

Cottonwood Heights Neighborhood Association Board Meeting

Thursday, September 26, 2019

7:30 PM – 8:30 PM

Host: President Kathryn Cope

Attendance:

President – Kathryn Cope

Vice President – Vacant

Treasurer – Jayme Whiting

Secretary – Andrea Hamblin

- 1) **CHNA Board Vacancy** – The CHNA vice president board position is currently vacant.
 - a) Former VP Staslie Galesburg moved out of the Cottonwood Heights neighborhood in July 2019, making her ineligible to continue on the CHNA board.
 - b) According to the CHNA bylaws, the board will appoint a replacement VP to the board until the next term election is held.
 - c) The VP job description and vacancy announcement will be posted immediately on the CHNA website.
 - d) Residents will have one week to contact the board indicating their interest in the VP position.
 - e) CHNA board will appoint one of the residents interested in volunteering for the VP position.

Action item: (Due October 3)

- **Kathryn** will post the CHNA vice president job description and vacancy announcement on the CHNA website.

- 2) **CHNA Meetings** - The board discussed planning the next quarterly, general meeting for the Cottonwood Heights Neighborhood Association.

- a) Prospective dates are as follows (with the first date listed being the desired date):
 - 1) Thursday, November 7, 2019 at 7:30 PM
 - 2) Thursday, November 14, 2019 at 7:30 PM
- b) Prospective locations included:
 - 1) JC's Burger

Action Items: (Due October 1)

- **Andrea** will contact Bill Oglesby (bill.oglesby@hotmail.com 469-766-5738) to reserve JC's Burger as a meeting place for Thursday, November 7, 2019 at 7:30 PM.

- 3) **Signs** - CHNA neighborhood signs were discussed.

- a) New signs are needed. Kathryn researched several companies for quotes. For instance, buying signs with dimensions of 18x24 from Vista Print were approximately \$20 per sign and included the metal stand. The following specifications were agreed upon by the board:
 - 1) 10 signs
 - 2) 24x36
 - 3) The full CHNA name and website should be included
- b) If possible, it would be nice if the sign could include:
 - 1) A dry erase section where meeting details (location, date, time) can be added/updated

- 2) A non-obtrusive logo or watermark of a tree
- 3) Color (so the sign stands out and catches attention)
- c) It is recommended that the signs be placed at the following locations for best coverage of the major access points of the neighborhood:
 - 1) Dumont & Waterview
 - 2) Dearborn & Waterview
 - 3) Ridgeway & Waterview
 - 4) Dumont & Cottonwood
 - 5) Dumont & Dublin
 - 6) Dumont & Dover
 - 7) Weathered & Blue Lake
 - 8) Dublin & Beltline
 - 9) Waterview & Beltline
- d) Signs should be placed at the above locations a minimum of 1 week before each general meeting. (Thursday, October 31 is one week prior to the projected meeting of Thursday, November 7.)

Action Items: *(Due October 17)*

- **Kathryn** will order signs.
- **Andrea** will place signs around the neighborhood on Thursday, October 31.

4) **Guest Speakers** for the next CHNA general meetings were discussed.

- a) Potential guests included:
 - 1) Police
 - (1) Update on crime in the neighborhood such as thefts of cell phones from people's hands while walking in town.
 - (2) Regulations for hand guns at parks
 - 2) City Hall
 - 3) Richardson Animal Shelter
 - (1) How to deal with loose pets
 - 4) Non-profit organizations
 - (1) Eisemann Center (& ticket raffle)
 - 5) Local businesses
 - (1) Kroger update on recent stabbing

Action Item: *(Due October 13)*

- **Kathryn, Jayme** and **Andrea** will research top issues being discussed by neighbors on social media apps like NextDoor and Facebook and contact potential authorities that can address those issues at our next general meeting.
- **Kathryn** will contact the Eisemann Center to ask for show tickets to be donated to CHNA to be used as a raffle at the next CHNA general meeting. <https://www.eisemanncenter.com/Contact>
Eisemann Center Administrative office hours are Monday through Friday 8:00 am until 5:00 pm
Administrative Office 972.744.4600. **Managing Director** - Bruce C. MacPherson
(bruce.macpherson@cor.gov), **Marketing & Development Manager** - Sarah R. Nesbit
(sarah.nesbit@cor.gov)

5) **Marketing**

- a) Current online presence includes:
 - 1) CHNA Facebook Group - <https://www.facebook.com/groups/cottonwoodheights/>
 - 2) CHNA Website – <https://www.cottonwoodheightsna.com/>
 - 3) Membership website (for paying dues) - <https://www.joinit.org/o/cottonwoodheightsna>
 - 4) City of Richardson calendar of events website - <https://www.cor.net/our-city/events-calendar>

Action Items: *(Due October 24 or as soon as meeting location/time/date are confirmed)*

- **Jayme** will contact Taylor with the city to request that the next CHNA general meeting being added to the Richardson City calendar <https://www.cor.net/our-city/events-calendar>.

6) **Committees** – At the July 2019 general meeting, residents signed up to participate in neighborhood committees. The board agreed that each executive officer would oversee one committee and contact the committee members to recruit a chair for the committee. Here is a list of the committees and the executive board member liaison:

a) **Neighborhood Services – Jayme**

– This committee is responsible for welcoming new neighbors. When there are catastrophic weather/emergency events, the volunteers on this committee would be responsible for contacting individuals (who have requested a welfare follow-up) to ensure their well-being.

b) **Block Coordinators – Kathryn**

-This committee is responsible for managing smaller sections (for instance a street or cul-de-sac) of our large neighborhood to help us all stay in touch better. Duties might include handing out flyers/newsletters from the Cottonwood Heights Neighborhood Association (CHNA).

c) **Social Committee – Andrea**

-This committee is responsible for planning at least 2 socials a year. Suggested social includes:

- 1) Winter social – suggested framework:
 - (1) Location – TBD – *(suggested)* Cottonwood Pavilion (\$45 rental fee)
 - (2) Date – TBD - *(suggested)* Sunday, December 1, 8, or 15
 - (3) Time – TBD - *(suggested)* 1-3 pm
 - (4) Theme – TBD - *(suggested)* hot coca bar
 - (5) Donation – TBD - *(suggested)* socks

Previously suggested socials included:

- 2) Fall potluck at the Cottonwood Pavilion (early November)
- 3) Chili cook off & membership drive (January/February)

7) **Storage** – All CHNA items are currently being stored at Treasurer Jayme’s home.

Action Items: *(Due October 31)*

- **Jayme** will check the CHNA mailbox to see if a check has arrived.
- **Jayme** will do an inventory of the CHNA items that are currently stored at her house.

- 8) **Newsletter** - A CHNA newsletter needs to be published.
- a) It will be published quarterly before general meetings/events.
 - b) We will use the ancillary tools on the CHNA website to email the newsletter to members.
 - c) At this time, no paper newsletter will be created due to a lack of budget for printing and manpower for distribution.
 - d) Items to be included in the newsletter:
 - 1) CHNA meetings (date, time, location, agenda, guest speakers)
 - 2) Advertising CHNA website
 - 3) Dues
 - 4) How to become a member
 - 5) Blurbs about past meetings
 - 6) Items of interest to CHNA residents

Action Items: *{Due October 24}*

- **Kathryn** will provide Andrea with the necessary information for accessing the Wix.com webserver in order to use the tools necessary for emailing the newsletter to CHNA members.
- **Andrea** will create and distribute the CHNA quarterly newsletter.