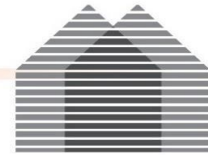


SHARPSTOWN CIVIC ASSOCIATION

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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, September 9, 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 6:42 p.m.

2. ROLL CALL / QUORUM:

Directors Present:

<input checked="" type="checkbox"/>	Matthew Cowan, President	<input checked="" 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 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, Jim & Elizabeth Bigham SCA Members
Ty Korsmo, Editor, *The Sharpener*

Quorum was confirmed.

3. PUBLIC COMMENTS:

Jim Bigham presented comments relating to his review of the court filings and summary judgement on the Wynne court case. He stated that the claim in the sworn affidavit by SCA President Matthew Cowan that no maintenance assessments were paid was not accurate, since SCA does not enforce maintenance assessments, and called for the suit to be withdrawn.

4. REVIEW OF MEETING MINUTES:

The minutes of the Board's August 12th meeting were sent out in advance of this meeting and reviewed. Director Wine moved to accept them as presented, and Director Fain seconded. The minutes were approved.

5. ANNOUNCEMENTS:

There were no announcements presented.

6. REPORTS:

A. President

President Cowan thanked the board members who made the August meeting, which had to be relocated at the last minute to Spanky's Pizza, work.

President Cowan announced the resignations, effective immediately, of Directors Pat Menville and Sydney Bumpass. Both resignations were accepted by majority vote of the Board.

President Cowan asked all committees to submit their 2025 budgets by the end of September.

President Cowan announced that the November Board elections need to be planned. The Nominating Committee will present its recommended slate at the current meeting; candidate nominations from the floor will be accepted at the October 24th general membership meeting, and the election will be held at the Annual Meeting set for November 21st.

B. LibertyFest 2024 and 2025

Treasurer Zhou distributed handouts, and President Cowan opened discussion on the 2024 LibertyFest event.

Treasurer Zhou noted that SCA paid an advanced deposit of \$10,000 for the 2024 event in October, 2023, and received a total of \$78,528 in revenues from the Southwest Management District. Director LeBlanc, who is the event manager for SWMD, said that an expense estimate is provided in advance as a basis for its payment to SCA.

Director Harrison requested an explanation of cash payments reported to Sam Young, the owner of Liberty Office Products. Director LeBlanc said that cash was needed to pay approximately 13 Houston Police officers, and for food for two volunteers, and Mr. Young was available to go to the bank. As a city-funded event, LibertyFest must have authorized peace officers present to comply with permitting requirements. Security for the event also includes helicopter surveillance, patrol cars and SWAT officers.

LeBlanc reported that after all revenues and expenses were processed, SCA only spent \$287 on this year's Liberty Fest, and did not spend the \$5,000 it had budgeted.

Director Holston asked how SCA had become involved with handling the event's expenses. LeBlanc said that the city requires that event vendors be approved

through a process that can take one to two months, and can be unwieldy for small vendors, who often prefer a shorter, simpler process.

Director Wilburn observed that the financial information presented here does not agree with the Coveler financial reports.

President Cowan noted that every year there is a LibertyFest report, and that SCA's commitment for next year should be confirmed the earlier the better. He commented that LibertyFest has become a seminal event for Sharpstown and provides entertainment for the community. He distributed a handout listing four resolutions for determining action on LibertyFest for 2025:

Resolution #1: The SCA will support in LibertyFest 2025 with a contribution of \$5,000 with another \$5,000 if raised from external sources.

Resolution #2: The SCA will participate in LibertyFest 2025 in the role (Treasurer) we have in previous years. The SCA Treasurer will keep a complete accounting of receipts incoming and outgoing receipts and approve the disbursements.

Resolution #3: The SCA appoints Charmaine LeBlanc as our representative on the LibertyFest 2025 planning committee.

Resolution #4: The Special Events Committee will draft up a plan for booth participation for LibertyFest 2025 and submit a Budget.

Director Wilburn moved to rephrase Resolution #1 to make it a \$5,000 item for consideration during the overall SCA budget process. The Board approved the motion by majority vote.

Director Holston observed, and Director LeBlanc agreed, that Resolution #2 could subject SCA to additional expenses beyond the amount budgeted.

Director Martinez commented that SCA does not have current funds to cover the expense. Director LeBlanc said that booth fees were charged of \$100 by for-profit vendors, \$50 for political candidates and \$0 for non-profit organizations.

Vice President Schooler moved to accept Resolutions 2, 3, and 4, and Director Fain seconded. The Board approved the motion unanimously.

Director LeBlanc commented that the event is growing and the Southwest Management District may change the event location to Houston Christian University next year.

C. Treasurer's Report

The August financial report was provided to the Board for review. Treasurer Zhou pointed out that if all advertising revenues are collected, the most recent SCAN will have cost 77 cents per issue.

Treasurer Zhou distributed a handout showing SCA's year-end cash projection.

D. Committee Reports

Finance Committee:

President Cowan announced that the Finance Committee will meet shortly.
Finance Committee

SCAN Committee:

V.P. Schooler announced that the latest issue, consisting of 20 pages, is in the mail. The Committee has two more planned by the end of the year. There is no plan to transition to online-only publication. Board members are encouraged to submit pieces. The Sharpstown Rotary Club will start placing ads in future SCANS. The number of pages varies from 20- to 24 pages per issue, with more advertisers and variety.

Overdue ad revenues are still being collected. Those advertisers who pay for a full year in advance will receive a discount.

Deed Restriction Committee:

Director Wine reported that there had been no new developments with this committee. They are still looking into instituting progress reporting on DR enforcement activities. Director Wehner is working on material for SCAN that he will send to that committee. They are also working on potential videos to post on the website.

Nominations Committee:

Director Wine presented the committee's election slate recommendations for the board's review. After board approval, the slate will be announced at the September general member meeting and posted on the SCA website. Additional nominations will be invited from the floor at the October 24th general member meeting. The election will be held at the Annual Meeting on November 21st.

The slate was presented as follows:

Directors: Elizabeth Schooler
Helen Zhou
Kathy Holston
Charmaine LeBlanc
Carlos Martinez
Matt Wine

Officers: Matthew Cowan, President
Elizabeth Bagby Schooler, Vice President
Charmaine LeBlanc, Secretary
Helen Zhou, Treasurer

V.P. Schooler moved to accept the slate as presented, and Director Fain seconded. The motion passed with one abstention. President Cowan commented that floor nominations must be made by paid SCA members.

Membership Committee:

Director Wilburn presented the Membership Committee report:

<u>2024 YTD</u>	<u>2023 Total</u>
1171	1317

She reported that the lapsed member list had been divided up among six callers, and there were very few reports of bad feeling about SCA. Most either did not realize they had not paid their 2024 dues and agreed to, or requested additional information, which was provided.

The next phase of recruitment will be emails to lapsed members. The list has 254 such members with email addresses. Wilburn will work with Operations Manager Scott Gilbert to send an email message.

Director Wilburn commented that the work of determining the value of SCA to make the case for membership is that of the full board, not only the Membership Committee.

Safety & Security Committee:

The HPD monthly crime report was distributed for review. Director Fain asked if there were any information on car thefts. Director Harrison said there are many reported and they are a fact of life.

A visitor to the meeting, a U.S. mail carrier whose route is in Sharpstown, spoke to the board about an incident in which he was seriously attacked and injured by a dog while on duty. He lost work time due to his injuries. The dog was quarantined but later returned to its owner, who periodically leaves his fence open. The dog owner is now suing the mail carrier. The mail carrier declined to provide his name and did not have a specific request for action, but wanted to alert the board.

General Membership Meetings Committee:

V.P. Schooler reported that the September general member meeting will present an election candidate forum with at least 20 speakers including candidates for judgeships, senator and constable positions. The meeting will be held at Bayland

Community Center. She encouraged the board to attend. EMGAGE, a Muslim-American advocacy organization, and BakerRipley will partner with SCA to coordinate the meeting. Food will be provided. Speaker timing will be closely monitored. Raffle prizes will include tickets to Houston's Holocaust Museum.

Special Events Committee:

Director Fain announced that October 1 is National Night Out, and asked if someone would agree to host the event at their home. V.P. Schooler agreed to be the host, and will provide hot dogs, and board members were invited to attend and bring additional food.

Director Fain encouraged board members to sign up for the Rotary Club flag program, which provides U.S. and Texas display flags on four holidays for \$80 per flag.

V.P. Schooler reported that the SCA Voter Guide project is proceeding and plans are in progress for the annual Christmas lights contests. Prize-winner yard signs have been donated for first, second and third places in several categories.

7. OLD BUSINESS:

Public area mowing contract

President Cowan reported that the contract for approximately \$1,900/month had been cancelled on September 1st. Mowing had been done for a number of drainage ditches and sections of the Highway 59 feeder road. Reimbursement from the city for SCA's expenses will not be made. V.P. Schooler said that the addresses will be sent out to the board for monitoring, so that overgrown areas can be reported to District J. President Cowan observed that the decision had been made for budgetary reasons.

8. NEW BUSINESS:

Director Holston asked for clarification about SCA office hours after stopping by the office on at least two occasions during what she thought were regular business hours and finding the door locked and no staff present. The board discussed the topic including whether a sign is or should be displayed on the door and whether the full-time and part-time staff should coordinate their hours so the office is staffed at all times.

The Board convened in executive session at 8:50 p.m.

9. EXECUTIVE SESSION: *Minutes draft to be distributed at October meeting.*

10. ADJOURNMENT:

The Board reconvened in open session and approved a motion to adjourn at approximately 9:10 p.m.

Submitted by: Anne E. Wilburn, Secretary
Approved by Board: October 14, 2024

Date: October 7, 2024