



**KEEP DUNCANVILLE BEAUTIFUL
REGULAR MEETING
Council Briefing Room
203 E. Wheatland Road
September 2, 2016
Minutes**

Board Members Present: Madeline Kelley-Schwoch (Chair), Bobby Cutler Hill (Vice-Chair), Frank Alegria, Daneshé Bethune, Lee Burton, Sylvia Clark, Cindy Copeland, Emily Gwynn Barbara McComb, Lonnie McKnight, Dotti Pennebaker, Curtis Smith, Joe Veracruz, Dorothy Wolverton and Council Liaison Dr. Ron Dotson

Board Members Absent: Patti Clemmer, Daniel Flores and Mayor David Green

City Staff Present: Timothy Hamilton, Parks Superintendent and KDB Staff Liaison (SL), Pam Willis, Recording Secretary (RS), and Jessica Smith (SWE) were city staff in attendance.

Chairperson Kelley-Schwoch noted a quorum and called the meeting to order at 8:31 a.m.

1. Public Discussion Period:

No one was in attendance for public discussion.

2. Introduction of New Board Members:

New members introduced themselves to the Board. The new members include Daneshé Bethune, Sylvia Clark, Cindy Copeland and Curtis Smith. Current members in turn introduced themselves to the new members. SL Hamilton and Chair Kelley-Schwoch greeted all of the members and told them that they were glad that they were in attendance.

3. Schedule New Board Member Orientation:

SL Hamilton began discussion for New Board Member Orientation suggesting next week on Thursday, September 8th or Friday, September 9th. New Board members said that they would need to get back with SL Hamilton regarding their schedules. SL Hamilton said he would be in touch with the new Board members to schedule a date and time.

4. Schedule Board Retreat:

The date suggested for the facilitated Board Retreat was Friday, November 11, 2016. SL Hamilton explained that the regular meeting date for KDB would be November 4, 2016; however, he explained that is also Arbor Day and he would explain later on in the meeting regarding the event planned. At the moment no one on the Board had any problems with the rescheduling of the meeting to Friday, November 11, 2016.

5. Consider Approval of Minutes of the Regular Meeting held on June 3, 2016:

Chair Kelley-Schwoch asked if everyone had had time to read over the June 3, 2016 minutes. A motion was made by Board member Wolverton to accept the minutes as written; a second was made by Board member McComb. A vote was taken with a unanimous approval of 14 For and 0 Opposed. Board members Clemmer and Flores were absent from the vote.

6. Discuss National Night Out Participation on October 4, 2016 at the Recreation Center:

Chair Kelley-Schwoch began explained to the new Board members what National Night Out is in case they were not aware of it. SL Hamilton informed the Board that it would be in the Recreation Center Gym instead of at the Duncanville Fieldhouse as before. He also noted that he would not be available for this event. He will be at a conference. Chair Kelley-Schwoch asked if any of the members wanted to take charge of this event. Board member Veracruz said he would take charge and get everything ready. Board members Gwynn and Burton offered to help him also.

7. Discuss Fall Garden Workshop Scheduled for October 15, 2016 at the Senior Center:

SL Hamilton informed the Board that October 15, 2016 had been chosen as the date for the Fall Garden Workshop. Instead of having it outside, it was decided to have it inside at the D.L. Hopkins, Jr. Senior Center from 9 am to 12 pm. Board member Burton had SL Hamilton show pictures of what they might be creating. These showed different bird feeders as well as simple gardening techniques made from plastic liter soda bottles and a watering can from a plastic milk cartons. SL Hamilton passed around a list of speakers that he could call and see if they could attend. Board member Alegria, the point person for the workshop, suggested the KISS (Keep It Simple Sweetheart) for Time Saving Gardening for the title for the LED Sign. RS Willis said she would work on the flyer for the LED Sign.

8. Discuss Arbor Day Participation on November 4, 2016:

SL Hamilton announced to the Board through Tree City USA and the Texas A&M Forestry Service there was to be a project that used 500,000 trees; however, it did not get done and they have all of these trees. Mr. Hamilton explained that he wanted to give to every elementary student, approximately 6,000 students, on Friday, November 4, 2016 a tree sapling to take home. He would like to have 2 or 3 board members at each

school to hand out the trees. He asked the Board if they thought this would be a good idea. It was unanimous throughout the Board. Board member Pennebaker volunteered for Smith Elementary. Mr. Hamilton said details could be worked out at the next meeting. He thought it was also a great time to include the elementary students in the upcoming coat and toy drives.

9. Review and Make Recommendation on Business Beautification Guidelines:

SL Hamilton explained to the Board that because of the Business Beautification Guidelines, church properties or other non-profit properties are not eligible. Duncanville Chamber of Commerce fell into the "non-profit" category and therefore could not be awarded the Business Beautification Award in August. SL Hamilton explained that to be able to nominate a church or non-profit such as the Chamber of Commerce, the Business Beautification Guidelines would need to be amended to include churches and non-profit organizations. SL Hamilton told the Board that he would take it to Council if they voted for the changes. Chair Kelley-Schwoch asked for a vote 13 For; 0 Opposed; 1 Abstain. SL Hamilton confirmed that he would ask the Council for the amendment and change.

10. Recap and Discussion of Keep Texas Waterways Clean 2016 held on June 11, 2016.

SL Hamilton recognized the following Board members Burton, Kelley-Schwoch, Cutler-Hill and Gwynn for participating in this year's Keep Texas Waterways Clean at Lakeside. They gathered several bags of garbage from the park and the lake. It was discussed that a way needs to be found to bring in more community volunteers for the event instead of the same city staff and the same KDB volunteers. This would be discussed in future meetings.

11. Recap of Keep Texas Beautiful Conference held in Sugar Land, TX on June 20-23 and KTB Regional Training held in Denton, TX on August 11.

SL Hamilton explained to the Board that he and Board member Gwynn attended the KTB Conference in Sugar Land, TX on June 20-23. Handouts were passed to each member. SL Hamilton was intrigued by the methods of attaining Corporate Sponsorships; defining a good rapport with volunteers; developing Strategic Partnerships and Planning/Inviting a Waterwise Landscape City Tour. Board member Gwynn was interested in new ways of Developing Planning Possibilities; Incorporating Social Media more; Reaching Out to Youth and Developing a Partnership with Schools in Recycling items such as milk cartons. Board member Gwynn handed out a flyer on this topic to the Board. SWE Smith commented that she had spoken with the Duncanville Independent School system regarding the implementation of a district-wide recycling partnership.

SL Hamilton, Board members Cutler-Hill, Gwynn and McComb attended the Keep Texas Beautiful Regional Training in Denton, TX on August 11, 2016. At the regional training, some of the topics touched on were building partnership programs, seeking and keeping volunteers of the community involved; reaching out to schools; beautifying areas with murals or gardens and possibly investing in a "Block Party" trailer.

12. Receive Staff and Focus Area Committee Report/Updates:

- **Partnership:** – Board member Veracruz said he and others were still trying to get the school district or even one school at a time to begin a recycling program, but they were still working on it.
- **Litter/Recycling:** Board member Burton gave her thoughts earlier in the meeting regarding the use of liter soda bottles and gallon milk cartons when discussing the Fall Garden Workshop.
- **Beautification:** Board member Alegria explained to the Board that he too was working on the tasks of the Fall Garden Workshop.
- **Volunteer Hours Tracking Sheet:** RS Willis passed around the Volunteer Hours Tracking Sheet requesting Board members list June – August on there even though the Board did not meet in July or August.
- **SL Hamilton Staff Report:** SL Hamilton asked the Board if they would be willing to change the October 7th meeting date to October 14th. He will be out of town at the NRPA Conference in St. Louis, MO from Oct. 3rd to Oct. 7th and would be able to attend the regular meeting. A motion was made by Board member McComb and seconded by Board member Smith to make that change. Board member Pennebaker noted that she would not be attendance because of prior commitments.

13. A Word from Chairperson Kelley-Schwoch:

At this time, Chair Kelley-Schwoch announced her resignation from the Board. She handed out a copy of her resignation. She explained that she wanted to pursue her writing. She also let the Board members know that she would miss them and wanted them to know that if they needed her she would try to be available.

Board member Burton made a motion for adjournment. The meeting was adjourned at 9:43 am.