

MINUTES OF NEIGHBORHOOD WATCH BOARD MEETING



FINE ARTS ROOM – ORCHARD CREEK LODGE

FRIDAY, JANUARY 11, 2008 – 10:00 A.M.

Board members in attendance were Jean Ebenholtz, Joan Logue, Harold McMillan, Barbara Moss, Paula Payne, Ron Ross, Ken Sheehan, Will Small, Joel Thomas, and Pauline Watson. Advisory Group members present were Louise Burk, Patricia Evans, Barry Johnson, Liz Kenen, Nicki Koch, John La Hiff, Larry Whitaker and Larry White.

The Board meeting was called to order by Executive Director, Ken Sheehan, at 10:03 a.m. Minutes of the December 14, 2007 Neighborhood Watch Board meeting were approved as corrected (Task Force Report due in February, not January). MSA (Small/Moss).

TREASURER'S REPORT – JEAN EBENHOLTZ

Jean Ebenholtz reported that an official financial report is forwarded to the Association twice a year. The bank balance of \$569.94 will be reported to the Association at the end of this month. A motion was made to approve the Treasurer's Report. MSA (Moss/Paula).

DISTRIBUTION OF COMPASS – JEANNINE BALCOMBE

Jeannine Balcombe, Activities Director, addressed Neighborhood Watch to discuss ways that Neighborhood Watch might be able to help with the distribution of the COMPASS. December resulted in 42% of residents picking up the COMPASS which was probably due to the bad weather, the holidays, etc. She asked what other ways could the COMPASS be brought to the residents. Among some of the suggestions received was to include Kilaga Springs as a second distribution site or having Village Coordinators pick up the COMPASS to distribute to those residents who are ill or disabled. Ken Sheehan stated that this would be a great opportunity to meet people and find people who would want to be a Village Coordinator or Mail Box Captain. A meeting will be set up with Jeannine Balcombe to discuss the possibilities of how Neighborhood Watch could assist. Jeannine Balcombe indicated that if some of the Village Coordinators would like to pick up the COMPASS for those residents that are ill or disabled to contact her directly. She will be given a copy of the list of Village

Coordinators for verification. Also this will be a topic of discussion at the next February Village Coordinator Workshop.

PROGRESS REPORT FROM DIRECTORS ON ASSIGNED VILLAGES

- Harold McMillan reported that the Villas are about 30 to 40% occupied. There are two Village Coordinators for the Villas but no Mail Box Captains. There is one mail box and 8 apartments on each floor and the Village Coordinators do not have access to other buildings. Obtaining names of residents in other buildings has been very difficult. Also ERT will inform Harold McMillan if placing the RED/YELLOW alerts signs on the balconies would satisfy emergency personnel.
- Jean Ebenholtz reported that 6 of her 7 villages are doing well and she will set up a meeting with them in February. Jean is working on finding more Mail Box Captains and a Co-Coordinator for the other village.
- Joel Thomas reported that 3 out of 7 villages need Village Coordinators. His villages are in the process of canvassing the residents to update their Resident Contact Information Reports and reminding them to update their Vial of Life forms.
- Joan Logue reported on her three villages. Village 38A has no Coordinator and is in the process of finding a Coordinator for Village 38A. Joan only has one Mail Box Captain position vacant.
- Will Small reported on his newly assigned Village 30A, B, and C which has over 400 homes. Villages B and C have Coordinators, 30A does not. There are 6 Mail Box Captains in 30A. Five more are needed along with a Coordinator. Will is soliciting John Flaherty's help for information on Village 8. He also reported that the first meeting of his Task Force on Reallocation of Villages assigned to Directors will be held on Wednesday, January 16.
- Paula Payne reported on her 8 villages and stated that one village has split. She will be meeting with her Coordinators soon.
- Ron Ross reported that he has to re-establish the records for Village 22B to help his two newly appointed Village Coordinators. A meeting will be held in a week or so.
- Barbara Moss has 7 villages and needs 5 Village Coordinators and 5 Mail Box Captains. She continues to keep her Mail Box Captains informed.
- Ken Sheehan stated that Neighborhood Watch has a lot of work yet to do. The demands are stronger but we have better communication and more support. Neighborhood Watch has made a lot of progress from a year ago. He reported that Village 28A still needs a Village Coordinator.

NOMINATING COMMITTEE REPORT – KEN SHEEHAN

When we get the results of Will Small's Task Force and the villages are equally assigned to 10 Directors, as Chair of the Nominating Committee I would like to develop a plan where the Director vacancies from those groups of villages would make an effort to find a Coordinator from those villages to fill a vacant Director position. In that way a new Director would end up being responsible for its own village plus the other 6 villages in their group.

Ken Sheehan sent out a message to all Village Coordinators with a copy to all Board Members a few weeks ago asking for three volunteers to serve on the Nominating Committee. Did not receive any replies to his email request so he will start making phone calls to find volunteers.

REQUEST TO SCLH FOUNDATION – KEN SHEEHAN

Ken Sheehan will be making his annual request to SCLH Foundation for funds. Last year Neighborhood Watch started with an allocation of \$900 and ended the year with a balance of \$569.94. The reason for the large balance is because last May SCLH Association approved a monthly allocation of 1,000 printing copies a month which reduced our printing expenses and resulted in the \$569.94 balance so our needs were not overstated. The 2008 budget request of \$500 plus the 2007 balance will cover the expenses of the Neighborhood Watch Policies and Procedures Handbook and a proposed Vial of Life wallet-size card. A proposed budget to SCLH Foundation will be discussed at next month's Neighborhood Watch Board meeting and then presented to the Foundation for approval.

TERM OF OFFICE FOR OFFICERS – KEN SHEEHAN

Ken Sheehan stated that the Bylaws call for the Board to approve officers each year. Joan Logue and Jean Ebenholtz have terms ending in 2008 and Pauline Watson and Ken Sheehan with terms ending in 2009. Ken Sheehan asked for input from the Directors on the following question: "Are the officers elected for the term of two years or are officers elected one year at a time." The answers from the Directors and Officers were unanimous in that the officers should be elected for one year at a time. Jean Ebenholtz made a motion that we ratify the election of officers as announced by Ken Sheehan and the term of office for each officer shall be for one year. MSA (Ebenholtz/Logue)

REPORT FROM ADVISORS – JOAN LOGUE

Joan Logue reported on the following:

- Larry Whitaker who is our Webmaster, Joan Logue and Pauline Watson will be meeting soon to work on the website.
- Nicki Koch, Advisor for the Amateur Radio Group, has asked for time at the next General Meeting to discuss neighborhood emergency training.
- Larry White, Advisor to the ERT, stated that during the last power outage he took a reading on heat loss in his house and discovered that one degree of heat was lost per hour so it is important that everyone keep warm.

UPDATE ON NW POLICIES AND PROCEDURES HANDBOOK – PAULINE WATSON

The Handbook Committee will be meeting immediately following the Board meeting to finalize certain forms for the Handbook. The Handbooks for the Board members will be

distributed at next month's Board meeting and possibly 25 or more Handbooks will be available for distribution for Village Coordinators at the February 26 Village Coordinators Workshop. Based on our monthly allocation of 1,000 printing copies a month from the Association (unless we get an advanced allocation from the Association) the initial distribution of the Handbook will be one per Village and one per household. Once each Village has received a Handbook, those Villages with two Coordinators (not in the same household) will receive an additional Handbook for the second Village Coordinator for that Village so that each Village Coordinator will have its own Handbook. Some of the sections of the Handbook apply only to Board members so those sections have been omitted in the Handbook for Village Coordinators and Mail Box Captains. Since we have over 700 Mail Box Captains, they will not be receiving a hard copy of the Handbook but will be able to access and download their own copy of the Handbook if they wish through the Neighborhood Watch website.

ANNOUNCEMENTS – KEN SHEEHAN

- January 15 is New Resident Orientation and Neighborhood Watch has been invited to speak to the new residents.
- Ken Sheehan announced that this year's Village Coordinators Potluck will be held on May 21 at the Pavilion from 5:30 p.m. until 8:00 p.m.
- National Night Out event will be held on Tuesday, August 5

Joan Logue made a motion to adjourn the meeting and Barbara Moss seconded.

Meeting adjourned at 11:50 a.m.

Minutes respectfully submitted by,

Pauline T. Watson,
Neighborhood Watch Secretary