

Park Springs Neighborhood Association
Minutes of Board Meeting June 11, 2012 --7 PM at Ramos Restaurant

Members attending: Rod, Tom, Sharon, John, Vicki Guest: Frances

Absent: Maura (broken ankle), Stacy

- I Call to order – *President John called the meeting to order at 7:10p.m.*
- !! Minutes of previous meeting; treasurer’s report and membership report – *John read the minutes of the April Board Meeting. Members voted to accept the minutes. It was noted that the minutes of Board Meetings and quarterly meetings are also posted on the website. John reported that 40 members have paid their membership dues for 2012.*
- III Organization and board member responsibilities for 2012-13
- a. Maura Phelan has been appointed (and accepted) for 2012-13 term;
 - b. Suggestions to President for appointee to 2nd – *Several names were suggested to John for possible at-large candidates. These include Sandy Hidrogo and Adrian Fowler. John will contact the possible candidates and report back at the next Board Meeting – Tuesday, July 10, 2012.*
 - c. Committee appointment(s):
 Stacy DeLaurier is willing to be ‘Refreshment Chair’- THANK YOU Stacy for your willingness to serve in this capacity.
 - d. Should we revise/re-adopt PSNA “Guidelines”? (See attached) *There was a discussion of the Guidelines currently in place. John will resend with updated guidelines for board members to consider.*
 - e. Picking up, opening, and distributing mail – *It was decided that Vicki will pick up the mail since her personal mail is also delivered to the Post Office. Who has keys, how often is box checked, what mail goes to whom, etc.? – Vicki and John have keys and Vicki will check PSNA mail when she checks her mail and will determine how mail will be distributed.*
 - f. Coordination of Secretary and Treasurer – *It was decided that Vicki will make copies of dues payments and will then forward the checks/cash onto Rod who will deposit the funds.*
- IV What’s the role of printed Newsletter, Website, and Google Forum?
- a. Is the printed newsletter cost-effective? - *John reported that the printing costs for the May newsletter was \$91. Is the website being utilized? Is the Google Forum being utilized? – There was a discussion on phasing out the mailing of the newsletter in favor of emailing the newsletter in an effort to save postage costs. John mentioned that some “old school” members preferred to receive a hard-copy*

newsletter. Vicki has offered to “load” email addresses of all members and send a “Welcome” email to all members to acquaint them with the emailing process.

When the email addresses are “loaded”, John will send an email to members prior to the Monday, August 13, 2012 meeting seeking their input in regard to emailing the newsletter in an effort to reduce expenses. It was also requested that a limited number of newsletters be printed for those members who preferred receiving the newsletter in the mail. Motion made by Rod and seconded by Sharon to start this process.

Tom stated that PSNA already has an email address – psnaassoc@gmail.com and gave Vicki the password to use this email address. She will also design an email (in a humorous way) and send to members who have not paid their 2012 dues. Vicki will send a preview of the email to John before she sends it out. Tom discussed an email system that his business is using – Constant Contact. It costs approximately \$20 per email and shows how many recipients open the email. Due to the cost, it was decided not to use this method.

- b. Do most members receive/open and read/participate in each (or any)?
- c. Are these communications working effectively? Are they working together?
- d. Removal of members who have not paid previous years dues – *Vicki reported that there are several members listed on the PSNA directory that have not paid dues since 2007, 2008, and 2009. These members still are listed on the directory and still receive newsletters. There was a discussion of removing members who have not paid their dues since 2010. Motion made by Rod and seconded by Tom to table the removal process until the next Board Meeting (Tuesday, July 10.) PLEASE NOTE: this is a date change for meetings--- July 10 is the second Tuesday of the month) See below in regard to changing meeting dates.*

V Should we consider changing our meeting schedule? 2nd Monday conflicts with ESD 12 Commissioners, and Manor Lions Club

- a. Should board meetings and membership meetings be on the same formula? – *It was decided to change the date of the next Board Meeting to the **second TUESDAY** of July – July 10, 2012.*

VI Planning for future meetings, including agenda topics

Next regular meeting is scheduled for August 13, 2012. Will it be another ‘Picnic in the Park’? Will we also do a ‘National Night Out’ meeting in October in addition?

What topics/speakers do members want? Should our meetings have a different format?

- a. *There was a discussion concerning topics/guest speakers and how it affects attendance. 26 people attended the May meeting that involved the candidates for*

Precinct One County Commissioner. 38 people attended the February 13 meeting that highlighted septage concerns and information presented by Manor Mayor Jeff Turner and City Manager Steve Shanks. The October 4, 2011 meeting was National Night Out (no attendance figures available) and the August 8, 2011 meeting involved the Master Gardner (no attendance figures available).

- b. There was a discussion of also moving the quarterly meetings from the second Monday of each month to the second Tuesday due to conflicts with other organizations. More discussion on this at the Tuesday, July 10 Board Meeting.*
- c. Since it is often hard to determine and schedule guest speakers/programs for the meetings, there was a discussion of perhaps “doing away with” the November meeting and have the National Night Out Meeting held in October as the fourth meeting. Scheduling the National Night Out meeting actually means that PSNA meets five times per year instead of quarterly. (This means additional costs for holding the meeting including refreshments, use of Crowe’s Nest Farm, and mail-out costs.) More discussion on this at the Tuesday, July 10 Board Meeting.*
- d. National Night Out- it was decided that we will meet at the East Metro Park. Tom will call to schedule the pavilion which is no charge to PSNA. We will decide the menu for National Night Out at the Tuesday, July 10 Board Meeting. National Night Out is Tuesday, October 2, 2012.*

VII Reports from board members /Things to Do: Tom will contact Germaine to see if she still has a post office key. (It might be a key to the “old post office”.) Vicki will check to see who is listed on the Post Office paperwork to pick up mail. Tom gave Rod \$20 cash from Edward Wyndham and check #9323 from Robert Drosche for 2012 membership dues. Tom gave \$20 to Vicki for his dues. Sharon suggested an EMS presentation for the August 13 meeting and she will contact possible speaker(s). Vicki suggested an update on the Manor Toll road and will contact possible speaker(s). UPDATE: A speaker representing the Toll Road has agreed to serve as a speaker for the August 13 meeting There was also a discussion of the length of meetings. Most meetings last past 9pm which is too long/too late on a work/school night. We should target ending the meetings by 8:30pm. It was suggested that the EMS and Toll road speakers be limited to 20 minutes each which leaves about 20-25 minutes for the business portion of the meetings.

VIII Old Business – John reported on Wal-Mart proceedings with the City of Manor and that road work being done by Riata Ford is for the drug store (supposedly CVS) and an auto parts store. John will send an update of the Bylaws and we will vote on the changes at the Tuesday, July 10 Board Meeting.

IX New Business – None reported

X Adjourn – *Motion made by Tom and seconded by Rod to adjourn at 9:10p.m. Motion carried.*

*Minutes compiled and emailed to Board Members by Vicki McFarland
June 21, 2012*