

ENA Board Meeting Minutes

December 2, 2015

East District Police Station, 809 South Thompson Drive

Present: Justin Martin, Jamie Meise, Stacy Wellford, Audra Johnson, Mike Digman, Marilee Cronin, Abby Abernathy, Isaac Semrow, Charles Donaldson

Absent: Faye Reber, Rod Gennrich

Call to order Justin called the meeting to order at 7:00pm.

“Word on the Streets” Isaac noted that the coyote sightings and comments on Facebook has greatly diminished.

Secretary’s report Jamie reported that the ENA website and Facebook are both up to date. Board members are reminded to help promote events through likes and comments and send feedback on the meeting minutes.

Echo report: The December/January edition has been emailed and sent to print to be delivered on Saturday. Audra said her first time doing the layout and publishing went smoothly. Katherine will be taking over the advertising beginning in 2016; Mike will help her through the transition. After seeing Alder DeMarb’s column in the Echo, County Supervisor Dave De Felice contacted Justin to inquire if he could have the opportunity to run a column as well to pass information along to citizens. The board currently does not have a set policy but discussed past practice and how to handle the request. Justin will respond that we will allow it as space permits after priority is given to paid ads and ENA business, that we reserve the right to refuse campaign materials, and will ask him to please limit to one page once per year. Justin will contact our mailer to notify of our 501(c)(3) tax exempt status. Stacy will also work to enact our reduced PayPal fees. Justin mentioned that in 2012 we discontinued sending the Echo newsletter to rental apartments due to financial losses; he estimates that it would cost about \$783 per year to add the apartments back into the Echo mailing list. The board is in favor of including the apartments in the mailer if we can afford to do so and will discuss further at the next meeting.

Old business

Turkey Trot recap: The Turkey Trot went well again this year, there were an estimated 150 participants and about \$1025 raised in donations. A big thank you to Peggy Hoffman for volunteering as race director! The food drive was also successful as the barrel was overflowing!

Holiday in the Park (December 5, Orlando Bell Park, 4-7 p.m.) Schedule: Santa will arrive in a fire truck at 4pm and visit until 6pm, Sleigh rides will begin at 4:30pm and run through 6:30pm, the bonfire will roar from 4 to 7pm or later. Volunteer confirmation: Jamie, Justin, and Marilee will be meeting at Orlando Bell by 3:15 pm to set up. Jamie, Abbey, Stacy will donate treats. Justin, Audra, and Katherine will be taking shifts watching over the treat/hot cocoa tables. Jamie will float throughout the event and help out wherever needed and will help with cleanup. Isaac volunteered to be sleigh ride assistant. There should also be a couple volunteers from EBNA helping with setup, baking treats, cleanup, fire tending. Alder Denise DeMarb has volunteered to be Santa’s helper handing out the gifts.

LVM Cookie Exchange (December 13, Our Saviour's Lutheran Church, 4 p.m.) Jamie is planning a neighborhood Holiday Cookie Swap on Sunday December 13 at 4pm. Our Saviour's Lutheran Church is opening up their membership hall once again for our event. Jamie will be providing light snacks and refreshments. Participants are asked to bring 5 dozen of their favorite holiday cookies packaged in sets of 6 for easy trading. A portion of the cookies will be used to make a platter for our local fire and police stations.

Holiday Lights Contest (December 16-20) Audra advertised the lights contest, she has received a handful of address submissions and will post a reminder as the deadline approaches. Isaac will purchase gift certificates from Habanero's, Cottage Café, and Dairyland Café for the prizes.

Financial Update-

Treasurer's report: Financial activity over the past month included \$1025 in donations from Turkey Trot and a full year of Echo advertising payment from Pure Integrity Homes for 2016. Stacy expects our year end net income to be around \$5000.

Annual Financial Audit: A motion was made by Mike and seconded by Justin that the current "Financial Audit" procedure be dropped in favor of a monthly reconciliation of the checking account to be completed by a Director-at-large; and an annual review of the electronic Quick Book files to be completed by the Vice President and at least one Director-at-large. Mike explained that the current procedure is outdated due to new software and bank check and reporting procedures. The board discussed the motion and Justin offered the following clarified language: a monthly review of QuickBooks reconciliation report and the bank statement to be completed by a director at large and an annual review of the electronic QuickBooks files to be completed by an officer and at least one director at large. Abby volunteered to do the monthly review and Isaac volunteered to do the year end this year. Motion carried.

Budget Planning: Stacy reviewed her draft of the 2016 budget and noted that there is no money allotted for additional events, the storage shed, and the possibility to look for other ways to give back to the community. Mike asked the board to consider adding lines for neighborhood outreach to offset cost of the survey for people over the age of 50, funds to reprint the neighborhood brochures, \$100 for investigating a new cloud server and possible trial, and a donation of \$100 to the new Pinney Library.

Adjournment: The meeting was adjourned at 9:00pm.

Announcements:

Next Meeting: The next ENA Board Meeting will take place on Wednesday, January 6th from 7-9pm at the East District Police Station 809 S Thompson Drive.

Echo Deadline: The next Echo Newsletter deadline is January 15 for the February/March Echo. Please save articles to Dropbox in the appropriate folder—Tier 1-Paid Ads, Tier 2-Important, Tier 3-If Space Allows.

Submitted by Jamie Meise