

# Liberty Wells Community Council

## Board Meeting Minutes - July 7, 2009 *draft*

### **7PM – Call to Order and Quorum – DeWitt Smith, Chairman**

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3 Officers and 4 board members in attendance.

- Officers:
  - Present: DeWitt Smith, Don Royslance, Holly Christmas
  - Absent: Wayne Howcroft, Steve Hunt
- Board Members:
  - Present: Jeff Bair, Julianne Hancock, Devin Howells, Shawn Porter
  - Absent: Joe DeGooyer, Jim Fisher, Chris Herrman, Marilyn Oblad, Charles Robins, David Shelton

### **Review "Job Descriptions" for Officers and Board Members**

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These descriptions are part of the LWCC Non-Profit Organization's bylaws.

DeWitt will see if he can find these in an electronic format so they can be included on the LWCC web site.

### **General Goals for Community Council**

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#### **Continue to Improve Communications with Community**

- Increase neighborhood awareness of Community Council and communication with neighbors.
- Quarterly newsletter to all household and businesses.
  - Need to encourage email meeting notifications so that funds are available for this.
- Clean up the multiple mailing lists currently on hand. Expand to at least 500 addresses
  - Send all mailing lists to Holly so that she can develop strategy to remove duplicates and old addresses.
- Develop a new neighbor packet.

#### **Engage More Citizens**

- Encourage neighborhood participation on committees - don't leave everything to the board.
- Project specific activities managed by more general committees that can expand and contract according to need

- New Arrivals Program
  - Packet with area businesses and ammenities.
  - Show the variety of things the neighborhood has to offer
  - Drawings at local businesses.

## **Respond to Requests for Help**

- Education on Small Business assistance program.
- Low-cost ads in newsletter.
- Map of local busineeses on web site and in newsletter.

## **Increase Awareness of Liberty Wells Features**

- Communicate community attractions
  - Business list and map.
  - Recreation opportunities.
    - Aviary
    - Liberty Park
  - Volunteer opportunities.
  - Events
    - Movies in the Park
    - First Encampment Park Celebration
  - Non-Profits
  - Churches
- Develop 3 new LWCC-sponsored events, e.g.
  - Summer: Expand 1st Encampment Park Celebration
  - Autumn: BBQ Championship. Rip your Strip Conteset
  - Winter: Snow Sculpture, Yard decorations
  - Spring: Laps in the park, Hollywood parade
- Focus on the Positive: 'Catch' neighbors doing positive things.

## **Proposed Committee Stucture**

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Purpose: To reduce the overall number of committees to matych the size of our currently elected board. Condense committees into 'interest area' groups so that new members can address interests more specifically. Maintain the Standing Committees outlines in our bylaws and streamline others iwth more common community and citizen interests.

### **Standing Committees**

Executive

Specifically described duties and overall leadership; composed of the Board's Officers.

#### Finance

LWCC budget for general operations, tax-status requirements, tracking donations, monthly revenue and expense report.

#### Safety

Neighborhood Watch, police relations, code enforcement, crime prevention.

#### Membership

Contacting residents, get regular information to community, special contact for new arrivals, "welcome committee".

#### Executive

Specifically described duties and overall leadership; composed of the Board's Officers.

#### Planning, Zoning & Housing

Issue related to changes or maintenance of current properties and activities impacting the neighborhood

### **Additional Committees**

#### Social Events

Planning and conducting community-wide events to enhance the quality of life in Liberty Wells neighborhoods.

#### Emergency Preparedness

Instituting program throughout community, recruiting bloc leaders, planning community's disaster response, relations with Fire Dept., EMS, etc.

#### Communications

Developing interpretive and informative works; developing image, developing new methods to reach 12,000 residents and hundreds of businesses in area. Works with Social Events Committee to develop flyers for events.

#### Historic Preservation

All issues around area history and the preservation of structure, landmarks and information within the area. Conducts programs or activities to communicate the historic attributes of the area to citizens.

#### Facilities

Deals with City to Neighborhood infrastructure issues; such as streetlights, neighborhoods clean-up, curb and gutter repair, park projects, crosswalks, etc..

#### Grant & Funding

Develops contacts and seeks grants and funding for projects. General fundraising efforts and special-need funding for social activities. Seeks in-kind or non-monetary donations and acts as a clearing house for donation requests.

Board members need to let DeWitt know if their interest in chairing any of the above committees. Chairs will develop the committees agenda and direction for the coming year and present updates as needed at the LWCC meetings.