

# SHARPSTOWN CIVIC ASSOCIATION

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

## BOARD MEETING MINUTES

A regular meeting of the Board of Directors of the Sharpstown Civic Association was held on Monday, January 8, 2024, at the Bayland Park Community Center, 6400 Bissonnet, Houston, Texas.

The meeting was called to order when quorum was established, at 6:30 p.m. by SCA President Matthew Cowan.

### 1. ROLL CALL / QUORUM:

Directors Present:

<input checked="" type="checkbox"/>	Sydney Bumpass	<input checked="" type="checkbox"/>	Mike Marshall
<input checked="" type="checkbox"/>	Matthew Cowan, President	<input type="checkbox"/>	Carlos J. Martinez
<input type="checkbox"/>	Donna Fain	<input checked="" type="checkbox"/>	Pat Menville
<input checked="" type="checkbox"/>	Sharon Galloway	<input checked="" type="checkbox"/>	Elizabeth Schooler, Vice President
<input type="checkbox"/>	Mark Harrison	<input checked="" type="checkbox"/>	Byrom Wehner
<input checked="" type="checkbox"/>	Kathy Holston	<input checked="" type="checkbox"/>	Anne Wilburn, Secretary
<input checked="" type="checkbox"/>	Charmaine LeBlanc	<input checked="" type="checkbox"/>	Matt Wine
<input type="checkbox"/>	Annie Love	<input checked="" type="checkbox"/>	Helen Zhou, Treasurer

Guests: Debbie Calkins, SCA Member

2. **APPEALS:** No appeals were presented relating to Deed Restriction Violations or Architectural Control Issues.

### 3. PUBLIC COMMENTS:

Ms. Calkins asked that the Board consider the possibility of negotiating a discount on homeowners' insurance for SCA members.

### 4. REVIEW OF PREVIOUS MEETING MINUTES:

President Cowan noted that the December 11, 2023 Board meeting minutes had been emailed to the Board for their review, and that the approved minutes, with executive session proceedings redacted, would be made public. There were no corrections, and Director Wine moved to approve the minutes as written, and Vice President Schooler seconded. The minutes were unanimously approved.

**5. COMMITTEES:**

President Cowan stated that Board committees were being established, but only six of the committee ranking forms distributed at the December meeting had been returned. He asked that all Board members return their forms as soon as possible. Some committees will be asked to do more work than others, and Board members may have to “be volunteered” to ensure that all committees are staffed. He confirmed that SCA members who are not directors may serve on most of the committees.

President Cowan appointed a Bylaws Committee to be comprised of Pat Menville, Byrom Wehner, Charmaine LeBlanc, Kathy Holston, former director Dale Davidson, and himself.

President Cowan appointed a Nominations Committee to be comprised of Matt Wine, Donna Fain, Charmaine LeBlanc, and Sharon Galloway.

President Cowan observed that the Communications Committee’s primary responsibility is producing SCAN, the association’s bi-monthly newsletter, and asked if Directors LeBlanc and Menville would be willing to continue working on that assignment. He invited them and others on the committee to make recommendations on publication frequency, possible format changes and recruiting more writers. LeBlanc will lead the SCAN Committee, working with Directors Bumpass, Galloway and others, with Menville providing input. Bumpass recommended that an editorial calendar be created. The Committee will meet as soon as possible.

**6. NEW BUSINESS:**

Board Retreat: The retreat is expected to be a four- to five-hour program in which SCA’s Bylaws, 2024 goals, how Board meetings and the association operate, and Roberts Rules of Order will be reviewed. President Cowan will email the Board with a proposed date for the retreat. January 20, 27, or February 3 are under consideration.

SCA Member Survey: The Communications Committee will be asked to determine options for polling SCA members to collect relevant data.

Upcoming Membership Meeting location: The usual room at Bayland Community Center will not be available on several of the dates set for the monthly general membership meeting. An alternate location will be determined.

Financial Reports: Financial Reports for November and December 2023 were provided to the Board for review. President Cowan stated that the Finance Committee and the Executive Board will review these monthly reports. Secretary Wilburn noted that the December report functions as the end-of-year report, and Treasurer Zhou commented that a path is needed for report analysis.

Safety & Security: A report of Sharpstown crimes as called in to the Houston Police Department in 2023 was distributed. Overall calls declined by 14% from 2022. SCA Operations Manager Scott Gilbert collects these data, which are reported in SCAN.

**7. OLD BUSINESS:**

Confidentiality Policy: President Cowan stated that the proposed policy distributed at the December meeting succeeded the previous Confidentiality Agreement that Board members had been asked to sign. The new policy requires compliance by all Board members and other volunteers, to protect SCA from potential liability. Signatures will no longer be required. The goal of the Confidentiality Policy is to provide a mechanism for addressing inappropriate disclosure of confidential information.

If SCA is sued, the Board is responsible but has liability protection as long as their actions were in good faith. Board members who violate the policy will be removed or limited in their access to information deemed confidential. Cowan observed that Board meetings are public, and that confidential information is to be presented and discussed in executive session. Wilburn noted that protection of confidential information should be balanced with the right of SCA members and others to have accurate information about the organization.

Approval of the Confidentiality Policy as written was submitted to a vote. Seven voted for approval, two voted against, and two abstained. The policy was approved.

Membership Renewal Letters: LeBlanc reported that letters for Section 1 and 2 had been mailed, and that those for other sections will be sent shortly.

The January General Membership Meeting is scheduled for Thursday, January 25<sup>th</sup> and will feature a presentation by Director Fain on the Houston Livestock Show and Rodeo. Board members are encouraged to help with set-up and clean-up.

**8. EXECUTIVE SESSION:** No executive session was convened.

**9. ADJOURNMENT:**

Director Holston moved to adjourn, with Director Wine seconding. The Board approved the motion and the meeting was adjourned at 7:40 p.m. President Cowan thanked all directors and visitors for their attendance and their service to Sharpstown.

Submitted by: Anne E. Wilburn, Secretary  
Approved by SCA Board

Date: February 9, 2024  
Date: February 12, 2024