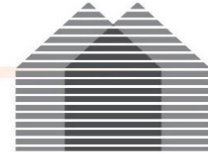


# SHARPSTOWN CIVIC ASSOCIATION

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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, October 14, 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 6:37 p.m.

#### 2. ROLL CALL / QUORUM:

##### Directors Present:

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

**Guests:** Debbie Calkins, SCA Members  
Ty Korsmo, Editor, *The Sharpener*

Quorum was confirmed.

#### 3. APPEALS

No appeals relating to deed restriction violations or architectural control issues were presented.

#### 4. PUBLIC COMMENTS:

Debbie Calkins complimented the September candidate forum for going smoothly and being well-run.

**5. REVIEW OF MEETING MINUTES:**

Draft minutes of the Board's September 9th meeting were sent out in advance of this meeting for Board review. Director Harrison moved to accept them as presented, and Vice President Schooler seconded. The minutes were approved.

**6. ANNOUNCEMENTS:**

Director Wehner announced that Bayland Community Center is now closing at 8:00 p.m., an hour earlier than its previous closing time of 9:00 p.m.  
*(Note: per Bayland staff, closing time remains 9:00 p.m.)*

**7. REPORTS:**

**A. President**

President Cowan announced that in response to his request that the committees submit their funding requests for 2025, he has only received it from the Membership Committee. He reiterated the request and said that if no 2025 budget request was received, the Finance Committee would use the one approved for 2024. He acknowledged that SCA's current budget is in deficit and emphasized the need to recruit new members.

**B. Treasurer's Report**

Treasurer Zhou distributed a list of SCA's bank accounts and her cash projection. She reported that there were no unusual expenses incurred in October, and that current expenses are "in control". V.P. Schooler noted that some reported deposits related to the Voter Guide. Director LeBlanc stated that the Voter Guide took in approximately \$9,000.

**C. Committee Reports**

**a. Finance Committee**

Treasurer Zhou directed that all invoices be sent to her, with the assurance that they will be approved.

**b. Communications Committee**

V.P. Schooler reported that some Sharpstown homeowners did not receive the most recent SCAN in the mail. SCAN has lost some advertisers but has two new ones, including the Sharpstown Rotary Club that ran a full-page ad for \$700. SCAN advertising rates will increase in 2025. The publication is sent to 6,680 Sharpstown homes.

**c. Nominations Committee**

The Nominations Committee is also responsible for running the Board election. President Cowan assured the Board that the upcoming November 21<sup>st</sup> election will be run as well as they have been for many years.

**d. Membership Committee**

Director Wilburn presented the Membership Committee report:

<u>2024 YTD</u>	<u>2023 Total</u>
1186	1317

Emails were sent the previous week to 240 lapsed 2022 and 2023 members for whom we have email addresses. The message was a shortened version of the lapsed member letter. There were no immediate bounce backs. It is too soon to see results but one member has renewed based on the email.

President Cowan introduced the idea of developing a more substantial Associate Member program to increase business support for SCA. Before the pandemic, former Director Almena Downey had proposed a folder with information about potential benefits, but the pandemic interfered with further progress. He asked the Membership Committee to restart the project.

The Board approved refrigerator magnets with the trash pick-up schedule as the gift enclosure for the first 2025 membership recruitment mailing. After some discussion, the Board approved a color scheme of royal purple and silver for the 2025 member stickers.

**e. Safety & Security Committee:**

Three of the committee members were present at this Board meeting. The committee will meet in the next two weeks to develop a plan. Director LeBlanc noted that the District J Patrol webpage provides information, but that initiative has had a number of problems; there have been more than 3,000 violations entered into its database but follow-up is not good.

**f. General Membership Meetings Committee:**

V.P. Schooler reported that the October General Member meeting will feature speakers from Memorial Hermann Southwest and HISD. SCA's Annual Meeting is scheduled for November 21<sup>st</sup>, and will be held in the Bayland Community Center Annex. The meeting will be held in conjunction with the Thanksgiving Potluck and SCA Board elections.

**g. Special Events Committee:**

V.P. Schooler recognized Director Fain for doing a great job coordinating **National Night Out** on October 1<sup>st</sup>. Both Schooler and Fain hosted events at their homes and there were at least two other Sharpstown homeowners who hosted neighbors.

The Board discussed whether to proceed with **Shred Day** on November 9<sup>th</sup>. This event attracts community participation, and incurs an expense

(approximately \$1,200) for the on-site shredding truck. Director Harrison moved that it be discontinued, and Director Fain seconded. The Board vote was tied. Director Schooler moved to proceed with the November Shred Day and Director Wehner seconded. The Board vote was tied. It was decided to not proceed with a November Shred Day.

President Cowan asked that the Special Events committee put together a proposal for events to recognize Hispanic Heritage Month and Chinese New Year.

V.P. Schooler announced that the dates for the annual **Christmas Lights Contest** will be published in SCAN. Volunteers are needed to drive through the community to identify contestants and evaluate them to choose prizewinners.

## **8. OLD BUSINESS:**

### **a. Voter Guide**

A first proof of the Voter Guide was circulated for review. Sixteen candidates for elective office each paid \$500 for a quarter-page ad in the guide, and there was an additional donation received. Burt Levine will be paid \$400 for his help contacting candidates to participate. The Voter Guide project was initiated as a revenue-generating effort and was successful in bringing in at least \$3,000 to \$4,000 for SCA. Director Harrison led a round of applause to recognize V.P. Schooler's good work on this project.

### **b. Public Grounds Maintenance**

Since SCA's contract for mowing 22 public areas in Sharpstown was ended, members of the Board were asked to monitor one or two of those areas each so they can be reported to the city via the 311 City Services line.

## **9. NEW BUSINESS:**

President Cowan stated that SCA should conduct a survey of Sharpstown homeowners to collect important community demographic and opinion information. This was last done in 2018-19. Cowan drafted a survey in Google Forms, which is free and can handle the planned number of questions. The survey is admittedly long, and has not been rigorously reviewed to minimize potential bias, but it is still expected to generate useful data to inform SCA's operations and programming. A QR code will be included in SCAN as well as an online address to access the survey, and printed surveys will be available at the SCA office.

President Cowan appointed a committee to create a proposal for offering a college scholarship for a student at Sharpstown High School. The committee consists of V.P. Schooler, Directors Fain, Harrison, and Galloway, and is asked to determine how such a program could be created and administered. There are no time constraints on this assignment.

The Board convened in executive session at 7:58 p.m.

**10. EXECUTIVE SESSION: *Minutes draft to be distributed at November meeting.***

The Board reconvened in open session, and Director Harrison moved to send the cases discussed for legal action. Director Wehner seconded, and the Board approved the motion.

**11. ADJOURNMENT:**

Director Harrison moved that the meeting be adjourned. Director Fain seconded. The meeting was adjourned at 8:08 p.m.

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

**Approved by Board with corrections**

**Date:** November 7, 2024

**Date:** November 11, 2024