

**Lakewood Forest Civic Association
Board Meeting Minutes
January 14, 2020**

The meeting was called to order at 7:04 pm by President Jodi Cole. Other board members present were: Barbara Ward, Lori Estepp, Mary Ales, Linda Musthaler, Mary Blacklock, and Jasmine Hurey.

Guest: Scott Johnson

Minutes

The minutes from the November 2019 meeting were read. (There was no meeting in December 2019.) Following a few corrections, Lori E. moved to accept the minutes and the motion was seconded by Mary A. and passed unanimously.

Treasurer's Report

The financial reports for November and December were distributed by Mary A. The balance per bank statement at the end of November was \$29,578.52. Accounting for outstanding checks, the actual balance was \$29,546.14. The balance per bank statement at the end of December was \$29,337.92. Given there were no outstanding checks, the actual balance was \$29,337.92.

Mail Call

The following items were received in the mail in the past two months:

- Reliant bills in the amount of \$73.64 in December and \$76.78 in January
- A Christmas card from a resident along with her association dues
- A thank you note from Hamilton Middle School for the donation we provided to the school
- Thank you cards from three of the recipients of the military care packages
- A letter from a resident asking why we haven't published neighborhood crime statistics in the Civic News lately. (We no longer get those statistics from the Fund, as they publish them in their e-newsletter.)
- A letter from the IRS regarding our tax exempt status, which we have never had
- A letter from Higginbotham Insurance regarding our payment being late. Mary A. reports that we sent a check on November 12.
- LFCA Dues collected via individual checks for \$265

Administrative Report

Committee Projects and Reports

Garden Club

Liaison Mary A. reported that the Garden Club participated in laying wreaths on graves at the Houston National Cemetery in December. She and her husband attended and found it to be a very moving ceremony and they recommend people attend next year.

Mary A. spoke at a recent Garden Club meeting to ask members to join LFCA. She did sign up several residents that day.

Web Page

Linda M. reported that the website was up to date.

Civic News Newsletter

Deadline to submit content for publication in the February issue was January 11. Barbara still has time to put an article about the scholarships on the front page. She needs the essay theme by January 16 at the latest.

Scholarships

Jodi will chair the scholarship committee this year, and Scott, Jasmine, Lori, Linda and Mary A. will assist with judging the applications. Jodi, Linda and Lori will meet to come up with an essay theme so that it can be published in the February issue of *Civic News*. Students will need to submit their essays and applications by March 19.

Christmas Party

The 2019 party was held at Tuscany Italian Bistro on Grant Road. Those who attended enjoyed the evening.

Curb Painting

Tabled until 2021.

School Donations

Tabled until later in the year.

National Night Out

This event will be Friday, October 9, from 6 pm to 9 pm. Jodi will check on availability of the LRC. Sandy Matto from the Fund reached out to offer support for this event. Additional planning will be done as we get closer to fall.

Military Care Packages

Linda reported that 8 packages were sent to service members—2 to foreign bases and 6 to domestic locations. It's possible that one package was not received by the intended service member. Since the package was insured, Linda will attempt to put in an insurance claim with the postal service. Linda spent \$371.94 on contents and postage for the 8 packages; we had budgeted \$500. Several residents provided items for the boxes; no cash donations were received this year. Linda suggests that for the 2020 project we ask residents to donate items for the boxes in order to spend less on contents.

Eggstravaganza

The date and time for this event is Saturday, April 4, 2020 from 12-2 pm, pending confirmation of availability of the LRC. Jodi will confirm. Jasmine and Linda offered to co-chair. Lori offered to be on the committee. We need to put a "save the date" blurb in the next *Civic News* and a full article in the March issue.

Community Garage Sale

The spring garage sale will be held the weekend of April 24-26. Mary B. will chair the event.

Fourth of July Parade

Jodi and Mary B. will co-chair this event. Sandy Matto with the Fund offered to help.

Social Media Liaison

Linda M. is willing to be the Nextdoor liaison for the Civic Association. Jodi set up a "LFCA" login so that posts can be from the Civic Association and not from an individual. Jodi has offered to be the liaison for Facebook and Instagram.

Old Business

Financial verification of our funds was done in December.

In pursuit of a tax-exempt status, Barbara and Scott Johnson will investigate what we need to do with IRS form 990. Michael Lindauer had pulled together a lot of documents pertaining to this.

We discussed what to do about the printed directory of Lakewood Forest residents. This is a costly document, especially for mailing. We could reduce costs by choosing a less expensive type of binding. We will discuss in February, as Barbara would need to get started on production in April if we choose to continue the directory.

A response to the Fund's letter regarding LFCA billing for next year has been tabled for now. We will discuss our response at a future meeting.

Jodi made a motion to reimburse Linda \$371.94 for expenses pertaining to the military care packages. Mary A. seconded the motion and it passed unanimously.

Jodi made a motion to reimburse Mary A. for office supplies. Jasmine seconded the motion and it passed unanimously.

New Business

We discussed whether to change the day of our monthly board meeting, primarily to avoid conflicts with the Fund when they move their meetings to the second Monday of the month. We decided to leave the meeting date as is—the second Monday of the month.

Sandy Matto from the Fund sent an email asking if LFCA would like to partner with the Fund to sponsor and host several events, including:

- 1) An Evening with Elvis, solo impersonator with a 1 hour catered dinner, BYOB (open to all LWF residents and if the LRC wishes to participate all LRC members as well)
Saturday April 25, 2020 6-10 pm
(www.vincekinglive.com)
- 2) Bingo / Pool Party, Free Bingo, Free Prizes, Food Trucks BYOB (open to all LWF residents and if the LRC wishes to participate all LRC members as well)
TBD (August, Before school year starts)
- 3) Texans Football and Chili Cook Off Contest BYOB (open to all LWF residents and if the LRC wishes to participate all LRC members as well)
TBD (Sept / Oct)
- 4) Breakfast with Santa Event (open to all LWF residents)

Saturday December 5, 2020 9-11 am

The Fund is also offering to assist with sponsorship of National Night Out, pending availability of funds.

With the exception of Breakfast with Santa, none of these events are in our budget, which was approved at our annual meeting last October. Linda made a motion to notify the Fund that LFCA will help fund and coordinate the Breakfast with Santa event and will provide volunteer help but no funds for the other events. Lori seconded the motion and it was passed unanimously. Mary A. will notify Sandy Matto of the decision.

Linda brought up the issue of raising funds for LFCA this year. We will ask the Fund if we can have a table and speak at their annual meeting on February 3. We'd like to pass out flyers and ask people to pay \$10 to join LFCA. Mary A. will talk to Heidi about this request. Linda will put an article on Nextdoor to remind residents to bring a check or cash to pay their LFCA dues at the Fund's annual meeting.

Lori made a motion to appoint Scott Johnson as a board member and Treasurer of the LFCA. Mary B. seconded the motion and it carried with a majority vote.

Mary A. mentioned that we will need to officially change names on our bank account documents. Scott will need to sign the signatory card to be authorized on the bank accounts.

Close

Mary A. moved to adjourn and the motion was seconded by Mary B. The meeting was adjourned at 9:17 pm.

The next scheduled meeting is February 10, 2020 at the Fund office.