

Minutes of PSNA BOARD MEETING – April 7, 2015

Members present: John, Vicki, Tom, Maura, Rod, Sharon

Members absent: None

- I **Call to Order** – President John called the meeting to order at 7:00 pm
- II **Minutes of March 3, 2015** - were emailed to board members on April 6, 2015.
- III **Treasurer’s report** – Treasurer Rod reported a balance of \$2,353.35 as of March 31, 2015. Reimbursement made to Vicki in the amount of \$54.29 for the purchase of stamps and name tags.
- IV. **Review of duties of current secretary** – The current duties of the PSNA secretary were reviewed. Some of the Secretary duties will be divided and assigned to the Treasurer. Effective immediately, the Treasurer will assume the duties of retrieving membership dues from the post office box. Copies of checks received will be made and a copy of the checks will be given to the Secretary who will maintain the “2015 Paid” list. The Secretary will continue to compile minutes of board meetings and quarterly general meetings. John gave his post office box key to Rod.
- V. **Other Tasks in regard to change of officers:** We will need to change check writers after the May 5th meeting. Minutes will be taken by the Secretary to reflect any new check writers and this information will be provided to the bank. We will also update the list of authorized users for the PSNA mail box. As Rod is checking the post office box, if he receives any letters from the City of Austin in regard to changes to ordinances, he is to provide a copy to Maura so that she can be added to the mailing list.
- IV **Planning for May membership meeting:**
 - a) Location of Tuesday, May 5th quarterly PSNA meeting –moving to TerrAdorna Event Center.
Preparations for meeting: Rod will provide drinks. Tom will provide cups, ice and napkins. Sharon will provide cookies. Vicki will provide fruit.
John will compile the agenda and place the guest speaker presentation at the beginning of the meeting, followed by the business portion of the meeting. Once the Nominations Committee has announced the slate of nominees and the election has been held, the new President will preside over the meeting.
 - b) Speaker and agenda – Claud Bramblett was scheduled to speak at the February meeting that was canceled due to bad weather. Claud is available to serve as speaker for the upcoming Tuesday, May 5th meeting.
 - c) Nominations committee is comprised of Dory (chair), Claud, Carolyn, Diane and Joann. Dory will present the slate of nominees and call for nominees from the floor at the May 5th meeting.
 - d) Writing Thank You letter to Crowe’s Nest Farm for hosting quarterly meetings for the past 13+ years. Tom volunteered to write the letter and will send it to other board members for their review. Vicki will send Tom the PSNA letterhead. Rod will give a \$100 check to Crowe’s Nest Farm as a token of our appreciation for hosting the meetings for the past years.
 - e) Writing a news article for Manor Community News announcing the May 5th meeting – Vicki will compile the article.
 - f) Mailing out 2015 letter announcing May 5th meeting and inclusion of envelope for 2015 dues – Vicki will type the letter and send to Board for their review. John will print the letter. Sharon volunteered to help Vicki with the mailing. John advised NOT to use blue dots because they don’t do a good job of sealing the paper. He recommended using colored tape. Vicki will update the address labels.

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- VII Reports and concerns of board members – Sharon reported seeing signs of a construction site on FM 969.** The location is not in our membership area, but Maura said anyone can check on permits. A new church has been erected on Lockwood.
- VIII Old business – none**
- IX New Business – A Manor community meeting with** County Judge Sarah Eckhardt will be in Manor at Zetroc Kaffee House. Vicki will locate the date/time and include it in the letter being mailed to members.
- X Adjourn -** The meeting was adjourned at 7:50 pm

Minutes compiled by Vicki – PSNA Secretary