



## MINUTES OF NEIGHBORHOOD WATCH BOARD MEETING FINE ARTS ROOM – ORCHARD CREEK LODGE

DRAFT

FRIDAY, DECEMBER 11, 2009

Board members in attendance were Allen Gillespie, Shirley Guzman, Barbara Moss, Joan Scarper, Ken Sheehan, Will Small, Doreen Traxel and Pauline Watson. Advisory and Support Groups in attendance were Joan Belshin, Pat Evans, Nicki Koch, John LaHiff, Elaine Small, Ed Sullivan, and Ruth Werfel. Excused Absence: John Perfect

The Board meeting was called to order by Executive Director, Ken Sheehan at 10:05 a.m. and welcomed everybody to the meeting.

### INTRODUCTION OF NEW BOARD MEMBERS AND NEW OFFICERS

The following new Board Members were introduced: Allen Gillespie as the new Assistant Executive Director, Joan Scarper as the new Treasurer, and new Directors Shirley Guzman and Doreen Traxel. Ken Sheehan, Pauline Watson, Barbara Moss and Will Small were re-elected to their respective positions, Executive Director, Secretary and Directors. John Perfect's two-year term ends in November 2010.

### TREASURER'S REPORT

Barbara Moss former Treasurer and Joan Scarper new Treasurer reported a balance of \$46.78. We thank the Lincoln Hills Foundation for their \$600 grant which help pay for the new Neighborhood Watch brochure. We will again apply for a LH Foundation Grant for 2010.

### REASSIGNMENT OF VILLAGES

Will and Elaine Small used an enlarged map of SCLH to demonstrate how the villages were reassigned to the Directors. The villages were chosen by area of proximity Instead of the past scattered village concept. Also reported that Villages 1A and 1B have been combined into one village and Village 40 split into two separate villages.

### EXPECTATIONS FOR NEIGHBORHOOD WATCH IN 2010

When the Directors meet with their new coordinators in January, they will select an event they would like to help in or be responsible for as a team and submit their selection to Ken Sheehan by February 1. For example, choose a theme or topic for the April General Meeting, June Potluck, August Coordinators Workshop, or October potluck; and help the Secretary complete Welcome forms at the quarterly New Resident Orientation sessions. Developing a team concept can help produce a replacement for the Director position within that team upon the end of their two-year term.

The Directors will survey their coordinators by January 15 to see what topics they would like discussed at the April General meeting and build the program around those topics.

### NOMINATIONS COMMITTEE PROCEDURE

The Nominations Committee consists of one Director and three coordinators. Each Director will select one Coordinator from each of their teams to serve on the Nominations Committee and search for new Board members.

## 10<sup>th</sup> ANNIVERSARY CELEBRATION GIFT BAGS

The August 15 gift bag distribution was the best thing for Neighborhood Watch. We became a better organization and strengthened morale. Several volunteers came forward that resulted in filling the Vial of Life Program Coordinator and Assistant Executive Director positions. There are only about 200 residents who have not yet picked up their gift bags. The Directors contacted the appropriate coordinators last week to remind those residents to pick up their gift bags. Eighteen residents have come forward so far

## REPORT FROM BOARD MEMBERS AND ADVISORY AND SUPPORT GROUPS

Each board member was asked to give a brief presentation on their background.

Reports from the Advisory Group:

Alerts Program Team - Coordinator, Joan Belshin, explained the new guidelines for the new Alerts Program Team and announced the new email address for the alerts [SCLHWatchAlerts@lincal.net](mailto:SCLHWatchAlerts@lincal.net). Email messages sent to the Alerts Program will receive a personal reply and if by phone, you will be asked for your permission to use your name in the article. Articles on neighbor disputes will not be posted. Ed Sullivan was introduced as a new Alerts Team Member. Barry Johnson is also part of the Alerts Program as the Alerts Team Member/Liaison to Lincoln Police Department who will verify certain incidents. The new Alerts Program Team, Joan Belshin and Ed Sullivan, will share in the workload.

Amateur Radio Group - John LaHiff is the new President and Nicki Koch Treasurer. An invitation is always extended to SCLH residents to visit their communications center every Monday night. Be sure to make reservations before you go. Their exercises start promptly at 7:00 p.m. At least 10-15 people are on hand to check their equipment and communicate with other radio operators as far as Finland, Scandinavian countries, Estonia. The Amateur Radio Group is a subdivision of the CERT and supports SCLH

Community Emergency Response Team (CERT) – Nicki Koch, new Chair of CERT. Larry White's term ended. CERT will meet quarterly instead of monthly. CERT performed a drill with the SWAT team. CERT also helped the City of Lincoln with the H1N1 vaccine distribution on November 30. Those born before 1972 should get vaccinated.

Neighbors InDeed – Provides the NID inserts for the Welcome Packets for new residents. So far 248 welcome packets have been distributed.

Reports from the Support Group

Vial of Life Program - There were a total of 454 vials and 1,033 Personal Medication Record cards distributed so far this year.

Communications Board - A new bulletin board will be provided by Chris O'Keefe for Neighborhood Watch sometime early January.

National Night Out - Pauline Watson, Coordinator, announced National Night Out will be on Tuesday, August 3, 2010. The 2010 National Night Out guidelines and registration form will be sent out in a few months.

Village Maps & Mail Station Lists Coordinator - Elaine Small showed a three-ring binder containing all the colored maps and mail station rosters that she put together and are now available on the Neighborhood Watch website for you to download. A few of the smaller villages (Villages 1A&B and 5A&B) were combined into single villages and Village 40 was divided into two separate villages (40A and 40B). We now have 73 villages with A, B, C, D, or E combinations. The purpose of the colored map project was to identify houses in each mail station and, as a result, made it extremely helpful for the mail box captains and volunteers to distribute gift bags. The personal distribution of gift bags also afforded us the chance to correct house numbers and mail box stations on the Coordinator's List of Mail Box Captains Report.

#### SUBSCRIBE TO GUARDIAN CARE CALL

Guardian Care Call is part of the WARN System of the Lincoln PD. It allows an individual to sign up to receive automated calls to check on an individual on a daily basis. If no answer or no response by pressing an appropriate key, the system redials the individual two more times. After three attempts, the system contacts a family member, neighbor or other guardian to check on the individual. The website address is [www.warninfo.com/guardiansignup.php?location=CityCaLincoln](http://www.warninfo.com/guardiansignup.php?location=CityCaLincoln) to sign up for the Program.

#### CHANGES FOR COORDINATORS AND MAIL BOX CAPTAINS

Changes to Coordinators or Mail Box Captains should be forwarded to Pauline Watson as they occur since these lists are often referred to in cases of emergency or at the New Resident Orientation Sessions.

#### REMINDER - RESIDENT CONTACT INFORMATION REPORT DUE

Your updates to the Resident Contact Information forms are due to your Coordinators by February 15. It is not necessary to notify Neighborhood Watch Board of your vacation dates. Your notifications should be limited to only your Mail Box Captain and your next door neighbor because if too many people know of your plans you may become vulnerable.

#### THANK YOU NOTE FROM JEAN EBENHOLTZ

Ken Sheehan and Pauline Watson personally delivered the Executive Director's Outstanding Service Award to Jean Ebenholtz and read the following thank you card from her. "Dear Ken, Please accept my sincere appreciation for your kind words in presenting me the 'Executive Director's Outstanding Service Award.' Neighborhood Watch is a wonderful organization and I am pleased to have played a small role in its development. As you know, I wish you, Pauline, Barbara and the rest of the Board—much continued success." Signed, Jean

Meeting adjourned at 11:50 a.m. MSA (Scarper/Moss)

Minutes respectfully submitted,

Pauline Watson  
Neighborhood Watch Secretary