

**KEEP DUNCANVILLE BEAUTIFUL**  
**REGULAR MEETING**  
**Council Briefing Room, City Hall**  
**203 E. Wheatland Road, Duncanville, TX 75137**  
**June 5, 2015**  
**Minutes**

Board Members Present: Madeline Kelley-Schwoch (Chairperson), Bobby Cutler-Hill (Vice Chairperson), Frank Alegria (late), Lee Burton, Barbara McComb, Lonnie McKnight, Pamela Murray, Dotti Pennebaker, Joe Veracruz, Brenda Wilson and Dorothy Wolverton.

Board Members Absent: Bradley Green (4<sup>th</sup> Unexcused), Patti Clemmer (Excused)

City Staff Present: Mayor Green, Dr. Ron Dotson (Council Liaison), Timothy Hamilton, Parks Superintendent and KDB Staff Liaison (SL), Jessica Smith, Solid Waste Coordinator (SWC) and Pam Willis, Recording Secretary (RS)

**Called to Order – 8:35 am – Chairperson Schwoch called the meeting to order.**

**1. Consider Approval of Minutes for the Regular Meeting held May 1, 2015:**

Board member Wolverton made the motion for approval; seconded by Board member McComb and Vice-Chairperson Cutler-Hill to approve the minutes of the Regular Meeting May 1, 2015. The vote was cast 10 for; 0 against. Board member Alegria was late and therefore not available for the vote.

**2. Discuss Final Keep Texas Beautiful Conference Plans:**

It was discussed that most Board members were going to the conference with the exception of Board members Wilson, Pennebaker, Wolverton and Alegria. The conference is June 15-17 in Fort Worth. Chairperson Schwoch suggested that the Board look over the schedule so that they could plan to carpool. Board member McComb commented that there didn't seem to be as many sessions as the conferences before. Discussion for sessions took place; recommendations were given to the new Board members on what sessions would be good for first-timers. SL Hamilton emailed a copy of the conference schedule during the meeting to all the Board members. Chairperson Schwoch wanted everyone to look at the schedule and get back with her and SL Hamilton by June 11, 2015 on which sessions would be attended and by whom.

**3. Discuss Nominations For and Elect Chairperson and Co-Chairperson for the Upcoming Year:**

Nominations for Chairperson were taken first. Board member Pennebaker nominated Madeline Kelley-Schwoch for Chairperson and Board member Burton seconded the nomination. A vote was taken: in favor 10; against 0. Board member Alegria was late and did not cast a vote. Madeline Kelley-Schwoch will remain as Chairperson. Nominations were taken for Vice-

Chairperson. Board member Murray nominated Bobby Cutler-Hill for Vice-Chairperson; seconded by Board member Burton. A vote was taken: in favor 10; against 0. Board member Alegria was late and did not cast a vote. Bobby Cutler-Hill will remain as Vice-Chairperson.

**4. Review What is Needed to Complete KAB Affiliate Migration Process:**

SL Hamilton told the Board that he will get the forms necessary to fill out. Board members Wilson, McComb, Veracruz and Vice-Chairperson are ready to proceed with the next step in filling out the forms for the Focus Area Survey. It was noted that the Observations and Recommendations will still require the entire Board's input.

**5. Discuss Plans for Upcoming Texas Waterways Cleanup @ Lakeside Park:**

SL Hamilton said that this event usually took place in July. Saturday, July 25, 2015 was selected as the day for the Texas Waterways Cleanup (TWC). Board member Alegria suggested that a flyer be made to hand out to the church congregations for possible volunteers.

**6. Discuss Tasks for Each of the Sub-Committees that Were Established at the Last Meeting:**

Sub-Committees are as follows:

**Beautification:** POTM, Curb Appeal, City Beautification Projects: The following Board members are on this committee: Clemmer, Murray (Chair), Pennebaker, McComb and Alegria. Board member Alegria had originally signed up for the Partnership Committee, but had a change of mind and thinks that he would be more helpful on the Beautification Committee. Board member Alegria suggested that this committee meet with the City's Horticulturalist; put in "earth kind" landscapes and signage for plants. Mayor Green commented that it would be nice to have a section of native Texas plants. He also agreed that signage by the plants at the city building entries was a good idea. Board member Murray suggested a Tour of Duncanville of homes with basically native plants. SL Hamilton commented that the City did not have a Garden Club and this would be an ideal time to start one. It's a great time to get the schools involved. Partnership committee could help with getting schools and city to partner.

**Litter/Recycling:** Adopt-A-Park/Spot, KAB Litter Survey, Community Cleanups (DMWTTTO, HHS, Waterway Cleanup), start community conversation about possible changes to curbside trash/recycling methods: The following Board members are on this committee: Burton (Chair), Hill, Wilson and McKnight. Discussion began on how to get the City into the mindset and excited about recycling. Discussion also included getting the word out to the community for more participation in Keep Duncanville Beautiful events.

**Partnership:** DISD, Local Churches, Local Businesses, Community Engagement, Education, PSA's, Social Media (Website, Facebook, Twitter, Pinterest, etc.): The following Board members are on this committee: Veracruz (Chair), Wolverton and Schwoch. Since RS Willis will be the administrative person for the Board's social media, she requested to be kept up to date on ideas. Board member Veracruz commented that maybe there needed to be some compliance training put together. Maybe we assume the community knows what to do, but maybe they don't. The committee needs to figure out ways to get the message across and available.

**7. Discuss Article Ideas for the Champion Newsletter:**

Chairperson Schwoch stated that she had asked Claudia Garibay, Public Information Officer, about articles for the Champion Newsletter. Ms. Garibay commented that the articles had to be city-related and would need to go through SL Hamilton for admittance. Any pictures posted would need to have release forms with them or at least accessible. Chairperson Schwoch asked for ideas from the Board. The idea most recent was the Trash Can Painting Contest. It was decided that an article for that would be admitted for the Champion Newsletter.

**8. Receive Staff and Committee Reports/Updates:**

- **Chairperson Schwoch Report**  
Chairperson Schwoch reported that she visited with the chair, Cindy Ferguson, of Cedar Hill's Keep Cedar Hill Beautiful. She commented that Cedar Hill's group has no funding and must depend on donations. A suggestion was made during the meeting to possibly partner with Cedar Hill on a Garden Workshop with details to be worked out later.
- **Presentations made by Mother Nature and Recycle Man**  
Board member Wolverton commented that Mother Nature and Recycle Man had nothing to report at this time.
- **Volunteer Hours Tracking Sheet**  
The tracking sheet was passed around for the members to put their volunteer hours on for the month of May.
- **Staff Report from SL Hamilton**  
SL Hamilton showed pictures of the Trash Can Art Winners. He also reminded everyone to contact him or Chairperson Schwoch regarding the KTB Conference to get carpools put together and sessions looked at before June 11, 2015.

A motion was made by Board member Murray to adjourn; seconded by Vice-Chairperson Hill.

The meeting was adjourned unanimously at 10:00 a.m.