

May 7, 2008

WHNA Meeting notes

6:30 p.m.

Location-David and Colleen Lange's home Windsor Heights, Iowa.

MEMBERS PRESENT

David Lange, President

David Jenison, Vice President

Joan Weider, Treasurer

Trevor Huffaker, At Large

Sylvia Owens, Secretary

PRIOR DISCUSSION

David Lange confirmed receipt of Sandy Davidson's email of April 29, 2008 regarding the YaHoo account. Joan Weider reviewed same email regarding membership website on YaHoo account.

Sylvia informed Mr. Lange and members present at meeting that Ms. Davidson will forward electronic power point presentation for group to use. She will forward to Mr. Lange.

Sylvia informed Mr. Dave Jenison to contact Ms. Davidson regarding the YaHoo account contact listings. He confirmed that he had contact listing but will contact Ms. Davidson for updates.

President's discussion item#1

- d. Membership formalization for new members and establish who gets the information for accountability. Also he feels there should be some kind of welcoming for the new members such as a phone call or packet of information about the committee and what the organization is all about.
- e. Think group should ask the membership committee chair and group to work on that. We can give them some ideas but not to tell them how to do it. Ideas to group such as membership updates to include treasury reports.
- f. Mr. Lange asked Donald to do on Neighborhood Association's website to add a column that shows committee involvement for each individual member.

President's discussion item#2

To better engage and utilize the committees which will require more members being involved. Need to establish new relationships among us as a board to the committees we have. There are five committees plus new By Laws committee. Each board meeting/member worked with and through each committee chair person last year. Dave Jenison was active with the membership committee. Need to vote to agree. Colleen Lange agreed to chair the social committee because Cindy Chamberlin is working on the membership committee. Tony Gelina has volunteered to chair membership committee.

For purpose of minutes and formality we need to have a vote on the two individuals.

Mr. Jenison reminded Sylvia that group agreed last year to voice their vote so that there would be a record of it in the minutes. Mr. Lange reminded group that paid members are eligible officer positions per by By Laws.

VOICE VOTES

- g. Colleen Lange for Social committee chair person
 - a. Joan Weider-yes
 - b. Trevor Huffaker-yes
 - c. Dave Jenison-yes
 - d. David Lange-yes
 - e. Sylvia-yes
- h. To confirm Tony Gelina as membership chair person conditional upon his becoming a paid member
 - f. Dave Jenison-yes
 - g. Trevor Huffaker-yes
 - h. Joan Weider-yes
 - i. Sylvia –yes
 - j. David Lange-yes

All approved

President stated that he will remind Tony and Colleen about group's expense reimbursement policy which group passed last year regarding limitation on the amount of money they can spend without board approval. He recalled the amount to be \$25.00 for a committee person and up to \$50.00 for a board chair person. Anything beyond \$50.00 would have to be approved by board.

However he will make sure they are aware and will ask them to abide by that. Mr. Lange requested secretary to remind him to discuss with Colleen and Tony about the board's expense and reimbursement policy.

Mr. Lange suggested to engage the committees to task the committees that are affected with activity to stand at our quarterly meetings and give a report.

Mr. Jenison and Joan Weider agreed it would spur some attention. Mr. Lange will work with the committee chairs.

Joan questioned if there was anyone on the city issues committee. Mr. Lange responded currently no. Joan stated Kathy and someone else were interested per last group meeting. Mr. Lange stated he will contact Kathy.

Joan confirmed that when Kathy signed application for the association she wrote that she would be interested in serving on a committee in 2008.

LIASON CONTACTS FOR THE COMMITTEES DISCUSSION

City Issues

Social Committee

Membership Committee

Community Service Committee

Liason Committee

By Laws Committee

Joan Weider stated she placed her name on the By-Laws Committee list. Mr. Lange stated that he did not object to the By Laws Committee but he had some concerns. His concern is that unlike all other committees, the board must not have control over the by-laws committee due to a conflict of interest. Because the bylaws establish how the board must conduct the business of the association the bylaw committee must be allowed to operated independently and report solely to the general membership. Otherwise, the board could effectively create its own rules. The board may have one of its members serve as a liaison to the committee, but not as a voting member of the committee.

Mr. Lange suggested that By Laws require five committee members. Proposed changes require majority approval of committee before being submitted to the general membership for a vote. The WHNA board shall be allowed to provide comments on the proposed changes prior to the general membership vote.

Trevor Huffaker questioned that if there are not five members then technically we can't form a By Laws Committee.

Mr. Jenison asked if committee would report to WHNA for approval would it appear as though WHNA board would be making their own rules.

Joan Weider questioned how other organizations would do it. Mr. Jenison commented that he would have to find out.

Trevor Huffaker questioned if there was a formal vote at last meeting to form a By Laws committee. Mr. Lange and Ms. Weider responded yes.

Ms. Weider suggested that the By Laws committee should work like the other committees where there is a board representative on it.

Mr. Jenison questioned if a member could be on two separate committees. Mr. Lange responded that there is nothing in the By Laws to prevent it.

VOICE VOTE

- i. As a board we agree that the board will have a liason with the By Law Committee and also agree that the liason will be a non-voting member of that committee. Mr. Jenison corrected that non-voting member in attendance of the By Law Committee meeting.
 - a. Joan Weider-yes
 - b. Trevor Huffaker-yes
 - c. Dave Jenison-yes
 - d. David Lange-yes
 - e. Sylvia-yes

Ms. Weider asked Mr. Lange to email the changed by laws. Mr. Lange responded that he already emailed them and he sent them to Donald. They By Laws should be already on the web. Mr. Lange asked Donald to establish a history of the original by laws and the change of dues structure that went in January 2008 and now the new By Laws to establish electronically so we can keep a historical record of everything.

All members approved two parts

- j. Joan Weider-yes
- k. Trevor Huffaker-yes
- l. Dave Jenison-yes
- m. Sylvia-yes
- n. David Lange-yes

Mr. Lange questioned who would be liasons for the six committees. They are:

- o. Joan Weider-By Laws
- p. Trevor Huffaker-Community Services
- q. Dave Jenison-City Issues
- r. David Lange-Membership and will volunteer with Social Committee

Ms. Weider stated Sandy O'Brien discussed an interest in liason committee. Mr. Lange stated Betty Glover may be good liason for the liason committee.

Mr. Jenison asked who are the chair persons for the committees. Mr. Lange and members decided to pend until next meeting to see how we have for membership.

Trevor Huffaker suggested updating membership list. Mr. Lange responded that he will contact people who were members last year.

Mr. Huffaker discussed phone contact versus email contact.

Mr. Lange discussed membership strategy need formal written procedure with either phone calls, welcome letter, power point and contact info. He will discuss with Tony Gelina

VICE PRESIDENT DISCUSSION- WHNA-SIGNS

Mr. Jenison stated that A frame signs to go by a utility pole to be secured. Like to wait for assistance from grant writing. Director of economic development from city may be willing to assist.

Signs inexpensive -04 signs- 01 person per sign responsible instead of one person being responsible. He checked around Grand area with their signs. Need to place meeting time and place. Would put out to general membership or have someone from WHNA go with him to discuss with the economic development director. His name is Mike T.

Trevor Huffaker questioned if we need dollar amount, Mr. Jenison responded yes.

Mr. Lange asked if signs are flexible to loan to WHNW. Mr. Huffaker suggested signs to be similar to what the city uses.

Mr. Jenison would like signs to serve dual purpose. Mr. Lange stated that he would go with Mr. Jenison to meet with the director or economic development. Mr. Jenison responded he will email Mike T.

Mr. Lange questioned and suggested they bring a mocked up attempt for the sign. Mr. Jenison responded that he received info a grant sample from Marketa, City Administrator

DISPLAY CASE

Vice president stated display case is closer to the bulletin board. Mr. Lange questioned if we can put up sign and he will contact Marketa to order display case from the city for a discount. He also mentioned it would be good to share with the WHNW.

BROCHURES

Vice president stated previous committee discussed size for cost savings and flexible. Mr. Lange suggested it be a mail-in with contact info.

Trevor Huffaker suggested 3 ½ x 3 ½ . Mr. Lange will talk to membership committee chair regarding the brochures.

COMMUNITY DISCUSSION-TREVOR HUFFAKER

Mr. Huffaker discussed the Saturday morning watch association meeting he attended. Informed group of ice cream social and thought watch meeting went well.

Mr. Huffaker discussed honoring the fire fighters and volunteers. May 17th at the pancake function is good opportunity for the WHNA membership drive. He will get list of fire fighters and volunteers from Chief Cross.

Mr. Lange asked for ideas to benefit the community. Mr. Jenison discussed email last year from the fire department. They suggested donation or a spring summer social. Ms. Weider discussed that membership committee could get involved with the May 17th event.

Mr. Lange stated the need to contact Chief for ideas and group could include thank you note from the residents with baked items or donations.

Mr. Huffaker suggested bar be que or picnic for fire fighters.

Mr. Jenison questioned one time event for this year and maybe something for next year due to construction in the park this year.

Ms. Weider discussed letting members know. Mr. Lange asked Mr. Jenison to contact Chief Cross. Mr. Huffaker suggested members maybe willing to help with donations.

Mr. Lange with ask Marketa about donation to community project.

DISCUSSION AMONG GROUP

Regarding ice cream social, Mr. Lange stated it is a small number so far and not a lot of sponsors. Mr. Huffaker responded he will get list to Mr. Lange.

Mr. Lange suggested to combine the ice cream social with the WHNW. Mr. Huffaker responded the need to formalize to membership about the ice cream social.

Mr. Lange responded he will work with Stacey about notice in water bill regarding the ice cream social. Brochure should be simple but yet effective. Blue Bunny may donate for ice cream social and Sandy may design the invitation.

Mr. Huffaker suggested sign to promote membership be placed in member's yard. He could do some 11x17 signs.

Mr. Jenison asked if Charlene Butz would allow us to borrow metal frame signs. He will contact her and get estimate for sign cost.

Mr. Huffaker suggested block captains to assist and he will contact Stacey

Mr. Lange will work with Stacey for written description.

Mr. Jenison discussed possibility of newspaper publicity.

Mr. Huffaker suggested possibility of having block parties.

Ms. Weider stated 4th of July water fight with the fire fighters similar to what was done previously. Mr. Lange responded maybe next year.

Mr. Lange commended city council for their involvement with residents and their explanation at city council meeting Monday.

Ms. Joan Weider requested date for July Meeting and Board meeting.

General membership meeting possible dates, July 27th or July 13th (back up date)

3 E building 6:30 p.m.- 8 p.m., no pot luck

Board meeting Sunday June 22nd tentative for now.

Meeting ended 8:40 p.m.