

Cherrywood Neighborhood Association Steering Committee Minutes: Approved

Wednesday, February 10, 2021 | 6:30 PM

Location: Zoom ID: 254 172 8972

Attendees:

P	Jim Walker, Chair	P	Cara Breton, Member
P	Allen Hah, Treasurer	P	Jeri Spence, Member
P	Sharon Lynch, Secretary (late)	P	Brandy Savarese, Member
P	Girard Kinney, Member	A	Matt Harriger, Member
P	Jules Vieau, Member	P	Sean Griffin, Member
P	Adam Packer, Member	A	Adam Sparks
V	Jim McKay	G	Unji Udeshi
G	Tim Loving	G	James Gray

P = Present A = Absent V = Visitor (resident) G = Guest

Agenda:

1. The meeting was called to order. There is a quorum.
2. The agenda was submitted prior to the meeting for additions and adoption,
3. Citizen Communication (3 min speaker, up to 5 speakers):
4. The minutes of the previous SC meeting was reviewed and
5. Community Presenters:
 - a. Austin Energy Tree Trimming Notice
 - b. Bikeways Proposal
6. Reports/Discussion/Action from Officers and Committees
 - a. Allen Hah presented the Treasurer's Report: The CNA cash balance as of 2/10/21 was \$4,201.73 and including payment for the Flea and credits/debits for prepaid/unpaid ads, our net position is \$3,599.54. We're up about \$500 this month because of the publication of the February edition of the Flea.
 - b. Girard Kinney and Brandy Savarese presented the report of the Land Use/Transportation Committee
 - i. Hancock Center HEB expansion.
 - c. The Flea Report
 - i. Recruitment of a new editor for the Flea as JPM is resigning. We need someone with some experience in copy editing. The Flea is our notification avenue to tell residents what is happening. We also need to step up our social media presence.
 - d. Jim Walker reported UBC Update: has not met.
 - e. Jules Vieau reported on the ANC Update: regrouping, re-examining non-profit status.
7. Updates on CNA Programs and Projects (Discussion and Possible Action)
 - a. IH-35 / NCINC3 planning

- i. Phase 2 of TxDOT scoping period feedback will be extended. We will ask residents to comment, volume matters. City Council Member Tovo is supportive of neighborhood-centric zones on the frontage road. Jim W. will refresh our letter to speak to the second phase.
 - ii. Frontage road principles: start with a vision, then think about how to get there. Limit incursion into the neighborhood.
 - b. Cherrywood Green: Girard K solicited deliveries of large limbs to the area to stop erosion.
8. Ongoing Business (Discussion and Possible Action)
 - a. Hancock Golf Course Update: discussion on what our stand should be regarding support or not. There is some lack of consensus among HNA members. We will probably support whichever stand they take but we are supportive of a green space.
9. New Business (Discussion and Possible Action):
 - a. Steering Committee Officer Election Incumbents:
 - i. Chair – Jim Walker
 - ii. Vice-Chair – vacant Girard nominated Brandy. She accepts.
 - iii. Treasurer – Allen Hah will continue
 - iv. Secretary – Sharon Lynch will continue
 - v. GK seconds slate of officers, JW approves, Cara seconds.
 - b. Reaffirming standing committees leadership and responsibilities: we want to get more neighbors involved, create new opportunities, infuse new blood. See Appendix A for definitions and details of the committees.
 - i. Land Use/Transportation
 - ii. Nominating standing in By Laws: needs at least one or two members more robust effort to serve on the serving committee to solicit new members. Could be an outreach group. We will take comments now and revisit
 - iii. Flea
10. Recommendations for Future SC Agenda Items and Meeting Date
 - a. Next Steering Committee meeting: Wednesday, March 10
 - b. Next General CNA Meeting: Wednesday, May 19
 - i. Bikeways
 - ii. Communication committee
 - iii. IH-35 update
11. The meeting was adjourned at 8:00 p.m.

Minutes are incomplete as the recorder did not arrive until 7:00 p.m.

Appendix A:

Re-formalizing CNA Committees

- Land Use/Transportation
- Nominating
- Flea Newsletter

Issues

1. Land Use and Transportation Committee
 - a. Need to reformatize and expand ahead of I-35 and LDC rewrite discussions
 - b. Scheduling, notification for regular meetings, communications
 - c. Membership management
 - d. Reaffirm LU/T membership eligibility criteria
2. Nominating Committee
 - a. Need to reestablish
3. Flea Newsletter
 - a. Currently this important communication tool runs per the personality of the editor. We need tighter management of volunteers, writers, and process to make work easier.
 - b. Flea Editor needs to be appointed, it is a “state-run” paper that represents our NA. Editor runs the production
 - c. Need to improve volunteer engagement and retention, production schedule management, content management, staging articles, photo library
 - d. Expand integration with social media? Instagram?
 - e. Coordinate between listserv/Nextdoor

Roles/Responsibilities

1. Flea Newsletter
 - a. Steering Committee
 - i. Recruits, appoints Flea Editor (two year term)
 - ii. Helps recruit volunteers for Flea coordinator positions
 - iii. Helps solicit and create content for articles as needed
 - iv. Decides on cover/front-page article for each issue
 - b. Flea Editor
 - i. Recruits, retains, manages volunteers
 - ii. Ads, committee updates, Kids Corner, images/photos
 - iii. Solicits content for articles
 - iv. Attends monthly Steering Committee meeting prior to quarterly Flea production
 - v. Proposes cover/front-page articles for each issue
 - vi. Oversees production schedule, content copy-editing, quality control
2. LU/T
 - a. Steering Committee
 - i. Recruits and appoints LU/T chair (two year term)
 - ii. Helps recruit volunteers for membership
 - iii. Adopts eligibility criteria for voting members of committee
 - iv. Helps identify critical issues for discussion in committee
 - b. LU/T Chair
 - i. Recruits and retains members; maintains contact list
 - ii. Ensures regular and special meetings are held and announced properly
 - iii. Stays current with official notifications of development activity

- iv. Makes initial contact with developers, land owners with projects of interest to CNA

3. Nominating

a. Steering Committee

- i. Recruits, appoints Nominating Committee chair (two year term)
- ii. Helps recruit volunteers for membership
- iii. Adopts eligibility criteria for voting members of committee
- iv. Helps identify critical skill sets needed for steering committee

b. Nominating Chair

- i. Recruits, retains members; maintains contact list
- ii. Ensures regular and special meetings are held and announced properly
- iii. Ensures a slate of nominees is identified prior to annual meeting