**PHNA Board Meeting Minutes**

**4/24/2018**

1. Board Members in Attendance: Trevor Armstrong, President; Charles Heimsath, President-Elect; Frank Walsh, Treasurer; Ron Unger, Treasurer-Elect; Barbara Hunt, Secretary; Jane Hayman, Bylaws/Policies and Procedures.
2. Call to order at 6:35 pm; verify attendance and establish quorum: Completed.
3. Reviewed agenda.
4. Reviewed and approved March minutes.
5. Office Reports
6. President Trevor Armstrong reported that the security fund is still alive because of recent contributions that were a response to a plea for money.
7. Vice President Charles Heimsath reported that he, Jane Hayman, and Lisa Stark-Walsh had met and discussed simplification of the voting process. Lisa said that she would draft new, simpler regulations regarding voting. The voting process will begin in September instead of August.
8. Secretary Barbara Hunt had no report.
9. Treasurer Frank Walsh presented the financial report. Jane Hayman asked how Sasha Edwards, our bookkeeper, charges, since fees differ from month to month. Frank said that it depended on the time she spent on it. Jane also wanted to audit carriage ride financial figures, saying that there is a discrepancy, and it appears that PHNA made too much profit. Frank said that he would find out before next month’s meeting. She also wants to see the contracts on the website. Frank said that the neighborhood’s taxes had been prepared, we had gotten an extension, and we owe no money.
10. Treasurer-Elect Ron Unger distributed copies of a report showing security contributions in the past year and numbers of participants. He would like to know how we can gain new contributors and more contributions. Unless we send an email blast every month, how can we keep it alive? Right now, emails are our only tool.

VI. Committee Reports

1. Communications Committee – Trevor said that he will post the March minutes on the website and that the calendar needs to be updated on the website. He will give Jane the password so that she can help him keep the website current. Ron said that we need to have separate log-ins for members of the Board to access the PHNA Google Drive. It was agreed that we need a professional to manage the website, and Trevor said that he would post a request for a manager on NextDoor. Jane asked that the meeting minutes be posted on NextDoor, and Trevor said that this could be done one time, on a trial basis, to see if there is a response.
2. Bylaws and Policies and Procedures Committee – Some of this was discussed earlier in the meeting. Jane said that, after the election amendments are written and accepted by the board, they will begin drafting needed updates on the Bylaws. Then they can be voted on at the picnic.
3. Environment Committee – Marion Forbes was not in attendance. The board wondered how much money the triangle parks fundraiser had made. Trevor, as PHNA President, agreed to contact Keep Austin Beautiful to find out the status of the triangle fund. It was suggested that individual people might adopt a triangle for a year to handle the maintenance.
4. Traffic and Safety Committee – This was covered earlier.
5. Government Affairs Committee – Ben was not in attendance. It was noted that the petition to put CodeNext to a vote is still iffy. According to the City Council, zoning is not supposed to be something that is put up for a vote.
6. Social Committee – Barbara Hunt reported that the Neighborhood Garage Sale was successful. Eighteen families participated.
7. No open forum
8. Old Business – None
9. New Business
	1. Ron said that for the security of the Google Drive and Email accounts, all Board members should have access to these accounts. Ron said that he can administer the account. The President, Treasurer, and Treasurer-Elect should have access to these accounts.
	2. Picnic – Jane announced that we need more promotion and we need bouncy houses. She thought we could recruit previous picnic coordinators to help. Trevor agreed to get quotes on bouncy house rentals. Barbara promised to make signs and have banners made. Charles volunteered to contact Rudy’s about catering. It was agreed that each Board member would come to the next meeting with three suggestions for picnic committee members and volunteers.
	3. Trevor said that Dale Van Sickle is concerned about damaged tile street signs. It was agreed to ask her to get repair proposals and the Board would consider them.
	4. Jane said that the Directors and Officers insurance which the Board carries is wrong. The premium covers directors’ liability and does not cover liability at neighborhood events, such as carriage rides and bouncy houses at the annual picnic. The premiums are also too high. We don’t collect enough money in dues to pay for a premium of that amount.
10. The meeting was adjourned at 8:30 pm. The next meeting will be on Tuesday, May 22, at 6:30pm, at the home of Barbara Hunt, 1600 Preston.