



Hillcrest Community Civic Association

"Working Together for a Better Community"

www.HillcrestDC.com

P.O. Box 30895, Washington, D.C. 20030-0895 phone: (202) 584-2703

Minutes of the Board Meeting

November 1, 2014

In attendance

| | |
|-----------------------|--------------------|
| Karen Williams | Sheila Brown |
| Michelle Phipps-Evans | Kenneth E. Burke |
| Monica H. Evans | Phillip J. Hammond |
| Deborah Johnson | David Kirkpatrick |
| De'Andre Anderson | Donald Murrey |

The HCCA Board meeting was called to order at 9:38 by Karen Williams, President. The Board was asked to review the minutes of the October 4, 2014 meeting. The minutes were approved without modifications.

The November 1, 2014 Treasurer's Report was distributed by Monica Evans, Treasurer. She indicated that a BB&T Account Representative will attend the membership meeting today.

Issues added to the agenda

- Nominating Committee recommendations
- Holiday

COMMITTEE REPORTS

Communications – Karen Williams

In Mattie's absence Karen indicated that there were problems with the newsletter. It did not get completed.

Education and Recreation Report – De'Andre Anderson

Attending meeting with Ward 7 Education Council regarding Fletcher Johnson on November 5th. DMV will be announcing the charter school. Ward 7 submitted an RFO on Fletcher Johnson. Proposed raising the school and building a better facility.

Environment Committee – Mary Ross not in attendance

Phil Hammond indicated that the Committee is working on the action plan and goals for 2015.

Membership Committee - Phillip Hammond

Nothing to report.

Hospitality – Alice Burke is under the care of her doctor.

Fundraising Committee – Sheila Brown

Reviewed the cost of the holiday luncheon. The Board needs to consider subsidizing the luncheon. Attendees pay a portion and the HCCA would pay the balance. Motion was approved to subsidize the holiday luncheon. Based on the menu the total would be \$37.08 per person. It was agreed to a charge of \$20 per adult and \$10 for anyone aged 12 and under. Balance would be subsidized.

Issues and Announcements

Nominating Committee – Don Murrey

Reviewed the dates and the process with the Board. The Committee is starting a new process for the next election (2017/18). Proposed changes to the voting process. Question – Do we elect candidates by a majority or a plurality? This is for future discussion, needs clarification. Don provided the proposal in writing. The proposal is attached to these minutes. He also proposed a form. Also attached to these minutes.

Kenneth Burke provided a printout of the election process according to the By Laws. Karen Williams read from the printout. The election process is a combination of Roberts Rules and By Laws. The wording of the printout is attached to these minutes.

Holliday Tree – Sheila Brown and Phil Hammond

They are still working on the arrangements. Suggested sponsoring donations to an organization as admission to the event. The event will be held at Branch Avenue and Erie. There will be decorating of the tree along with hot chocolate. We need to be mindful of other religious observances. Will keep it simple, lights and a few bulbs. The Holliday Tree event was approved by the Board.

Scholarship

Now has \$1,610.00. Is it time to establish the process for awards? De’Andre indicated that the process will be established. The scholarship application will be sent out to the Board for review with the criteria for award. The Education Committee will report back to the Board on the application and the process.

Question – Where do the Hillcrest Day funds go? This needs clarification. Any funds for the scholarship should be clearly indicated when the funds are given to the Treasurer.

ADJOURNMENT

Meeting was adjourned at 10:30am

Respectfully Submitted

Deborah Johnson, Recording Secretary

Attachments

Memorandum

From: Donald G, Murrey, Chair, Nominating Committee

To: HCCA Board Members, 2013-2014

Subject: Change Recommendations to HCCA By Laws Governing the HCCA Election Nomination Process, 2017-2018 Term

The Nominating Committee (2014) proposes that following change recommendations to the HCCA By Laws governing the election nomination process for Board member candidates/nominees seeking terms, 2017-2018.

- (1) Calendar of Election – We are recommending three (3) HCCA election nomination activities back thirty (30) days. August rather than the September meeting would be the starting month for informing the membership of the pending election and forming the nominating committee. September rather than October meeting would be the starting month for the nomination committee to report the proposed slate of officers. October rather than November month would be when the Newsletter is mailed out to the membership providing the names of all nominees or candidates for election. The election itself will still be held at the November meeting.
- (2) We propose that each HCCA nominee or candidate be required to complete a new Election Nomination Form by the 2017-2018 election term and submit it to the Nominating Committee by the last week of September during an election year. The Nominating Committee would make available all nominee/candidate forms on the Hillcrest website online and at a central, secure site in the Frances Gregory Library.
- (3) We propose that ballot collection and vote counting be done in the same location site so it is an open, public, and transparent process.
- (4) Finally, we propose that by the 2017-2018 HCCA election that eligible HCCA voters who cannot be physically present at the November election meeting be allowed to cast an absentee or early vote by the last week of October of an election year. The Nominating Committee would be the custodian of those sealed votes and they would only be opened and counted at the November election meeting.

HILLCREST COMMUNITY CIVIC ASSOCIATION
ELECTION NOMINATION FORM
ELECTION OF MEMBERS TO THE BOARD OF THE HILLCREST COMMUNITY CIVIL ASSOCIATION
Term Beginning January 01, 2015

This nomination form is intended to facilitate the presentation of candidates to the Hillcrest Community Civil Association in accordance with the By Laws. Section 3. Election and Term of Office.

Nominee Information

Nominee Name: _____

Nomination for the office of: _____

Background Information

Address line 1: _____

Address line 2: _____

State: _____ Zip Code _____

E-mail id: _____ Telephone: _____

Brief Personal Summary of Experience and Background

Please provide a brief summary of the nominee's relevant experience and background including why you are seeking the office.

Nominee Signature: _____ Date: _____

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ARTICLE 3
DIRECTORS
Section 1

The Association shall have up to twenty one (21) directors, collectively they shall be known as the Board of Directors. These Directors shall consist of seven (7) at-large directors who will be elected officers (President, First Vice President, Second Vice President, Recording Secretary, Treasurer, Chaplain and Parliamentarian); seven (7) directors who will chair the seven Standing Committees; and ex-officio members.

SECTION 3
ELECTION AND TERM OF OFFICE

Regular elections shall be held in November every two years. Terms begin in January. No later than one hundred twenty (120) days prior to the term of office (September), notice to the membership shall be given and a nominating committee shall be formed. Thirty (30) days hence (October), the nominating committee shall report to the membership a slate of candidates; sixty (60) days hence (November), election of officers and directors will be held for all vacant positions.

QUALIFICATIONS

Directors shall be of the age of the majority in the District of Columbia. Other qualifications for directors of this association shall be as follows:

- Live within the service area of the Hillcrest Community Civic Association, or be deemed by the board to have significant interest in community.
- Pay annual membership dues for the current year; and,
- Be eighteen years of age or older.

SECTION 5
DUTIES

It shall be the duty of the directors to:

- a) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by these Bylaws;
- b) Appoint and remove, employ and discharge, and, except as otherwise provided in these Bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents and employees of the association;
- c) Supervise all officers, agents and employees of the association to assure that their duties are performed properly;
- d) Meet at such times and places as required by these Bylaws.
- e)

THE HILLCREST COMMUNITY CIVIC ASSOCIATION

VOTING AND COUNTING PROCEDURES

NOVEMBER 1, 2014

The following guidelines for the Election Procedures and Tellers for the HCCA elections represent either direct quotes (as indicated by italics) or summaries of procedures stated in either the HCCA By-laws or Robert's Rules of Order, Newly Revised (11th Edition, 2011) DeCapo Press.

The group (the tellers) responsible for counting the votes at the election is separate from the Nominating Committee. The tellers are appointed by the President. [RONR (11th ed.) p. 414, II. 6-9]

"The same person can be nominated for more than one office, even if voting for all offices is to take place at the same time on a single ballot." [RONR (11th ed.) p. 432, II. 15-19]

"Votes can be cast for any person who is eligible for election, even if he has not been nominated." [RONR (11th ed.) p. 439, II. 22-23]

After the nominating committee has presented its report and before voting for the different offices takes place, the President must call for further nominations from the floor. [RONR (11th ed.) p. 435, II. 9-12]

The chairman of the tellers committee reads the tellers report (which includes the number of votes each candidate received, but does not declare the winner(s)). The result is always declared by the President. The tellers report should be entered in full in the minutes. [RONR (11th ed.) pp. 417-8]