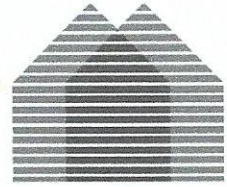


SHARPSTOWN CIVIC ASSOCIATION

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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]

- 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.