

SHARPSTOWN CIVIC ASSOCIATION

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TO: THE BOARD OF DIRECTORS OF THE SHARPSTOWN CIVIC ASSOCIATION AND TO ALL OTHER INTERESTED PERSONS

A regular meeting of the Board of Directors of the Sharpstown Civic Association, is being held on Monday, November 13, 2023, at the Bayland Park Community Center.

MINUTES

1. ROLL CALL / QUORUM: 15 Total/ 8 Makes Quorum

Present: Presence is indicated by Absent: Absence is indicated by

	<u>Directors</u>		<u>Others</u>
<input type="checkbox"/>	Annie Love	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Byrom Wehner	<input checked="" type="checkbox"/>	Helen Zhou
<input type="checkbox"/>	Carlos J. Martinez	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Casey Cummings	<input checked="" type="checkbox"/>	Kathy Holston
<input checked="" type="checkbox"/>	Charmaine LeBlanc	<input type="checkbox"/>	Mark Harrison
<input checked="" type="checkbox"/>	Dale Davidson	<input checked="" type="checkbox"/>	Matt Wine
<input checked="" type="checkbox"/>	Donna Fain	<input checked="" type="checkbox"/>	Matthew Cowan
<input type="checkbox"/>	Elizabeth Schooler	<input checked="" type="checkbox"/>	Pat Menville

President Charmaine LeBlanc called the meeting to order at 6:30 PM.

- o Other Guests:
 1. Anne Wilburn
 2. Tyess Korsmo

2. APPEALS Relating to Deed Restriction Violations or Architectural Control Issues: None

3. PUBLIC COMMENTS:

- a. Anne Wilburn – Provided a handout

4. REVIEW and APPROVAL of October MEETING MINUTES:

- a. Matthew Cowan moved to accept October minutes as read. Matt Wine seconded. Vote passed.

5. COMMITTEE REPORTS:

- a. President
 - i. Membership:

1. Charmine asked for feedback from shred day and board members that were present shared positive feedback from our neighbors. So, unless pressing matters pop-up, the plan is that we will continue next year.
2. General Meeting / Elections / Potluck:
 - a. Charmaine asked for volunteers for setup and early voting. Dale, Kathy, and Casey will arrive as soon as work is finished. Byrom also said he would come early.
 - b. Polls will open 3-5 for early voting.
 - c. Pat asked about yearly gift /bonus for SEAL.
 - i. Amounts of \$200 and \$100 for SEAL yearly bonus. Matthew Cowan made a motion to approve amounts and Kathy Holston seconded. The motion was put to vote and passed.
 - d. Charmaine discussed yearly gift for Bayland Park employees that assist SCA with setup & cleanup.
 - i. Amounts of \$50 for 2 employes was requested. Kathy Holston made a motion to approve amounts and Matt Wine seconded the motion. The motion was put to vote and passed.
 - e. **Slate for Board of Directors 2023:**
 - i. Donna Fain
 - ii. Byrom Wehner
 - iii. Mark Harrison
 - iv. Sydney Bumpass
 - v. Mario Pinheiro
 - vi. Mike Marshall
 - vii. Sharon Galloway
 - viii. Matthew Cowan
 - ix. Anne Wilburn
 - f. **Slate for Board of Directors Executive Officers:**
 - i. President: Matthew Cowan
 - ii. Vice President: Elizabeth Schooler
 - iii. Treasurer: Helen Zhou
 - iv. Secretary: Anne Wilburn
- ii. Committees:
- iii. Nominations:
- iv. Finance:
 1. Financial statements for October were emailed to the board of directors for review.
 2. Sharpstown High School Theater Department is requesting a donation to support their theater department.

- a. Donna Fain made a motion to donate \$500. Charmaine seconded the motion and the vote was passed.
- v. Communications:
- vi. Safety & Security: Crime Stats
 - 1. October crime stats are stable with previous months.
 - 2. S.E.A.L. sent a letter requesting 6% increase in rates.
- vii. Deed Restriction Committee: None

6. OLD BUSINESS:

- a. Confidentiality agreement
 - i. The board of directors still need Carlos's confidentiality agreement.
 - 1. Matthew Cowan has new proposed confidentiality agreement.
 - a. Matthew recommended that the confidentiality agreement be made a policy to lessen the legal language and discomfort associated with a legal contract.
 - b. Confidentiality agreements also possibly open the board up to legal action.
 - c. Matthew also discussed a Code of Ethics for the SCA.
 - d. Matthew also recommended a request of information policy to clarify and guide decisions made by the board. Also, it will provide a written record of the request and allows the SCA to set expectations for the release of information, both for the requestor and the requestee.
 - e. Dale Davidson requested that there is an acknowledgement for communication policy from board of directors.
 - f. Helen requested that we place the policies on the website and that we request of members running for office to acknowledge those with submission of their application.
 - g. The plan is to devote the December meeting to the new confidentiality, code of ethics, and communications policies.

7. NEW BUSINESS: None

8. EXECUTIVE SESSION: The board entered executive session at 7:05 PM.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- f. Exited executive session at 7:55 PM.
- g. Casey Cummings made motion to send properties to legal. Matt Wine seconded. The motion was put to vote and the motion was passed.

9. ADJOURNMENT:

- a. Matthew Cowan made a motion to adjourn the meeting at 7:57 PM and Kathy Holston seconded the motion. The motion was put to vote and the meeting was adjourned at 7:58 PM.