



OLCAA Board of Directors: Meeting Minutes

Date: June 14, 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: 7:17 PM

Adjournment: 9:00 PM

Attendees: Tie Bradford, Eric Brice, Iris Brunson, Joe Cruz, Tangela Garrison, Vernita Hall, Martha Lewis, Thurgood Matthews, Andrea Mayo, Rosa Reyes, Cathy Smith, Bernadette Tanksley, David Weston, Freida Williams. 3 community members. Absent: James McKelvey.

Chair: David Weston/Bernadette Tanksley

1. Election of Board Officers

The following Officers were elected:

President:	Bernadette Tanksley	
Vice-President:	Joe Cruz	
Secretary:	Tangela Garrison	(ran unopposed)
Treasurer:	Cathy Smith	(ran unopposed)

2. Financial report: Cathy Smith

- Distributed the financial report (OLCAA Checking Account Register insert from 5/10/17 - 6/8/17, and Savings Account balance)
- Requested that the Board approve the appointment of a Financial Secretary for an additional year. Mr. Mitchell (by phone) agreed to continue in that role.
- The **\$45.23** out-of-balance remains unaccounted for, despite best efforts at records review. Affirms that all checks and debit cards have been accounted for. Board accepted the discrepancy; stipulated that an explanatory note be added to the bottom of the report.
- Clarification: 5/23/17 *Web Host* — *Communication* entry of -\$142.00. David explained this was for renewal of the website service (which had been suspended). Cathy said average service cost is about \$45/month.
- Cathy reminded that this is the final year of her Board service before her required hiatus year. Highlighted the need to train a replacement Treasurer.
- QuickBooks was discussed as a software package to use in the future to automate the current manually executed Treasurer functions. David has the software.

3. Community Concerns

None

4. **Minutes** from prior meetings

May 10 minutes accepted.

May 17 general membership minutes have not been read by Board members. Requested that minutes be re-sent to Board members. (Minutes are posted on test OLCAA website.)

March and April minutes are not yet ready for release to the Board.

5. **Committee reports**

Housing and Zoning

Written report submitted (emailed to Board) by Freida Williams on 6/10/17.

- Last meeting May 15, 2017. Next meeting June 19, 2017 6:30 PM

6. **Old Business**

Conflict of Interest policy

- David explained that IRS Form 990 (annual filing for tax-exempt organizations) must be submitted by the end of June, and that it requires a Conflict of Interest policy and Sexual Harassment policy signed by Board members.
- Some strong objections were raised to the need for Board signatures.
- Comments were expressed about some of the language: text about physicians should be removed, clarification of the tax law source of the policy should be cited. It was motioned and approved that corrections/additions be handwritten into the existing document, and signed by (most) Board members. Revision of document to be scheduled in future.

7. **New Business**

Oak Lane Day planning

Late start noted; nothing done yet. Meeting scheduled for 6/20/17, 7:00 PM, at Mema's Day Care Center, 1260 Oak Lane.

Retreat

Purpose was explained. Bernadette invited input into agenda planning (email her). Two possible dates proposed: July 22 or Aug. 12. Bromley House to be contacted (by David) to check availability.

Cleanup of Oak Lane Condominiums (6751 N. 13th St.)

Joe informed that 1200 block of 68th Ave. is doing a cleanup. Help is welcome. Scheduled for 6/24/17 9 AM-12 PM.

Letter of recommendation from OLCAA requested by Penn Asian Senior Services (PASSi)
(6926 Old York Rd.)

Template letter sent to OLCAA. They are planning a \$4 million renovation of their south building into a senior community center, and applying for a \$500,000 grant from the Jeannette Weinberg Foundation.

The date of their reach-out to OLCAA was June 9. They need a quick response.

Concerns were expressed about:

- The short turn-around time being requested of OLCAA, truncating time for discussion
- Prior questions were raised to them by Freida (during zoning discussions) about community benefit, local contractors used, etc.

David commented that they likely have not yet reached the contractor-selection phase of the project. Thurgood observes that the letter could be an opportunity OLCAA should not overlook to foster good will.

The proposed letter of recommendation was not approved; however more discussion of the subject was deemed advisable.

8. Additional Comments

The removed OLCAA-owned bench and urn at 66th Ave. and 5th St. that was damaged by a car. No police report was apparently filed. Follow-up with restaurant business owner for video footage to be done by Beautification and/or Crime & Safety. Thurgood raised concern about liability of tripping hazard over the fastening bolts remaining in the sidewalk.

9. 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.	How are vendors and volunteers to be informed of OLCAA policies (specifically, Sexual Harrassment)?	Freida Williams	Bernadette Tanksley		
3.	Re-send May 17 meeting minutes to Board	Tangela Garrison	Vernita Hall		Minutes are on test OLCAA website under Board meetings tab
4.	Revision of Conflict of Interest policy	Andrea Mayo	Bernadette Tanksley		
5.	Further discussion of letter of recommendation requested by PASSi	Thurgood Matthews	Bernadette Tanksley		
6.	The damaged and removed bench and urn at 66 th Ave. and 5 th St., and remaining bolts. Video footage?	VHall, TMatthews	Bernadette Tanksley		

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10. **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	May 10 accepted. March and April still pending. May 17 pending approval.
2.	05/10/17 CSmith	06/14/17	Resolution of -\$45.23 out-of-balance in May financial report. Owner: CSmith	Board agreed to accept the discrepancy, with a notation made in the financial report.
3.	05/10/17 Matthews/ Tanksley	05/17/17	Itemization of administrative costs in financial report. Owner: CSmith	Completed.
4.	05/10/17 Garrison	06/14/17	Correction of zip code (change "19126" to "19141") on <i>OLCAA Membership</i> form. Owner: DWeston	Completed.
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	06/14/17	Preparation of final version of "Conflict of Interest" policy. Owner: TMatthews	Document amended by hand in response to questions raised in meeting. Completed.
7.	05/10/17 EMitchell		Backup of OLCAA electronic files onto USB device for the Secretary. Owner: DWeston	
8.	06/14/17 CSmith		Need for volunteer(s) to train as next year's Treasurer. Owner: CSmith	
9.	06/14/17 FWilliams		How are vendors and volunteers to be informed of OLCAA policies (specifically, Sexual Harrassment)? Owner: BTanksley	
10.	06/14/17 TGarrison	06/14/17	Re-send May 17 meeting minutes to Board. Owner: VHall	Completed.
11.	06/14/17 AMayo		Revision of Conflict of Interest policy. Owner: BTanksley	

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Action Item Summary (cont'd)

#	Date opened	Date closed	Action Item	Resolution
12.	06/14/17 TMatthews		Further discussion of letter of recommendation requested by PASSi. Owner: BTanksley	
13.	06/14/17 Hall/ Matthews		Disposition of the damaged and removed bench and urn at 66 th Ave. and 5 th St., and remaining bolts. Is video footage of accident available? Owner: BTanksley	