

Corrections in bold

Approved June 6, 2019
Admiral Heights Improvement Association Board Meeting
May 9, 2019

Called to order: 8:10 p.m. by President Scott Gibson at Maria Lebow-Little's home.

AHIA board members in attendance: Norm Crews, Martha Thorn, Gibson, Grant Garcia, Bo Conroy, Lebow-Little and John Leupold.

Not in attendance: Tonya McGinnis, Cindy Radulovich, Mario Schiappacasse, Derek Lotfi and Jim Burdick.

Payments: Members who use PayPal could potentially subscribe to auto payments, which would reduce the number of manual payments that need to be posted.

Someone suggested asking a sample group to use one of these payment methods to see what kind of feedback the users give. Sample groups might include Boat Club members or kayak rack renters who are required to be AHIA members.

If there's no negative feedback, members might be encouraged to use these payment methods. Checks and single-payment Credit Cards would still be accepted.

Leupold is investigating setting up payment through credit cards at the annual board meetings. Someone suggested using "Square," but other board members felt this wouldn't work because Germantown Elementary School doesn't have WiFi or cellular service.

Minutes: Minutes for the April meeting were approved. Gibson will send out February minutes for approval at the next meeting.

Names of the new members need to be corrected in both the March minutes and the April minutes that were emailed.

Treasurer's Report: The board discussed AHIA's contributions to the dock project (\$8,000 from savings and \$6,000 from donations) for a total of \$14,000. It also discussed its first contribution to the escrow account -- \$750.

Leupold will add a column to the next treasurer's report to make it easier to track the progress in funding the dock. There's a difference between the "gross" and "net" donations because AHIA "loses a small part" of the donations. Another column will be added so the Grounds Committee can more easily see the money remaining in its budget.

All the money in PayPal has been moved into the checking account. The gravel and donuts for GreenScape and the Severn River Association dues were paid.

The treasurer's report was approved.

Dock project: What happens if the dock project comes in over \$40,000? The Boat Club and AHIA will have to renegotiate. If it's a small amount over, AHIA may contribute more, but if it's a larger amount, we won't be able to help. In case of financial hardship, either the Boat Club or AHIA can unilaterally cancel the lease. The agreement is to do what we can afford now and defer what we can't afford to a later date. The Boat Club is in charge of the project and will decide what must be done now and what can be deferred.

We're currently in the "permitting" and "discovery" phase of the project. Bills will be paid as they come due with a 65 (Boat Club) and 35 (AHIA) split. Either AHIA will pay the bill directly or it will reimburse the Boat Club. Leupold will reach out to the Boat Club's treasurer. The plan is to start construction after Labor Day.

The dock is usable this summer. We don't have a rough schedule of milestones yet. When we do, Conroy will follow the progress of the money and contract. Jim Golden of the Boat Club will be in charge. Gibson will send Conroy Golden's contact info.

Meetings: Gibson is looking for volunteers to host the meetings. Lebow-Little will host the June 6 meeting and Conroy will host the Sept. 5 meeting. Gibson recommends the July 4 meeting be canceled. The August meeting is up in the air. If we need to meet to discuss dock developments, we will. If not, we'll cancel it. The Jan. 2 meeting will be moved to Jan. 9. Gibson will send out reminders before the meetings.

July 4: Leupold and Garcia may not be there. Thorn will contact the fire and police departments. We need flags, goody bags and/or prizes, traffic cones, water, cookies, table cloths, bunting, and snacks. The realtor on the corner has a sound system. Burdick has the stuff from last year. Carrie Do has organized in the past. We need to line the road with flags.

Gibson is going to ask Lotfi to head a Family Events Committee since his wife runs the Easter egg hunt.

Reserving rooms: Gibson needs to reserve rooms for the general membership meetings and the Halloween party. Burdick and Amanda Garcia have the contact information with the Recreation and Parks Department. You just have to call and fill out a form.

AHIA Archives: Gibson has four boxes of AHIA archives passed down from previous presidents. He plans to go through them and scan the ones we need to keep. Burdick and Leupold have already sorted some papers to find proof of our not-for-profit status. Since AHIA wasn't on file with the state, Leupold had to recreate AHIA history using the papers. He sent about 50 pages to Go Fund Me to justify AHIA using the site for its fundraising.

However, about 90 percent of the papers (minutes, flyers, etc.) could be thrown away.

Community involvement: Non-board members were praised for organizing events – Nina Fisher on GreenScape; Keren Lotfi on the Easter egg hunt; and Carrie Do on Fourth of July.

Signs: Garcia is researching signs. He's already discovered that vinyl banners would be cost prohibitive. Events to be promoted on signs include general membership meetings, Easter egg hunt, yard sales, GreenScape, Halloween party, Fourth of July bike parade, block party and Santa Run.

Miscellaneous: Information about the mosquito spraying has been posted on AHIA website and emailed.

Water quality will be tested for swimming.

Did the former treasurer file the tax paperwork for 2018? Gibson will check with Burdick.

To do: Make name corrections in March and April minutes before sending to Leupold for posting – Thorn

Post minutes – Leupold

Email February draft minutes to board members for approval at next meeting - Gibson

Add columns to the next treasurer's report to track progress in funding the dock and show the Grounds Committee the money remaining in its budget - Leupold

Reach out to Boat Club's treasurer – Leupold

Send Jim Golden's contact info to Conroy – Gibson

Contact fire and police departments about Fourth of July – Thorn

Ask Lotfi to head a Family Events Committee – Gibson

Reserve rooms for general membership meetings and Halloween party – Gibson

Go through boxes of AHIA papers – Gibson

Research signs - Garcia

Check with Burdick about AHIA's standing - Gibson

The meeting was adjourned at 9 p.m. The next meeting is scheduled for Thursday, June 6, at 8 p.m. at Maria Lebow-Little's home.

Submitted by Martha Thorn, Secretary