



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 5, 2016

In attendance

Michelle Phipps-Evans
Boyle Stuckey
Kenneth Burke
Ruth V. Lewis
Deborah Johnson

Phillip Hammond
Mary F. Ross
A. Yvonne Burke
James Perkins, Jr.
Sheila Brown

Michelle Peete
Linwood Robinson
Monica H. Evans
Jeanne Contardo

The HCCA Board meeting was called to order at 9:35 am by Michelle Phipps-Evans, 1st Vice President.

It was announced that Frank Anderson, Chaplain had passed away. The information on the arrangements will be provided to the Membership as soon as possible. A moment of silence was held in his honor.

It was suggested that the election of the HCCA Chaplain be postponed and held at a later date. The Board agreed to propose this to the Membership. Michelle Peete agreed to make this motion to the Membership.

The minutes were read by Deborah Johnson, Recording Secretary. The minutes were approved with changes.

Sheila Brown requested that the Board discuss the Tree Lighting event earlier in the meeting because she had to leave. This change in the agenda was approved.

Tree Lighting Event – Sheila Brown

The Tree Lighting Committee met in early October. The live tree has been purchased. Ms. Howard is working with Casey Trees to prepare the location for the tree for planting. The tree is expected to grow to 10 feet. It is now 5 to 6 feet. Casey Trees is helping with this at no charge to the HCCA. The Committee will ask the Membership today to donate baked goods for this event.

The Committee requests an additional \$250.00 for miscellaneous material to transport the tree to the planting location. They may not need the full amount. \$200.00 was donated by H.R. Crawford for the event which was already used to purchase the tree. Donations for Pathways to Housing DC will be taken at this event. Donations are needed from the Wish List. The Wish List will be provided to the Membership.

A motion was made to provide the Committee with the additional \$250.00 for the tree lighting and trimming event. The motion was approved by the Board.

Monica Evans, Treasurer gave a summary of the November 5, 2016 Treasurers' Report. She has received a check from Event Brite for \$30.00. This may be for T-shirt sales.

Regarding the credit/debit card, it has been activated. The draft policy on the use of the card was distributed and read to the Board. There was discussion on the draft policy and who is responsible for conducting transactions including how the Board would know who is making purchases. A question was also raised as to why there is a second signatory on the account.

A motion was made to make the draft policy final. The motion was approved by the Board. There was one who opposed (Mary Ross) and one who abstained (Monica Evans).

Committee Reports

Fundraising – Michelle Peete

No updates.

Membership – Phillip Hammond

No updates.

Communications – Ruth Lewis

No updates.

Education – Jeanne Contardo

No updates

Environment – Mary Ross

Work Plans were mentioned. The Board was reminded that Work Plans need to be prepared for 2017. It was agreed by the Board that it is a good idea to draft Work Plans for the incoming elected officials.

Public Safety – James Perkins

No updates.

Hospitality – Yvonne Burke

There is a change in the cost of the holiday event. The cost is \$1,359.00 (\$28.00 – Adults, \$12.00 – Children, No cost for children age 5 and under). Michelle Peete will collect money at the Membership meeting today. In case there is not enough money collected for the deposit by the time it is due, the Committee asked for permission to pay the deficit. Also, the Committee asked if attendees could be open to all instead of just the HCCA Membership.

A motion was made to provide \$680.00 downpayment with the stipulation that we get the Membership to commit to attend the December holiday event today or by the time the deposit is due. Otherwise the event will be cancelled. The Board approved this motion.

Michelle Peete suggested a silent auction be held at the holiday event. This would be a problem because money cannot be exchanged at an event held at the Rec Center.

Policy for Deceased Board Members – A discussion was held about the need to establish a policy. It was agreed that there will be a news story in the newsletter regarding the passing of Frank Anderson.

A motion was made to purchase flowers or other item at a cost no more than \$200.00 (closer to \$100.00) on behalf of the HCCA. Motion was approved by the Board.

ADJOURNMENT

Meeting was adjourned at 10:30 am

Respectfully Submitted

Deborah Johnson
Recording Secretary