

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, August 12, 2024, at the Bayland Park Community Center, 6400 Bissonnet, Houston, Texas.

MEETING MINUTES

1. WELCOME/CALL TO ORDER

President Matthew Cowan called the meeting to order at 6:39 p.m.

2. ROLL CALL / QUORUM:

Directors Present:

<input type="checkbox"/>	Sydney Bumpass	<input type="checkbox"/>	Carlos J. Martinez
<input checked="" type="checkbox"/>	Matthew Cowan, President	<input checked="" 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 checked="" type="checkbox"/>	Kathy Holston	<input checked="" type="checkbox"/>	Matt Wine
<input checked="" type="checkbox"/>	Charmaine LeBlanc	<input checked="" type="checkbox"/>	Helen Zhou, Treasurer
<input type="checkbox"/>	Mike Marshall		

Guests: Debbie Calkins, SCA Member; Rachel Iliev. *The Sharpener* intern

Quorum was confirmed.

3. PUBLIC COMMENTS: No public comments were presented.

4. ANNOUNCEMENTS:

Vice President Schooler announced that SCA's Christmas Lights competition will again be held this year. The Board is asked to submit properties for voting to be held December 9-10. The winners will be announced on December 15th. A volunteer will make signs for display in the winners' front yards.

President Cowan announced an upcoming webinar on rain water harvesting. He will send information about it.

President Cowan has launched an SCA presence on the Nextdoor, X (formerly Twitter) and Instagram social media sites to disseminate SCA information and announcements. Operations Manager Scott Gilbert will manage this and ensure that comment capability is turned off. Any questions or comments will be directed to the SCA Office.

5. REVIEW OF MEETING MINUTES:

Secretary Wilburn presented the minutes of the June 10th Board meeting. No Board meeting was held in July. Director Wine moved that the minutes be approved as presented, seconded by Director Harrison, and the motion passed.

6. APPEALS: No appeals were presented.

7. REPORTS:

A. President

President Cowan deferred the report and discussion about Liberty Fest 2024 to the September meeting.

President Cowan announced that in response to reports of increased mosquitos after Hurricane Beryl and additional heavy rains, a special notice about SCA's mosquito abatement program was posted on its website.

President Cowan announced that SCA will lose a small area at Liberty Office Products that it had been using for storage. Space adjacent to the SCA office is available for contracted lease for an additional \$50 to \$75 per month. A 10 X 12-foot section will be used to store assorted tools, supplies and SEAL signs. Director Fain moved to approve the additional expense, and Director Holston seconded. The motion was approved.

B. Treasurer/Finance Committee

President Cowan reported that the Finance Committee had its first meeting, which was productive. The committee agreed that SCA revenues were low, that costs should be reduced and that there should be a focus on increasing new and renewing memberships.

President Cowan announced that it is time to start working on the 2025 budget. Each committee is asked to submit its proposed budget items to the Finance Committee, which will structure them into an overall draft budget to be proposed to the Board in November, with a planned approval vote in December. Any proposed increase in dues must be approved by member vote.

Treasurer Zhou distributed the financial reports for June and July. She noted that the cash level reported in June was high due to Southwest Management District's subsidy for the Liberty Fest event.

Zhou said she will keep the Board informed on cash levels and closely monitor the budget status. Overall, she said that expenses for the first six months of 2024 were relatively in line with the budget.

Zhou noted that expense coding will be clarified so that expense reporting better aligns with programs and activities. Costs per issue of SCAN and for membership mailings early in the year will also be clarified.

The Director and Officer insurance was renewed in June at a cost of \$20,000.

C. Communications Committee

V.P. Schooler announced the “passing of the torch” to new co-editors for the SCAN: herself and Director Galloway. The next issue is in production and will go to the printer shortly.

D. Deed Restriction Committee

Director Wine reported that the committee has identified a matrix of different issues relating to Sharpstown’s deed restrictions and their enforcement, such as which property responsibilities are the owner’s, the City’s or SCA’s.

Wine is discussing the production of a monthly report on deed restriction statistics with Scott Gilbert, to determine how labor intensive it would be.

Owed legal revenue is considered “low hanging fruit” and is not particularly difficult to collect.

Wine encouraged the board to think of ideas for SCAN stories and write them, so a collection can be available for future issues.

E. Nominations Committee

The committee consists of Director Wine as chair, with Directors Galloway, LeBlanc and Fain. Wine distributed a handout that listed the terms of all director positions and identified the seven that will expire at the end of this year. With additional vacant slots, a maximum of ten director positions could be filled by the November 21st election. He asked that the Board application form be completed and submitted by August 30th. The Nominations Committee will present its recommended slate of candidates for Board approval at the September 9th meeting, and they will then be posted on the website. Nominations from the floor will be taken at the October 24th general meeting. The elections for directors and officers will be held in connection with the November 21st general meeting.

F. Membership Committee

Chair Wilburn reported that SCA’s membership as of August 2nd was 1143. Membership at this time last year was 1317. The third recruitment mailing was mailed June 27-28 to 683 previous members in 2022 and 2023 who had not renewed in 2024. Between July 2 and August 2, 39 SCA members paid their 2024

dues -- 38 of whom had received the letter. Of those, 30 paid the dues plus the security patrol fee and 8 paid dues only. The total dues paid in this time period was \$8,190.

The next step will be telephone calls to lapsed members. After the most recent dues-payers are deleted from the lapsed member list, there are 306 with phone numbers in the database. If all board members agreed to make calls, each would have about 20. Wilburn noted that some phone numbers will not be correct.

Several board members volunteered to make calls: Kathy Holston, Helen Zhou, Matt Wine, Donna Fain, and Elizabeth Schooler.

G. Safety & Security Committee

Chair Harrison and V.P. Schooler met to discuss priorities for the committee. Sharpstown is relatively safe, based on the number of calls received by HPD, with most reported incidents being property crimes. A proposed goal of 24-hour patrol coverage was discussed. The scope of this committee's focus is not just security patrol, but also includes the mosquito spraying program, loose and dangerous dogs and stray cat Trap/Neuter/Release activities. Harrison invited any board members who are interested in serving on this committee to join.

H. General Membership Meetings

V.P. Schooler noted that Dr. Courtney Standlee from Harris County's Mosquito & Vector Control Division and veterinarian Dr. Andrea Stone from Beechnut Animal Hospital will speak at the August 22nd general meeting. Snacks will be donated by Belen's Bakery. The program will also include presentations from Sharpstown school representatives and small bottles of Director Fain's 100% organic mosquito repellent spray as giveaways.

I. Special Events Committee

Chair Fain stated that National Night Out on October 1 is an opportunity for SCA to encourage more people to become involved.

J. Bylaws Committee

President Cowan indicated that goals could be established for next year, including developing job descriptions and transition guidance for new directors and officers.

8. OTHER BUSINESS:

V.P. Schooler stated that progress on SCA's Voter Guide was slowed by Hurricane Beryl, but is again moving forward. Campaign consultant Bert Levine offered to contact election candidates for information for the voter guide, for a fee. Schooler suggested that he be offered a percentage of Voter Guide sales, perhaps 4 or 5 percent.

Director Wine moved that the Board convene in executive (closed) session; seconded by Director Harrison. The motion passed.

9. EXECUTIVE SESSION

The Board met in executive session and subsequently reconvened in open session.

10. ADJOURNMENT:

Director Harrison moved to adjourn the meeting, seconded by Director Wine. The Board approved the motion, and the meeting was adjourned at 8:55 p.m.

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

Date: September 2, 2024
September 9, 2024