

# ANNUAL NEIGHBORHOOD WATCH MEETING MINUTES

MULTIPURPOSE ROOM – KILAGA SPRINGS LODGE

THURSDAY, NOVEMBER 10, 2011 – 7:00 P.M.

D R A F T



Board members in attendance were Allen Gillespie, Shirley Guzman, Barbara Moss, Will Small, Nancy Whitaker, Larry Wilson, and Pauline Watson. Advisory and Support Group members in attendance were Joan Brant-Love, Mary Cranston, Elaine Small, Bobbie Swenson, Ruth Werfel and Larry Whitaker.

## WELCOME AND INTRODUCTION OF BOARD MEMBERS

The Annual meeting was called to order by Executive Director, Al Gillespie, at 7:10 p.m. by welcoming everybody. Al Gillespie introduced the current Board.

## APPROVAL OF MINUTES OF THE NOVEMBER 4, 2010 ANNUAL MEETING AND THE BOARD MEETING OF JULY 22, 2011

A motion was made to approve the minutes of the November 4, 2010 annual Meeting and July 22 Board meeting minutes as mailed. A motion was made to approve the minutes. MSA (Nancy Whitaker/Ron Wood)

## TREASURER'S REPORT

Nancy Whitaker reported that since the July Treasurer's Report of a balance of \$292.45, we received a grant in the amount of \$600 from the Lincoln Hills Foundation and a personal donation of \$500 from Al Gillespie and incurred expenses for training supplies of \$140.06 giving us a balance of \$1,252.39. A motion was made to approve the Treasurer's Report as read. MSA (Pauline Watson/John Spangler)

## ATTENDANCE CONFIRMATION FOR QUORUM

Pauline Watson confirmed that we have quorum so voting for new candidates can proceed

## INTRODUCTION OF NOMINATING COMMITTEE AND ELECTION OF NEW CANDIDATES

Larry Wilson, Chair introduced the members of the Nominating Committee: Al Gillespie, Pauline Watson, and Nancy Whitaker. Bios for the 6 new candidates for Directors were read followed by introductions: Joan Brant-Love, Mary Cranston, Gloria Leathley, Rocky Rockwell, Elaine Small and Ron Wood. Shirley Guzman is going for a second two-year term. A motion was made to approve the slate of candidates for Directors. MSA (Will Small/Barbara Moss)

## EXECUTIVE DIRECTOR'S ANNUAL REPORT

Al Gillespie reported on some of the highlights that happened in 2011 (list of accomplishments attached). Neighborhood Watch has become a very organized program and model for other communities to follow. The five Captain's Training sessions led by Barbara Moss, Elaine Small, Pauline Watson, and Nancy Whitaker were a great success. At least 124 individuals attended plus the ones personally trained by Barbara Moss and Elaine Small. We're looking at close to 300 captains. The August Symposium on Safety & Security was well attended. Email addresses for all the Mail Box Captains were entered on the Neighborhood Watch server to be used to send selected messages. In 2011 we appointed 14 new Village Coordinators and 80 Mail Box Captains. Al mentioned that he even adopted a mail station based on his "Adopt-A-Village/Mail Station" Campaign.

## PRESENTATION OF AWARDS TO OUTGOING BOARD MEMBERS

Al Gillespie presented Barbara Moss the Executive Director's Recognition Award as serving first as Coordinator and Mail Box Captain for Village 24B/E since April 2004, as Director from August 2007 to November 2011 and as Treasurer from November 2008 to November 2009. Also for her contribution and dedication to the Neighborhood Watch Captain's Training Program. Will Small was also presented with the Executive Director's Recognition Award for serving first as Mail Box Captain then Coordinator for Village 18 since May 2007 then as Director from October 2007 to November 2011. Also for his contribution to the success of the Boris the Burglar Street Sign Program and Village Maps.

Al presented Pauline Watson with the Executive Director's Outstanding Service Award as serving first as Mail Box Captain for Village 42B since August 2006, as National Night Out Coordinator since February 2007, and as Secretary and Director from April 2007 to November 2011. She also served as Secretary/Treasurer from January 2010 to November 2010.

Larry Wilson presented Al Gillespie with the Executive Director's Recognition Award for his term as Director from July 2009 and as Executive Director from November 2010 until November 2011. Al will not be going for a second two-year term.

A motion was made to adjourn the meeting. MSA (Barbara Bell/Sandy Allen)

The meeting adjourned at 7:45 p.m.

## DESSERT POTLUCK COMMITTEE MEMBERS

Pauline Watson thanked her committee members for their help in setting up the decorations for the room and assisted in the dessert potluck: Sandy Allen, Frank Watson (V42B); Lynn Grosjean, Gloria Leathley, Janine Martin, Donna Wagoner (V42A); Julie McVey (V2); Rocky Rockwell (V1AB), Marie Stiles (V30A); Bob & Helen Varley (V3A), Marcia Van Wagner & Larry Wilson (V19B)

Minutes respectfully submitted by Pauline Watson, Neighborhood Watch Secretary  
November 6, 2010



## NEIGHBORHOOD WATCH FINANCIAL REPORT

November 10, 2011

### Income and Expenses

November 4, 2010 to November 10, 2011

#### INCOME

Beginning Checkbook Balance as of November 4, 2010	\$ 91.92
Income from November 4 Opportunity Drawing	125.00
Income from Nancy Whitaker, Personal Donation November 4	62.00
Income from Lincoln Hills Foundation Grant January 11	500.00
Income from May 16, 2011 Spring Potluck:	420.00
Income from second Lincoln Hills Foundation Grant October 3	600.00
Income from Allen Gillespie, Personal Donation October 3	<u>500.00</u>
Total Income	\$2,298.92 +

#### EXPENSES

Expenses certificate frames for outgoing Directors	\$30.98
Expenses for Office Supplies	30.00
Purchased National Night Out Banner for 2011	142.00
Expenses for Training Program (binders, index tabs)	213.47
Expenses for training program (binders)	75.17
Expenses for May 16, 2011 Spring Potluck	414.85
Expenses for training program and supplies	<u>140.06</u>
Total Expenses	<u>\$1,046.53</u>
Bank Balance as of November 10, 2011	<u>\$1,252.39 +</u>

Submitted by  
Nancy Whitaker  
Neighborhood Watch Treasurer  
November 10, 2011

## 2011 NEIGHBORHOOD WATCH LIST OF ACCOMPLISHMENTS



1. Began an "**Adopt-a-Village/Mail Box Station**" Campaign effort in January for people to become a valued Village Coordinator or a Mail Box Captain. The individual does not need to reside in the village you serve to be a Team Member. It did attract several new coordinators and mail box captains.
2. **Presented a successful symposium "Safety & Home Security Symposium" on August 16** at Orchard Creek Front Ballroom. Our speakers included Barry Johnson Neighborhood Watch liaison with the Lincoln Police Department; Bruce Marovich, SCLH resident; Les Thomas, the founder of the Citizens on Patrol Volunteer program and Officer Dave Krause from the Lincoln Police Department.
3. **Established a new Captains Training Committee** chaired by Barbara Moss and committee members Elaine Small, Bob Varley and Pauline Watson to develop a Captain's Workbook, plan and present training programs for new and existing Mail Box Captains including Village Coordinators and Directors. and possibly other residents interested in learning more about Neighborhood Watch. Each person at the Training Session received a Handbook. Funding for the binders and index tabs provided by Lincoln Hills Foundation.
4. Presented five training classes for Mail Box Captains: April 12, May 17 and 24, September 29 and October 20 and trained 124 captains including a few coordinators. Directors Barbara Moss and Elaine Small personally trained and donated material and workbooks for at least 160 of their captains rounding out a total trained of almost 300 Captains.
5. **Boris the Burglar Street Sign icons were added to main entrances of the Village Maps** to show locations. See Exhibit 5.05.01 in the Neighborhood Watch Policies and Procedures Handbook for a list of all Boris Street signs.
6. **A picture inventory of all Boris the Burglar Street signs** was done this past summer showing the physical locations of the signs including visibility obstructions by low tree branches. Signs that needed replacing were removed and replaced. Funding is provided by the SCLH Association.
7. **Email addresses for Mail Box Captains** were added to our Neighborhood Watch Website Email Server as recommended by the Neighborhood Watch 2010 Communications Committee and approved by the Board. This enables **selected messages** to be sent directly to all Neighborhood Watch Board Members, Coordinators including Mail Box Captains thus eliminating the necessity of Village Coordinators to forward these selected messages to the Mail Box Captains. Email messages are not public and are secure.

8. The documents on the Website are continually being updated to reflect the most current and reliable information.
9. Pauline Watson, our Neighborhood Watch Secretary, and Larry Whitaker, our Neighborhood Watch Webmaster was two of 19 individuals selected by the Lincoln Hills Foundation to be honored at the Lincoln Hills Foundation Hat's Off II on October 14 for their achievements and contributions to the community.
10. Joining our organization as new Directors this year are **Joan Brant Love, Mary Cranston, Gloria Leathley, Rocky Rockwell, Elaine Small** and Ron **Wood**. **Bill Becker**, new Chair of the Community Emergency Response Team, joined our Advisory Group.
11. Welcomed 14 new **Village Coordinators/Co-Coordinators** and 80 new Mail **Box Captains**.
12. The Association approved the **printing of 9,792** copies for new resident orientation information, Welcome Packets, Vial of Life forms, updates for Policies & Procedures Handbooks, and Captain's Workbooks.
13. **Pauline Watson, National Night Out Coordinator for SCLH, reported another successful National Night Out on August 2 with over 110 events held.** Group photos of many of these events are on our Neighborhood Watch our website.
14. A total of **542 Vial of Life kits** and **686 Personal Medication Record Cards** were handed out.
15. A total of 375 **Welcome Packets** were assembled by Neighbors InDeed and Neighborhood Watch volunteers. Of that number at least 250 were **distributed to new residents by our Mail Box Captains**.
16. Neighborhood Watch is invited to participate in the Association's quarterly New Resident Orientation Sessions held at Orchard Creek Lodge. Approximately 137 new residents were welcomed.
17. More **than 25 "Alerts" and 15 "For Your Information"** items were posted and received from the residents. Approximately 50% of our residents subscribe to the email alerts and others receive it from either their Village Coordinators or Mail Box Captains.
18. Participated in the March 9 **Groups Expo** and April 4 **Volunteer Symposium** both held in Orchard Creek Ballroom which provides us a chance to meet residents and find new volunteers for Neighborhood Watch Directors, Coordinators or Mail Box Captains. This event always receives a lot of interest from the residents.