

**KEEP DUNCANVILLE BEAUTIFUL
REGULAR MEETING
Council Briefing Room, City Hall
203 E. Wheatland Road, Duncanville, TX 75137
September 4, 2015
Minutes**

Board Members Present: Madeline Kelley-Schwoch (Chairperson), Bobby Cutler-Hill (Vice Chairperson), Frank Alegria, Lee Burton, Patti Clemmer, Daniel Flores, Emily Gwynn, Barbara McComb, Lonnie McKnight, Pamela Murray, Dotti Pennebaker and Joe Veracruz.

Board Members Absent: Brenda Wilson (Excused) and Dorothy Wolverton (Unexcused)

City Staff Present: Mayor Green, Timothy Hamilton, Parks Superintendent and KDB Staff Liaison (SL) and Pam Willis, Recording Secretary (RS)

Guest: Kelley McChesney, Street Superintendent

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

1. Introduction of New Board Members:

SL Hamilton introduced and welcomed the two (2) new Board members: Daniel Flores and Emily Gwynn to the Keep Duncanville Beautiful Board.

2. Consider Approval of Minutes for the Regular Meeting held August 7, 2015:

Vice-Chairperson Cutler-Hill made the motion for approval; seconded by Board member McComb to approve the minutes of the Regular Meeting on August 7, 2015. The vote was cast 12 for; 0 against. Board members Wilson and Wolverton were absent and therefore did not cast a vote.

3. Discuss and Consider Plans for the Annual Garden Workshop:

Discussion began with SL Hamilton telling the Board that he had spoken with Steve Martin from the Chamber and that the Workshop could be set up in the parking lot between the Church and store. There they would put up the pop-up tent and chairs. SL Hamilton advised the Board that he had not received confirmation from Ken Weaver to speak on composting yet, but would get back with him. Park Manager, David Codispoti, is confirmed to speak on fertilization. The Board's Frank Alegria, Master Gardner, is giving a demonstration on how to build a raised bed. SL Hamilton noted that the Board did have handout materials regarding how to build a rain water harvesting barrel. Board member Gwynn said she might know someone who could give that demonstration for the Workshop. She would check with that person and get back with SL Hamilton. The date has been set for Saturday, October 17, 2015 from 9 am – 12 pm. Board

member Burton suggested that the Board have giveaways such as seed packets; also speak with businesses to get donations. Board member Murray is going to speak with Green Gardens regarding donations of flowers and seeds. She would also contact Duncanville Feed & Seed for donations. Board member Clemmer suggested talking to Costco regarding donations too. Board member Murray commented that there might need to be a committee meeting to discuss placement; times; and raffle items/times. Board member Burton told the Board that she had a roll of tickets that could be used for the raffle items.

4. Role/Responsibilities of KDB Board in Event Planning/Execution

Chairperson Kelley-Schwoch began discussion by saying that she had met with SL Hamilton regarding his role as Staff Liaison and the roles of others in the City. It was discussed that the Focus Area Committees that are already in place would become more involved in taking the initiative not just for events, but the planning and execution of the KDB board needs and services. Mayor Green suggested changing up the programs; be more proactive in getting the word out to the citizens regarding recycling programs and then getting them to participate in taking responsibility and ownership of how their City looks to them and to others. Mayor Green also commented that changing the recycle bins since the City is still under contract for the current bins may be too large a project; however, educating the public in how to recycle and how easy it really is could be the first project.

5. Discuss Board Participation in Upcoming Community Events, i.e. Library Recycling Drive, duncanSWITCH, National Night Out (NNO):

Board member Burton said that she would contact Vickie Glass of the Library regarding the Recycle Drive on Saturday, September 19, 2015.

Board member Flores volunteered to assist in setting up the tent and help pass out flyers on the Garden Workshop along with Chairperson Kelley-Schwoch and Board member Veracruz. Staying focused on the September duncanSWITCH and passing out flyers, could mean a better attendance for the Garden Workshop in October.

National Night Out (NNO) is on Tuesday, October 6, 2015 from 5:00 pm to 8:30 pm at the Duncanville Fieldhouse (formerly the Bob Knight Fieldhouse). Board members Burton, Clemmer, McComb and Pennebaker volunteered to pass out information there. Chairperson Kelley-Schwoch suggested that the Board not only hand out giveaways, but ask/answer questions from the public getting them engaged in conversation.

6. Discuss Distribution of KDB Promotional Materials:

RS Willis was given the floor to show items that she had found from another time that were purchased for promotional giveaways. She commented that the upcoming October events would be an excellent time to pass out the older giveaways. The Board said they would consider giving them out during National Night Out (NNO), October 6th, and at the Garden Workshop, October 17th.

7. Discuss and Consider Plans for the 2015 Toy and Coat Recycling Drives:

SL Hamilton explained to the new members that KDB has a Toy Recycling Drive for gently used or new toys that KDB partners with the Duncanville Police Department and Duncanville Elementary Schools. The Coat Recycling Drive is partnered with the Duncanville Rotary Club for gently used coats of any size to give to those less fortunate.

Dates discussed for the Toy Drive were November 2nd through December 7th for pickup. Dates for the Coat Drive were to begin in October possibly at the Garden Workshop and have final pickup on December 18th. SL Hamilton asked for a volunteer to help decorate the donation boxes and then be responsible for picking them up. Board member McKnight said he would help SL Hamilton with this request. SL Hamilton showed the flyer used from last year regarding the drop off locations. Board member Pennebaker told the Board she would take Sessions Hair Salon and First Christian Church as her locations to monitor. Chairperson Kelley-Schwoch said that she would take Trinity Methodist Church as her location to monitor. Other Board members could choose their locations at a later time.

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

- **Volunteer Hours Tracking Sheet**
RS Willis passed around The Volunteer Hours Tracking Sheet for August hours.
- **SL Hamilton Staff Report**
SL Hamilton reminded everyone that duncanSWITCH is on September 19, 2015.

A motion was made by Board member Murray to adjourn; seconded by Board member McComb.

The meeting was adjourned unanimously at 10:14 a.m.