

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 Sharpstown Civic Association Board of Directors was held on Monday, May 13, 2024, at the Bayland Park Community Center, 6400 Bissonnet, Houston, Texas.

MEETING MINUTES

1. ROLL CALL / QUORUM:

Directors Present:

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

Guests: Debbie Calkins, SCA Member.

Quorum was declared and President Cowan called the meeting to order at 6:45 p.m.

2. PUBLIC COMMENTS: No public comments were presented.

3. REVIEW MEETING MINUTES:

President Cowan asked the Board to determine how confidential executive session proceedings should be represented in the draft meeting minutes that are emailed to the board for review in advance of approval. He expressed concern that confidentiality may inadvertently be breached. An alternative is to distribute them in print at board meetings for review, discussion, correction and approval, and then collect them at the end of the meeting. After some discussion the decision was postponed until the next meeting.

4. APPEALS: No appeals were presented.

5. **ANNOUNCEMENTS:** There were no announcements.

6. **COMMITTEE REPORTS:**

A. President

President Cowan reported that the May 6th Shred Day went well, with about 80 people coming by. It definitely generated good feeling within the community and is an opportunity to sign up new SCA members. The next Shred Day will be held in the fall.

B. Nominations Committee

President Cowan reported that Matt Wine was elected permanent chair. The election timeline was reviewed: The Committee's slate recommendations will be presented to the Board at its August 12th meeting with its approval vote held at the September 9th meeting. The approved slate will be announced at the September 26th General Membership Meeting. Open floor nominations will be held at the October 24th General Meeting, and the Annual Meeting and Board elections will be held on November 21st.

C. Administration Committee

President Cowan reported that Charmaine LeBlanc was elected permanent chair. The committee will meet shortly and address a number of issues, including its mission, SCA employee interactions with the Board, the Officers and the public, employee job descriptions, and compensation including criteria for raises and bonuses.

D. Finance Committee

President Cowan reported that the Financial Committee will meet within the next month. Director Mark Harrison stated that there should be a monthly financial report and a quarterly budget review. Treasurer Helen Zhou noted that the Executive Committee is reviewing various options for managing the budget with special focus on recovering SCAN ad revenues and collecting public grounds mowing reimbursements from District J.

E. Deed Restriction Committee

The Committee's next meeting is set for June 3rd. It will review the status of legal fee collections and also work with the office to address SCAN ad collections.

F. Safety & Security

Committee Chair Harrison's professional responsibilities outside of Harris County and other cases has required much of his time, but he will schedule his committee to meet shortly to address several issues requiring attention.

G. Membership Committee

Committee Chair Anne Wilburn reported that planning has continued on a third membership recruitment mailing, followed up by telephone calls, targeted to lapsed members from 2021, 2022 and 2023. According to Operations Manager

Scott Gilbert, as of the end of April there were 200 former members who have not renewed since 2021, 350 unduplicated since 2022 and 450 unduplicated since 2023. Dues continue to be received in response to the late April second mailing. Gilbert estimates that as of mid-May there will be 950 lapsed members from those three previous years.

Wilburn distributed a draft letter for the Board's review that would optimally be personalized to address each lapsed member by name, thank them for their past participation, and ask them to renew. It would include a question form and invite any questions, comments, or suggestions to be sent to the Board. The committee would also like to make follow-up phone calls. Wilburn distributed a draft script to serve as a guideline for encouraging engagement without getting bogged down in lengthy conversations. It was suggested that a QR code be incorporated into the letter to link with the online membership renewal page.

Wilburn proposed that the letters be sent between May 15th and June 1st.

The Board approved proceeding with the third mailing pending getting pricing quotes, and approved the follow-up phone calls and the main points expressed in the script.

H. Special Events Committee

Chair Donna Fain reported that Kona Ice will provide free snow cones at the June General Member Meeting in exchange for two months of business card-size free advertisements in SCAN.

Director Mike Marshall announced that a representative from Miller Outdoor Theater will be invited to present at the June General Member Meeting. His daughter Dominique, an expert in mortgage foreclosures, will be a presenter at a future meeting. Fain added that the Committee is discussing hosting a park movie night, day trips on county precinct buses and outings with the Houston Parks Alliance.

I. General Meetings Committee

Schooler reported that the May General Meeting topic will be Safety and Security, with representatives from two Houston Police Department's DRT units, SEAL, the District J "Hot" Team, Harris County District 4, Memorial Hermann Southwest (on senior safety tips), and the Sharpstown Rotary Club. Lowe's Hardware will also be invited to display smoke and carbon monoxide detectors and other safety-related products.

The June meeting will provide information about fun summer programs and activities and free snow cones from Kona Ice.

SCA does not traditionally have a July General Member Meeting. The topic for the August meeting will be the upcoming school year's activities, and family estate planning. September's proposed program will be a candidate forum. A health-related topic, potentially with a Memorial Southwest Hospital speaker, is under discussion for October, and real estate trends for November.

The Sharpstown Rotary Club has offered to partner with SCA to promote a U.S. and Texas flag display program. For an annual fee, Rotary will deliver and mount large, high-quality flags on four national holidays per year. The program builds neighborhood collaboration in a shared patriotic display. Rotary and SCA will post each other's web links on their respective websites, and SCA members will receive a discount on the program. Director Harrison asked about the potential of theft and if Rotary would provide replacement flags. He also expressed concern that the program's promotion would overlap with SCA's planned recruitment mailing.

Fain moved that the flag program collaboration be approved, and Schooler seconded. The motion passed with a majority vote.

J. Other Committees

President Cowan reported that the Bylaws Committee is on hold, and the SCAN Committee's next meeting is to be scheduled.

7. NEW BUSINESS:

Schooler presented a working proposal of a Sharpstown Voter Guide as a community service and fundraiser for SCA. Candidates for election in November would be offered the opportunity to be featured in the non-partisan publication with their name, office sought, and political affiliation in a ¼-page section, but no campaign promotional content. All participating candidates would have the same amount of space, positioned similarly to an election ballot. The proposed charge would be \$500. The publication would include as many as 200 candidates and be between 14 and 100 pages.

The proposed timeline provides for a target mail-out date of October 1st.

After discussion, Schooler moved that the project be approved, and Harrison seconded. The Board approved by majority vote.

8. EXECUTIVE SESSION:

Director Byrom Wehner moved that the Board convene in Executive Session, and Sharon Galloway seconded. The Board approved the motion and convened in Executive Session at 8:41 p.m.

9. ADJOURNMENT:

The Board adjourned the executive session and the meeting at 9:08 p.m.

Submitted by: Anne E. Wilburn, Secretary
Approved by Board: June 10, 2024

Date: June 5, 2024