bench & urn at 66 th Ave. & 5 th St., remaining bolts and base. Video footage?	V. Hall, T. Matthews	B. Tanksley	Open	Was the video footage reviewed, and was a police report filed?
7.	Backup of OLCAA electronic files onto USB device for the Secretary	D. Weston	D. Weston	Open	

8. **Action Item Summary**