Keep Duncanville Beautiful Board
Regular Meeting
Duncanville City Hall Briefing Room
203 E. Wheatland Road
Friday, January 6, 2017 @ 8:30 A.M.

Item No. AGENDA

Explanation

1. Public discussion period.

2. Consider approval of minutes of the regular meeting held December 1, 2016.

3. Discuss 2017 Litter Survey to be conducted January 14, 2017.

4. Discuss 2017 Annual Garden Workshop to be held March 11, 2017.

5. Discuss GCAA application process.

6. Receive staff report/updates:

   - Volunteer Hours Tracking Sheet
   - SL Hamilton Staff Report

Agenda Posted Friday, December 30, 2016 by 5:00 P.M.

Pam Willis

Pam Willis, Recording Secretary

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Keep Duncanville Beautiful

2017 Event Calendar

January 2017	February 2017	March 2017
02 New Year's Day (Closed) 06 KDB January Meeting KDB Business Beautification Award (BBA) – due to Board 14 Litter Survey @ 9 a.m. 16 MLK Observance (Closed) 17 BBA – City Council Approval	03 KDB February Meeting *Spring Curb Appeal* Nominations due to Pam *District 1 – Lee Burton *District 2 – Patti Clemmer *District 3 – Barbara McComb *District 4 – Joe Veracruz *District 5 – Lonnie McKnight *BBA – Daniel Flores	07 Spring Curb Appeal City Council Recognition 10 KDB March Meeting 11 Household Hazardous Waste
April 2017	**May 2017**	**June 2017**
07 KDB April Meeting May Business Beautification Award (BBA) – due to Board 08 Don't Mess with Texas Trash-off 14 Good Friday (Closed) 18 BBA – City Council Approval 22 Earth Day	02 BBA – City Council Recognition 05 KDB May Meeting 05 *Summer Curb Appeal* Nominations due to Pam 29 Memorial Day (Closed/Monday)	02 KDB June Meeting 06 Summer Curb Appeal City Council Recognition 10 Keep Texas Waterways Clean 12-14 KTB's 50th Annual Conference in San Antonio, Texas
July 2017	**August 2017**	**September 2017**
04 Independence Day (Closed) 07 August Business Beautification Award (BBA) – due to Board 18 BBA – City Council Approval	01 BBA – City Council Recognition 04 *Fall Curb Appeal* Nominations due to Pam	04 Labor Day (Closed) 08 KDB September Meeting 19 Fall Curb Appeal City Council Recognition
October 2017	**November 2017**	**December 2017**
03 National Night Out 06 KDB Annual Retreat November Business Beautification Nominations – due to Board 17 BBA – City Council Approval	03 BBA – City Council Recognition 03 KDB November Meeting *Winter Curb Appeal* Nominations due to Pam 03 Arbor Day Participation 06 Toy/Coat Recycling Begin 23 Thanksgiving (Closed) 24 Friday After Thanksgiving	01 KDB December Meeting 01 Duncanville Christmas Parade 05 Winter Curb Appeal City Council Recognition 08 Toy/Coat Recycling Last Pickup

KEEP DUNCANVILLE BEAUTIFUL
REGULAR MEETING
Council Briefing Room
203 E. Wheatland Road
December 02, 2016
Minutes

Board Members Present: Frank Alegria, Daneshé Bethune, Lee Burton, Sylvia Clark, Patti Clemmer, Cindy Copeland, Chair Bobby Cutler Hill, Daniel Flores, Barbara McComb, Lonnie McKnight, Dotti Pennebaker, Curtis Smith, and Vice-Chair Joe Veracruz were present for the meeting.

Board Members Absent: Emily Gwynn and Dorothy Wolverton

City Staff Present: Timothy Hamilton, Parks Superintendent and KDB Staff Liaison (SL), Pam Willis, Recording Secretary (RS), were city staff in attendance. Mayor David Green, Council Liaison Dr. Ron Dotson and SWC Jessica Smith were not in attendance for this meeting.

Chair Cutler-Hill 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. Consider Approval of Minutes of the Regular Meeting held on October 14, 2016:

Chair Cutler Hill asked if everyone had had time to read over the November 11, 2016 minutes. A motion was made by Board member Pennebaker to accept the minutes as written; a second was made by Board member McComb. A vote was taken with a unanimous approval of 11 for and 0 opposed. Board member Burton and McKnight came in after the vote had been taken. Board members Gwynn and Wolverton were absent from the vote.

3. Discuss Annual Retreat and Any Action Items From It:

Vice Chair Veracruz commented that he would like to request Ms. Reed to facilitate one the Board's future meetings again. It was noted by Board member Alegria that the Board only turning in 5 out of 15 surveys was a poor showing. He commented that they as a Board should have done a better job. SL Hamilton put on the projector the list of Strengths, Weaknesses, Opportunities and Threats that were discussed at the Planning meeting held on November 11, 2016. This list is also available in the minutes from the meeting in case someone needs a reference. The Board regarded two of their strengths as remaining Keep Texas Beautiful (KTB) and Keep America Beautiful (KAB) affiliates.

SL Hamilton went over what was required to keep the Gold Staff Status with KTB Affiliation. Board member Bethune suggested that one of the goals for the Board should be to improve on the Governor's Community Achievement Award (GCAA). To use that as an opportunity to communicate not only to the community, but to the state of Texas what Keep Duncanville Beautiful is all about. One of the weaknesses the Board agreed on was that they needed to communicate to the community better and look for different ways of doing so. The Board discussed getting more volunteers for their projects by using the Boy/Girl Scouts, community churches and school district. A comment made by the Board was that as members if you volunteer to participate with a project, you need to follow through. Vice Chair Veracruz announced that building a relationship with the school district was listed as an opportunity which he was trying to accomplish, but would need help. SL Hamilton commented that he was working with Dr. Fridia of the school district work on better communication of programs such as participating in recycling.

One of the first items of action Ms. Reed suggested was to no longer participate in Flavor of Duncanville because it was a large expense will little to no return. She suggested keeping the programs that are necessary to keep the Board's Gold Affiliate Status with KTB. She also recommended keeping the partnerships that the Board has with National Night Out, Coat and Toy Recycling Drive, etc. and continuing the all-year programs like Curb Appeal and Business Beautification Award. With that being said the Board members moved on to discuss their Schedule of Projects for 2017.

4. Discuss Schedule of Projects for 2017:

SL Hamilton announced that one of the first projects to accomplish is the Litter Survey/Litter Index. This is required by Keep America Beautiful. He noted that the Board's regular meeting is on January 6th. He asked if they wanted to accomplish this task on January 14th. This date was agreed on by the Board. He asked for Board volunteers. The following Board members volunteered: Chair Cutler Hill, Pennebaker, Burton, Copeland, McComb, McKnight, Flores, Clemmer and Clark. SL Hamilton told them he would explain more at the next meeting. The plans would be firmed up at the next meeting. Going through the calendar, the following months will have date changes from 3rd March to 10th March – possible planning for a spring garden workshop and from 1st September to 8th September. The Board voted in favor of not meeting during the months of July and August. The dates for events such as Household Hazardous Waste Collection will be tentative until further notice from SWC Smith. Curb Appeal nominations will be made at the following meetings: February 2 (spring), May 5 (summer), August 4 (fall) and November 3 (winter). These will be turned into RS Willis at this time or before. Business Beautiful Award nominations will be turned into the Board at the following meetings: January 6th, April 7th, July 7th and October 6th. Other notes are as follows: a vote of 7-0 in favor of continuing to participate in the Keep Texas Waterways Clean possibly in June; KTB's 50th Annual Conference is on the 12th – 14th in San Antonio; October 6 will be the Board's Annual Retreat and Planning Session (an all-day event) and Arbor Day will be celebrated after the regular meeting on November 3. On November 6th the Board suggested the Coat/Toy Recycling Drive Kick-off. The final pickup for the coats and toys will be December 8th. The KDB 2017 Event Calendar will be changed to reflect all of these changes.

5. Discuss Toy and Coat Recycling Drive to Conclude December 9, 2016:

Board member Clark announced to the Board that she had received several bags of Toys from Merrifield. Other Board members commented that they didn't seem to be receiving as much as last year. The last collection for the Toy Recycling pick-up is December 9th at 3:30pm. SL Hamilton told everyone that they would need to contact David Codispoti since he was not going to be available. All Board members assigned to schools agreed to make their final collection on the 9th. Coats will still be turned into the Dry Cleaning Super Center on Wheatland. All volunteers for the Coat Drive would need to get those turned into them on the 9th also.

6. Discuss any Changes to Board Member Responsibilities to Include Subcommittees:

A vote was taken with 10 for and 0 opposed on dissolving the sub-committees. Each member that was assigned to Curb Appeal said they would continue to keep it. Those members are District 1 – Lee Burton; District 2 – Patti Clemmer; District 3 – Barbara McComb; District 4 – Vice-Chair Joe Veracruz; and District 5 – Lonnie McKnight. Board member Daniel Flores agreed to continue to provided nominations for the Business Beautification Award.

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

- **Volunteer Hours Tracking Sheet:** RS Willis passed around the Volunteer Hours Tracking Sheet requesting Board members to list their volunteer hours for November. She encouraged Board members to fill in any blanks that were inadvertently forgotten by the Board.
- **SL Hamilton Staff Report:** SL Hamilton invited the Board to attend the Community Gardeners and Master Composters Appreciation luncheon on Wednesday, December 7. Cost is $15.

A motion for adjournment was made by Board member Burton and seconded by Board member Pennebaker. The meeting was adjourned at 10:00 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	5		69.5
Bethune, Daneshé										8			8
Burton, Lee	3	2.5	10	0	1.5	1.5	0	0	1	3	9		31.5
Clark, Sylvia									2	7	12		21
Clemmer, Patricia	3	3	0	0	3	0	0	0		3	15		27
Copeland, Cindy									4	14	14		32
Cutler-Hill, Bobby	5	4	4	5	3	2	1	0	4	5	13		46
Flores, Daniel	3	3	4	0	0	0	0	0	2	2			14
Gwynn, Emily	5	12	10	7	11	24	4	23	5	12			113
Kelley-Schwoch, Madeline	28	20	10	5	8	0	0	5	Resign				76
McComb, Barbara	4	2	7	4	3	2	2	15	4	6	14		63
McKnight, Lonnie	Excused Absence				1	0	3		4	3	3		14
Pennebaker, Dotti	3		4	4	0	1	1	3	4	3	10		33
Smith, Curtis									3				3
Veracruz, Joe	6	15	16	8	10	8	14	14	8	8	12		119
Wilson, Brenda	3		4	2	Resign								9
Wolverton, Dorothy			10	10	2	1	1	1	7	2			34
Recycle Man										3			3
Rudy the Recycling Reindeer													0
Other Volunteers													0
TOTAL 2016	66.5	65.5	79	63	47.5	45.5	31	71	54	86	107	0	716
Grand Total - 2016	716												
New Board Members as of 8/2016													