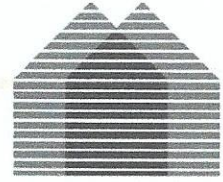


# SHARPSTOWN CIVIC ASSOCIATION

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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 was held on Monday, February 12, 2024, at the Bayland Park Community Center, 6400 Bissonnet, Houston, Texas.

### MEETING MINUTES

#### 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 checked="" 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 checked="" type="checkbox"/>	Mark Harrison	<input checked="" type="checkbox"/>	Byrom Wehner
<input type="checkbox"/>	Kathy Holston	<input 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:** Jim Bigham, Elizabeth Bigham, Debbie Calkins, all SCA Members

Quorum was declared and the meeting was called to order at 6:42 p.m.

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

#### 3. PUBLIC COMMENTS:

Jim Bigham related his concerns about SCA processes and procedures.

#### 4. REVIEW MEETING MINUTES:

President Cowan presented minutes of the January 8, 2024 meeting. Cowan made a motion to amend the minutes by striking the last line under New Business: Financial Reports, "President Cowan said that the 2024 budget will be addressed in February, and that the accounts will be set up and responsibility turned over to Zhou." The

motion was seconded by Bumpass, and passed. LeBlanc made a motion to adopt minutes as amended, seconded by Byrom Wehner, and it passed.

## **5. ANNOUNCEMENTS**

- A. Cowan encouraged directors to attend the SWMD networking breakfast on February 21.
- B. Cowan said that Harris County was beginning a series of grants and that he wanted to support this effort and explore utilization of grants in the community.
- C. Cowan encouraged directors to attend the Sharpstown Trail Groundbreaking on February 26.

## **6. COMMITTEE REPORTS:**

### **A. President**

i. Cowan distributed a list of committees and assignments. Cowan designated a temporary chairperson of each committee and will schedule the initial committee meeting with a limited agenda to choose a permanent chair and set a schedule for subsequent meetings. Initial meetings will be at the office and subsequent meetings at a location of the committees' choosing. Wine made a motion to accept the committees and assignments as presented, with corrections, Wehner seconded the motion and it passed.

Cowan instructed each committee to keep such minutes as it desired, and asked directors not to attend committee meetings if they were not on that committee.

Cowan clarified that non-directors may serve on SCA committees, but all serving must be SCA members.

ii. Cowan asked about director availability for a board retreat. February 24 was established as a possible date, from 9:30 to 1:30. The retreat will be conducted at Liberty Office Products site. Director manuals are under review.

iii. Cowan stated that future 2024 general meetings will be held at Bayland Center, with February, March, April, and October being in the Bayland Annex, and May being in the Bayland Auditorium.

### **B. Finance**

i. No January financial report was presented for review as the 2024 budget figures had not yet been approved. The accounting firm would charge an additional fee to modify a January report following adoption of the budget.



ii. Cowan presented the proposed 2024 budget. He said the final 2023 membership count was 1,315. LeBlanc reported that as of this date, the SCA has 644 paid 2024 members.

Cowan provided copies of the proposed budget, noting that the document emailed to the Board was not up-to-date. Numbers on the handout reflect recommendations of the Finance Committee made in their meeting last fall. The Board discussed various revenue and expense categories, and ways to reduce use of reserve funds to balance the budget. Wine noted that the budget is a live document subject to realignment as needed during the fiscal year to reflect actual revenues and expenses. Directors concurred that membership growth was key to a sound financial future.

Cowan said he embraced a vision for the Finance Committee to meet regularly, looking closely at all budget categories, and starting before mid-year to prepare for the coming year. He tasked the Deed Restriction Committee with reporting to the Board on caseload and document production volume handled by the TOPS software system.

Menville made a motion that the 2024 Budget be adopted as presented, Wehner seconded the motion, and it passed.

iii. The approved budget will be transmitted to the accounting firm. Coveler & Associates informed the SCA that they will be raising their fees 17% going forward. This is the first increase in nine years.

### **C. Communications**

LeBlanc informed the Board that the current issue of the SCAN will be sent out for proofing this week, with mailing to follow approximately 10 days later.

The schedule of future editions is pending a recommendation from the Communications/SCAN committees as to frequency of publication. LeBlanc said March 15 is the deadline for the next issue.

### **7. OLD BUSINESS:**

Cowan said the Confidentiality Policy item was included in error as it was adopted at the previous month's Board meeting and no further action is needed.

### **8. NEW BUSINESS:**

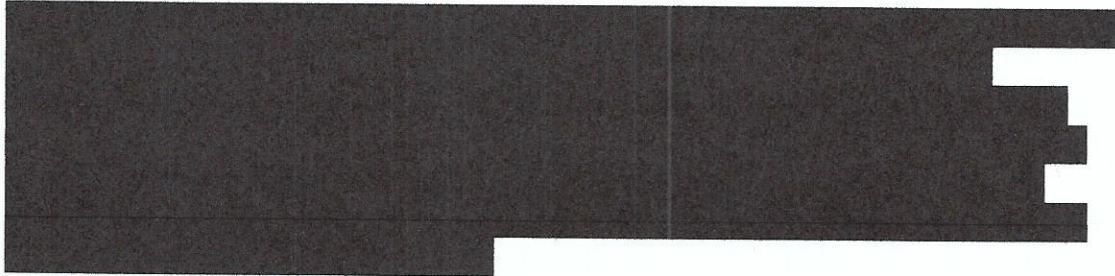
A. General meeting speakers will be Bill King in February, Memorial Hermann Hospital in March, and Bob Patterson from Southwest Fertilizer in April.

B. Wine made a motion to approve May 11 as the first of two planned Shred Days including the associated cost of \$1,100. LeBlanc seconded the motion, and it passed.

- C. Cowan reviewed the Record Request Fee Schedule previously sent to directors. Harrison made a motion to adopt the Schedule as presented, seconded by Galloway, and it passed.

Harrison made a motion that the Board enter into executive session, Wine seconded the motion, and it passed. The Board entered executive session at 8:34 pm.

**9. EXECUTIVE SESSION:**



The Board reconvened in Open Session at 8:45 pm.

**10. NEW BUSINESS (continued):**

Harrison made a motion to approve the recommended action discussed in executive session, Wine seconded the motion, and it passed.

**11. ADJOURNMENT:**

Cowan thanked all directors for their attendance. Wine made a motion that the meeting be adjourned, seconded by Zhou, and it passed. The meeting was adjourned at 8:50 pm.

**Submitted by:** Anne E. Wilburn, Secretary

**Date:** March 4, 2024

***Many thanks to Pat Menville for providing the notes for these minutes!***