

COVNA Executive Board Meeting

January 18, 2024, 6p - Denise's house (2503 Comburg Castle Way)

1. Call to order & Attendance- Denise, Will, Ron, Rita, Julie and Dorothy
2. Pending Business
 - a. Welcome new members- Julie, Rita and Dorothy
 - b. Review duties, expectations, roles, terms, etc.- Denise reviewed bylaws as the board's duty is to uphold and carry out, highlighting the board's role to increase the quality of life for neighbors. We reviewed terms for each member- Ron and Will are in the second year of their two-year term. Julie, and Dorothy began their two-year term January 1st, Rita's one year begins as well. Denise is beginning her two-year term as acting President and will continue to serve as Immediate Past President after. Rita's position is up for election at the end of this year. We are very thankful that she filled the vacant position, so it's ANC Rep, Treasurer, and VP that are up at the end of this year, and President, Secretary, and Newsletter Editor that just started two year terms. There is no limit for ANC rep or any other position besides President, so I would encourage Rita to throw her name in the ring again in December.

ACTION ITEM: All board members should read/review bylaws in full.

- c. Membership update- Ron shared update on membership, concerned over our low numbers as we have 16 active members. Ron explained that historically, membership increases as the first newsletter is circulated and neighbors receive the membership renewal slip.

ACTION ITEM: Ron will purchase envelopes to include with February's newsletter so that members can mail dues directly. (Board voted to cover these costs as Ron has paid out of pocket in years past.)

3. New Business
 - a. Set budget for upcoming annual events- With low membership numbers our budget is directly impacted. COVNA current balance is \$8,978.74. Ron shared our base budget is around \$8,000 leaving our working budget for events very low. He prefers to stay revenue neutral each year, meaning we do not dip into reserve funds and only spend funds collected by membership each year. All members agreed to simplify future event spending due to our low membership/budget.
 - b. Set events calendar- all event dates scheduled, locations TBD, will be set at future meetings
 - i. Garage Sale- April 20th (\$0 event) bulk pick-up for the neighborhood is April 22. Tom Bray will provide the signs and may need additional stickers, etc to update them for this year's date. We will need to gather volunteers to place signs in

advance of the garage sale. Garage Sale will also be marketed across Facebook, Nextdoor and other free online opportunities.

- ii. Spring Fling- May 4th, COVNA providing burgers/hot dogs (Will to get hot dogs donated) potluck sides and baking contest. May the Fourth be with you!
 - iii. Summer Parade/Picnic- June 29th
 - iv. National Night Out- October 1st
 - v. Halloween Block Party- October 26th
 - vi. Holiday Party/Elections- Dec 7th, around 1:00 PM
- c. Next newsletter - frequency, deadlines for next newsletter, walkers- 2024 to feature 4 newsletters in February, April, July and October. Julie discussed timelines on her end for turnaround. Copy deadline will be at the beginning of the month with distribution end of month. The group discussed content for the next newsletter which will include a letter from Denise, ANC update from Rita, membership renewal and this year's planned event dates.

ACTION ITEM: Julie to send out deadlines for Newsletter content. Rita to send an ANC update after next week's meeting and Denise to send President's update to include in the February Newsletter.

4. Future agenda items- Planning details for future events and potentially featuring guest speakers. Denise stated will be going back to business meetings at the beginning of all events as we have done in years past.
5. Future meeting dates – will add to agenda as we go, call for businesses for newsletter, once a month meeting scheduled as follows- Feb 15th meeting Ron will host, (skip March due to Spring Break,) April 11th, May 16th, June 13th, Sept 12th, Oct 10th, Nov 14th

ACTION ITEM: Dorothy to send Calendar invites to board for all upcoming meetings and events.

6. Adjourn 7:18 PM