

Cottonwood Heights Neighborhood Association Board Meeting  
Wednesday, June 19, 2019  
7:30 PM – 8:30 PM  
Host: Staslie

**Attendance:**

**President – Kathryn Cope**

**Vice President – Staslie Galesburg**

**Treasurer – Jayme Whiting**

**Secretary – Andrea Hamblin**

- 1) **CHNA Meetings** - The board discussed planning quarterly meetings and a couple of socials for the year. The next general meeting for the Cottonwood Neighborhood Association was discussed.
  - a) Prospective dates included (with the first date listed being the desired date):
    - 1) Thursday, July 25, 2019 at 7:00 PM
    - 2) Thursday, August 22, 2019 at 7:00 PM
    - 3) Thursday, September 5, 2019 at 7:00 PM
  - b) Prospective locations included:
    - 1) Dover Elementary
    - 2) Richardson High School

**Action Items:** *(Due July 4)*

- **Staslie** will contact PTA President Jason Philyaw to reserve Dover Elementary School as a meeting place for Thursday, July 25, 2019 at 7:00 PM.
- **Kathryn** will inquire about using Richardson High School as a potential meeting place for future dates.

**2) HOA Presidents' Breakfast**

- a) There will be no HOA Presidents' Breakfast meeting in July.
- b) At the May meeting, the Director of the Eisemann Center said that they would donate tickets that could be used as a fundraiser. Kathryn suggested that these donated show tickets could be used as a raffle prize at the next CHNA general meeting.

**Action Item:** *(Due July 4)*

- **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)

**3) Guest Speakers** for the next and future CHNA general meetings were discussed.

- a) Potential guests included:
  - 1) Police
  - 2) Fire Department
  - 3) City Departments/Services
  - 4) Non-profit organizations

- 5) Local businesses
- b) Past guests included:
  - 1) Non-profit organizations
    - (1) Richardson Adult Literacy Center (RALC) - <https://ralc.org>
    - (2) Richardson Independent School District (RISD) Clothes Closet - <https://risdpta.membershiptoolkit.com/clothescloset>

**Action Item:** *(Due July 4)*

- **Staslie** will invite Chief of Police Jimmy L. Spivey ([jimmy.spivey@cor.gov](mailto:jimmy.spivey@cor.gov)) 972-744-4886 to speak at the next CHNA general meeting on Thursday, July 25.  
<https://www.richardsonpolice.net/divisions/administration>

4) **Marketing of meetings** was discussed.

- 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 July 4)*

- **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>.

5) **Membership** in CHNA was discussed.

- a) CHNA has 22 paid members that have been added to the joinit.org database.
- b) There are 592 people following the CHNA Facebook page.
- c) Richardson Heights Neighborhood Association wanted to do a joint pool party, but CHNA does not currently have the funds/membership in order to split the costs for such an event.
- d) Increasing membership is high priority. Advertising/marketing the CHNA website, joinit.org, and upcoming meetings/events was suggested.

6) **Committees** - The creation of CHNA committees was discussed. The board would like to see at least two committees created.

- a) Neighborhood Services Committee – Volunteers on this committee would compile a list of elderly individuals or individuals who need someone to check-in on them. When there are catastrophic events, the volunteers on this committee would be responsible for contacting these individuals to ensure their well-being.
- b) Social Committee – Volunteers on this committee would plan at least 2 socials a year.  
Suggested socials include:
  - 1) Fall potluck at the Cottonwood Pavilion (early November)
  - 2) Chili cook off & membership drive (January/February)

7) **Storage** – The public storage facility was cleared out and the contract was canceled.

- a) We are still waiting to receive a refund/deposit check from the facility.
- b) All remaining CHNA items are currently being stored at VP Staslie's home.
  - 1) Items include plates, napkins, cutlery, and CHNA neighborhood signs.
  - 2) The "bridge garland" was given away.

**Action Items:** *(Due July 4)*

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

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

- a) New signs are needed, especially the metal stakes for putting the signs into yards. It was suggested that 50 signs are needed.
- b) Two groups of signs are needed: "Membership Dues" signs and "Upcoming Event" signs
- c) The font needs to be much larger than what it currently is.
- d) It was debated whether a logo should be kept or removed to make room for larger font. It was suggested that we contact the prior board to find out if there is an existing electronic copy of the logo that can be used for new signs.

**Action Items:** *(Due July 4)*

- **Staslie** will contact Fast Signs and other vendors to inquire about pricing for creating new signs.
- **Staslie** will email the former CHNA board to get an electronic copy of the existing CHNA logo.
- **Andrea** will contact Precinct Chair Winnie Hinson to find out if she has and would be willing to give us the metal sign stakes from old election signs.

9) **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) Richardson Reads One Book – Bluebird, Bluebird by Attica Locke - Author Lecture and Book Signing on September 24, 2019 at 7:30 p.m. at the Richardson High School Auditorium
  - 2) July meeting date, time, location, agenda, guest speakers
  - 3) Advertising CHNA website
  - 4) Dues
  - 5) How to become a member

**Action Items:** *(Due July 4)*

- **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.