



**Keep Duncanville Beautiful Board
Annual Retreat
Duncanville Fieldhouse
1700 S. Main Street
Friday, November 11, 2016 @ 8:30 A.M.**

Item No. AGENDA

Explanation

1. Public discussion period.
2. Consider approval of minutes of the regular meeting held October 14, 2016.
3. Receive KDB Curb Appeal nominations from Board members.
4. Recap Annual Garden Workshop held October 15, 2016.
5. Recap Arbor Day event held November 4, 2016.
6. Review Coat & Toy Recycling Drive details.
7. Annual Retreat Meeting directed by Amy Reed, Guest Facilitator.
8. Receive staff and focus area committee report/updates:
 - Partnership
 - Litter/Recycling
 - Beautification
 - Volunteer Hours Tracking Sheet
 - SL Hamilton Staff Report

Agenda Posted Monday, November 7, 2016 by 5:00 P.M.

Pam Willis, Recording Secretary

Keep Duncanville Beautiful

2016 Event Calendar

January 2016	February 2016	March 2016
01 New Year's Day (Closed) 08 KDB January Meeting/Canceled KDB Business Beautification Award (BBA) – due to Board 09 Litter Survey 12 Town Hall Meeting @ D.L. Hopkins Jr., Senior Center 19 BBA – City Council Approval	02 BBA – City Council Recognition 05 KDB Annual Retreat *Spring Curb Appeal* Nominations due to Pam 27 Library /E-Waste Recycling *District 1 – Lee Burton *District 2 – Patti Clemmer *District 3 – Barbara McComb *District 4 – Joe Veracruz *District 5 – Lonnie McKnight BBA – Daniel Flores	01 Spring Curb Appeal City Council Recognition 04 KDB March Meeting 07 Champion Articles due to Bart 12 Household Hazardous Waste 17 Flavor of Duncanville 22 Town Hall Meeting @Fieldhouse
April 2016	May 2016	June 2016
01 KDB April Meeting May Business Beautification Award (BBA) – due to Board 09 Don't Mess with Texas Trash-off 11 Champion Articles due to Bart 19 BBA – City Council Approval 22 Earth Day 26 Town Hall Meeting @ Fairmeadows	03 BBA – City Council Recognition 06 KDB May Meeting 06 *Summer Curb Appeal* Nominations due to Pam 09 Champion Articles due to Bart 30 Memorial Day (Closed/Monday)	03 KDB June Meeting 06 Champion Articles due to Bart 07 Summer Curb Appeal City Council Recognition 11 Keep Texas Waterways Clean 20-22 KTB's 49th Annual Conference in Sugar Land, Texas
July 2016	August 2016	September 2016
01 KDB July Meeting August Business Beautification Award (BBA) – due to Board 11 Champion Articles due to Bart 19 BBA – City Council Approval	02 BBA – City Council Recognition 05 KDB August Meeting *Fall Curb Appeal* Nominations due to Pam 08 Champion Articles due to Bart	02 KDB September Meeting 13 Fall Curb Appeal City Council Recognition 06 Champion Articles due to Bart
October 2016	November 2016	December 2016
04 National Night Out 14 KDB October Meeting November Business Beautification Nominations – due to Board 15 Garden Workshop 18 BBA – City Council Approval	01 BBA – City Council Recognition 04 Arbor Day Participation 11 KDB November Meeting *Winter Curb Appeal* Nominations due to Pam	02 KDB December Meeting 02 Duncanville Christmas Parade 06 Winter Curb Appeal City Council Recognition



**KEEP DUNCANVILLE BEAUTIFUL
REGULAR MEETING
Council Briefing Room
203 E. Wheatland Road
October 14, 2016
Minutes**

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

Vice-Chair Cutler Hill noted a quorum and called the meeting to order at 8:30 a.m.

1. Public Discussion Period:

No one was in attendance for public discussion.

2. Consider Approval of Minutes of the Regular Meeting held on September 2, 2016:

Vice-Chair Cutler-Hill asked if everyone had had time to read over the September 2, 2016 minutes. A motion was made by Board member Wolverton to accept the minutes as written; a second was made by Board member Smith. A vote was taken with a unanimous approval of 12 For and 0 Opposed. Board members Bethune, Burton and Veracruz were absent from the vote.

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

SL Hamilton informed the Board that flyers had gone in the mail with the utility bills. Vice-Chair Cutler-Hill said it was beautiful. SL Hamilton reminded everyone the Fall Garden Workshop was tomorrow October 15, 2016 inside the D.L. Hopkins, Jr. Senior Center from 9 am to 12 pm. He encouraged everyone to be at the Senior Center at 8:30 a.m. to help set up.

4. Discuss Arbor Day Participation on November 4, 2016 at Multiple Locations:

SL Hamilton announced to the Board that there had been a change of plans for Friday, November 4th, Arbor Day. He would no longer be able to give out trees to every elementary student as once thought; however, he is still going to speak at a few schools regarding Arbor Day. He would like to have Board members with him if at all possible. He also requested the Board, 4 or 5, participate in the tree planting on November 4th over by the recreation center at 10 a.m.

5. Discuss Toy and Coat Recycling Drive to Launch on November 7 2016:

SL Hamilton asked for Board members to volunteer for the Toy Recycling boxes to put out at the elementary schools. This person would be responsible for keeping an eye on the box and retrieving the toys once the box was full. Then call Timothy to make an appointment for storage until the toys are dispersed out. The following are Board member commitments:

Toys:

Acton -	Emily	Fairmeadows	Curtis
Alexander	Patti	Hastings	Barbara
Bilhartz	Bobby	Hyman	Daniel
Brandenburg	Cindy	Merrifield	Sylvia
Central	Dorothy / Frank	Smith	Dotti

Coats:

Dotti	Sessions
Frank	First United Methodist
Bobby	First Christian
Barbara	E.B. Halliday and Fieldhouse
Emily	Recreation Center
Cindy	Undecided

Coats are to be gathered and turned into the Dry Cleaning Super Center located at 510 W. Wheatland Road. The coat boxes will need to be monitored also to keep them from over-filling.

6. Discuss Annual Board Retreat Scheduled for November 11, 2016:

SL Hamilton handed out a bio on, Amy Reed, the facilitator that would be directing the Annual Retreat. Vice-Chair Cutler-Hill commented that she thought Ms. Reed was well-qualified to facilitate the meeting. Mr. Hamilton asked the Board if they would approve Ms. Reed for their meeting facilitator. They were all in agreement. Mr. Hamilton reminded the Board that the meeting is Friday, November 11, 2016 at the Duncanville Fieldhouse from 8:30 a.m. to 2:30 p.m. Vice-Chair Cutler-Hill confirmed that this was a very important meeting to plan KDB's events for the upcoming year. She encouraged everyone to be in attendance if possible.

7. Recap of the Library's Fall Clean Out Event held on September 17, 2016:

Many of the Board members were glad that the Library's event was so successful. Board member Copeland told the Board that she was a member of Citizen's on Patrol and helped out with traffic control. She confirmed that there were many cars.

8. Recap of National Night Out:

Board member McComb said that she enjoyed it. Everyone thanked Board member Flores for setting up everything in the gym for it. It was mentioned that there didn't seem to be as well attended as other events.

9. Discuss Mentors for New Board Members and Any Changes to Existing Board Member Responsibilities:

SL Hamilton requested current members offer to become mentors to the new Board members. The following mentors were paired with new members:

Frank Alegria – Cindy Copeland
Barbara McComb – Sylvia Clark
Dotti Pennebaker – Curtis Smith
Daneshé Bethune – Bobby Cutler-Hill

SL Hamilton explained to the new members that their mentors were there for them to ask questions and find out information regarding the Board and Board proceedings. New members were also asked to determine which sub-committee, Beautification, Litter/Recycle or Partnership, they would like to join and let the Board know at the next meeting.

10. Nominate and Elect Board Chair and Vice-Chair:

SL Hamilton asked for nominations for Chair. Board member Wolverton nominated Vice-Chair Cutler-Hill; a second was received from Board member Pennebaker. Vice-Chair Cutler-Hill was asked if she would accept the nomination; she said yes. A vote was taken for Vice-Chair Cutler-Hill to take over the responsibility of Chair. The vote was unanimous 11 for and 0 opposed. Ms. Cutler-Hill abstained from voting. Vice-Chair Cutler-Hill is now Chair Cutler-Hill.

Nominations for Vice-Chair were taken. A nomination for Board member Veracruz was made, but since he was not at the meeting to accept the nomination, the Board would wait until he could accept.

11. Receive Staff and Focus Area Committee Report/Update:

- **Partnership:** – Nothing to report.
- **Litter/Recycling:** Nothing to report.
- **Beautification:** Board member Alegria suggested that the committee use the Fall Garden Workshop tomorrow as a launch for a Duncanville Garden Club.
- **Volunteer Hours Tracking Sheet:** RS Willis passed around the Volunteer Hours

Tracking Sheet requesting Board members to list their volunteer hours for September on there.

- **SL Hamilton Staff Report:** SL Hamilton explained to the Board that he had visited Sandra McCoy-Jackson, Assistant Superintendent for Curriculum and Instruction, regarding the Keep Duncanville Beautiful programs. He said that she was surprised that Duncanville did not have a garden club already. She was excited to put into action the "Waste in Place" program possibly by next summer and introducing some of the KDB programs to students as well as teachers. SL Hamilton noted that it was a good sign from the school district.

Chair Cutler-Hill adjourned the meeting at 9:23 a.m.

KDB Board Member and Volunteer Hours 2016 Calendar Year

Month	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC.	Totals
Alegria, Frank	3.5	4		18	5	6	5	10	6	7			64.5
Bethune, Daneshé													
Burton, Lee	3	2.5	10	0	1.5	1.5	0	0					18.5
Clark, Sylvia									2				
Clemmer, Patricia	3	3	0	0	3	0	0	0					9
Copeland, Cindy									4	1			
Cutler-Hill, Bobby	5	4	4	5	3	2	1	0	4				28
Flores, Daniel	3	3	4	0	0	0	0	0	2	2			14
Gwynn, Emily	5	12	10	7	11	24	4	23	5				101
Kelley-Schwoch, Madeline	28	20	10	5	8	0	0	5	Resign				76
McComb, Barbara	4	2	7	4	3	2	2	15	4				43
McKnight, Lonnie			Excused Absence			1	0	3		4			8
Pennebaker, Dotti	3		4	4	0	1	1	3	4				20
Smith, Curtis									3				
Veracruz, Joe	6	15	16	8	10	8	14	14					91
Wilson, Brenda	3		4	2	Resign								9
Wolverton, Dorothy			10	10	2	1	1	1	7				32
Recycle Man													0
Rudy the Recycling Reindeer													0
Other Volunteers													0
TOTAL 2016	66.5	65.5	79	63	47.5	45.5	31	71	45	10	0	0	514
Grand Total - 2016	514												
New Board Members as of 8/2016													