

CHNA Meeting Minutes 1/16/13

LOCATION: Brian McMillan's House
START TIME: 6:35pm

IN ATTENDANCE:

Ryan Long, Ryan Lee, Anita Buck, Brian McMillan, Lisa Ferguson, Sonya Andrews, Gina Rizzo, Paul Ferguson, Jeff Harms



NO MEETING IN DECEMBER

Did not officially approve reports/meeting minutes

INTRODUCTION OF NEW BOARD MEMBERS

Anita Buck and Jeff Harms were present for introductions. John Hudson and Dan Janssen (taking over for Larry Bowman) were not present (**make sure their emails are collected and given to George Baggett to include on Google Groups**). We also discussed officer roles and how our neighborhood association differs from an HOA (namely that our dues are voluntary, as well as other legal obligations of HOAs that CHNA does not have).

ACTION ITEM:

- **DONE** Track down copy of bylaws (**Ryan Long**) and put on website (**Sonya Andrews**).

2013 OFFICERS

- President: Jeff Harms
- Vice President: Ryan Lee
- Secretary: Sonya Andrews
- Treasurer: John Hudson (check to confirm)

2013 COMMITTEE CHAIRS/MEMBERS

- Preservation: Brian McMillan, Karen McCoy, Ryan Long
- Events: Paul and Lisa Ferguson, Gina Rizzo, Anita (Anita is taking over Dumpster Day!)
- Communications: Sonya Andrews, Cathie Chesen (find more committee members, maybe Scott & Ingrid Busch?)
- Fundraising: ?? **1/24/13 Sonya created Zazzle store for Coleman Highlands**

COMMITTEE REPORTS/ACTION ITEMS

- **ALL COMMITTEES: BUDGETS DUE BY NEXT MEETING FEB 20TH! Communications Budget DONE 1/24/13**
- PRESERVATION & PLANNING:
 - **Brian McMillan** to write an update on the St. Luke's Project for Newsletter. **DUE FEB 6TH.**
 - **DONE Ryan Long** to write an article on the 31st Street improvements project. **DUE FEB 6TH.**

- Plaza/Midtown Corridor Planning Meeting occurring soon - who is attending?
- George Baggett is scheduling a meeting with St. Lukes re: the drainage problem in Roanoke Park at the base of the St. Luke's construction site.
- **EVENTS:**
 - **DONE 3/10/13** DUMPSTER DAY: **Anita** is taking over dumpster day coordination. **Sonya** will get Anita all materials necessary to plan dumpster day. **DUE MARCH 1ST**
 - **DONE(ish) 2/20/13** EVENT CALENDAR: Determine tentative Calendar of Events by **NEXT MEETING, FEB 20.**
- **COMMUNICATIONS (Sonya):**
 - **Recruit more committee members**
 - **DONE 2/4/13** Create Dues Mailer template in an invoice-style design, dues will be due March 1st. Include verbiage about paying dues online and a list of events/neighborhood improvements funded by dues. **ALSO INCLUDE A CENSUS.**
 - **DONE 1/23/13** Get printing quote for 275+ branded envelopes, single-sided printing, folding, branded return envelopes.
 - **DONE 2/20/13 FAIL - Date Changed to FEB 12th.** All Dues Mailer materials printed and ready to mail by **FEBRUARY 1ST**
 - **MAILCHIMP DONE 2/5/13 -** Create Print and Mailchimp Newsletter Templates
 - Get printing quote for Newsletter, folding
 - **FAIL - Date Changed to MAR 15th** Newsletter (Print and E-mailer) ready to send **MARCH 1ST**
 - **FAIL - Date Changed to MAR 15th** Post all newsletter articles to website **MARCH 1ST**
 - **DONE 1/23/13** Update Website with new Board Members, officers, and committee chairs
 - **DONE 1/23/13** Upload Meeting Minutes to website
 - **DONE 1/23/13** Add Monthly Meetings to Website Calendar of Events
 - **FAIL - Date Changed to MAR 15th** Design Thank You postcard and get printing quote for neighbors who have paid their dues **DUE MARCH 1ST**
 - **FAIL - Date Changed to MAR 15th** Plan deadlines for 2013 Newsletters **DUE FEB 20TH**
 - **FAIL - Date Changed to MAR 15th** Plan Dues Reminders notice delivery date **DUE FEB 20TH**
 - **DONE 1/23/13** Add more informative info on the website about landmarks process and fees, etc.
 - **DONE 1/23/13** Link to landmarks application on website

TREASURY ACTION ITEMS

- **Still need a Fundraising Committee**
- **Lisa** will speak with John about becoming Treasurer and will work on the hand-off process
- **DONE 1/29/13** Still need to confirm bank account with PayPal in order to transfer Online Dues Payments to CHNA Bank Account (**LISA**)