

**KEEP DUNCANVILLE BEAUTIFUL
ANNUAL RETREAT & PLANNING SESSION
Council Briefing Room
203 Wheatland Road
February 5, 2016
Minutes**

Board Members Present: Madeline Kelley Schwoch (Chairperson), Bobby Cutler Hill (Vice-Chairperson), Frank Alegria, Lee Burton, Patricia Clemmer, Daniel Flores, Emily Gwynn, Barbara McComb, Dotti Pennebaker, Joe Veracruz, Brenda Wilson and Mayor David Green.

Board Member Absent: Lonnie McKnight and Dorothy Wolverton

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

Guests Present: Susan Hugman

Chairperson Kelley-Schwoch called the meeting to order at 8:35 a.m.

1. Consider Approval of Minutes of the Regular Meeting held on December 4, 2016:

Chairperson Schwoch asked if there were any corrections, comments or concerns. Vice-Chairperson Cutler-Hill motioned that the minutes be accepted as is; a second was given by Board member Pennebaker. Minutes were approved with a vote cast of 11 for; 0 against. Board members McKnight and Wolverton were absent and therefore not part of the vote.

2. Discuss Current Mission Statement for KDB and Obtain Input for Possible Changes:

Chairperson Schwoch asked the Board if this item could be tabled until the discussion of projects. There was no objection.

3. Discuss Board Member Job Description and Obtain Input for Possible Changes:

Chairperson Schwoch requested the Board read over the Job Description and see if they had any input into changing it or any questions about it. Chairperson Schwoch asked everyone to make sure that they were familiar with the Keep Texas Beautiful Manual. She then inquired on whether to change the meeting time from the morning to the evening. The Board unanimously said not to change. There was a comment made to add to the agenda a time for public discussion to be held. The Board agreed that it was a good idea to do so.

4. Review Current Budget and Discuss Methods for Handling Expenditures:

SL Hamilton explained to the Board that the City's fiscal year is from October 1st to September 30th. He also advised the Board that the preparation for next fiscal year's budget would begin in a month or so. Chairperson Schwoch requested that the Board be provided with the annual budget to go over and to make decisions on. Board member Alegria asked if the current budget could handle a big expenditure. SL Hamilton responded by that the current budget did

not; however, if the Board wanted to include a big expenditure in next year's budget, the Board would need to have justification and take that to the 4B Board which funds the KDB Board requesting a budget increase. SL Hamilton advised that this was the process necessary to receive an increase in budget funds.

5. Review Annual Report Sent by SL Hamilton to Keep Texas Beautiful (KTB):

Chairperson Schwoch began discussion regarding the KTB Annual Report that SL Hamilton sends in. She informed the Board that not until recently did she know that he did this. The Board was in agreement that they did not know also. Since the report is done electronically, Chairperson Schwoch with the Board's consent, requested SL Hamilton to provide an overview of the report as a staff report when and after he sent it to KTB. SL Hamilton agreed to do that after completion of the report.

6. Provide Copy of Current Governor's Community Achievement Award (GCAA) Submission; Answer any Questions:

SL Hamilton passed around the notebook that would be turned in for the Governor's Community Achievement Award (GCAA) so all the Board members could see what was being sent to Keep Texas Beautiful. SL Hamilton informed the Board that last year the KDB placed 3rd overall. Hopefully, this year they would place 1st or 2nd.

7. Provide Brief Explanation of 2009 Executive Director/Coordinator Packet from KTB:

A question of what SL Hamilton's duties were for the KDB Board came up during a past meeting. Because the Board does not have an assigned Executive Director/Coordinator, SL Hamilton serves and operates within the guidelines set by 2009 Executive Director/Coordinator packet from KTB.

8. Receive Staff and Committee Reports/Updates:

- SL Timothy Hamilton: SL Hamilton reminded the Board that the Flavor of Duncanville's date is March 17, 2016 at the high school from 4pm to 8pm. He inquired if the Board wanted to have a booth and participate again this year. The Board agreed that they did want to participate and use this opportunity to reach out and engage the public. He asked the Board if they wanted to do giveaways; the Board agreed. Chairperson Schwoch assigned the task of what to giveaway to the Partnership Committee. They need to report their decision(s) to SL Hamilton, Chairperson Schwoch or RS Willis by February 22, 2016.

SL Hamilton also suggested an agenda item for next month to be the "Monarch's Pledge Drive".

- Beautification Committee: Nothing to report; however, with Board member Murray's resignation a new Chairperson, Dotti Pennebaker was appointed in her place.
- Recycling Committee: Nothing to report.
- Partnership Committee: Board member Veracruz gave the report. He said that the

committee was attempting to enroll the Duncanville ISD in a recycling program. Two schools had been targeted Alexander Elementary and Byrd Middle School because they had recycling bins already on their property and have new campus administrators: Mr. Eddie Gonzales and Mr. Michael McDonald. An interesting point is that neither campus administrator knew anything about the recycle bins or of any recycling program. The Partnership Committee believed that this was a start in developing a pilot program in these two (2) schools.

- Mother Nature/Recycle Man – Nothing to report.
- Volunteer Hours Tracking Sheet: RS Willis passed around the Volunteer Hours Tracking Sheet. Everyone was asked to fill in hours for January 2016.

Before beginning discussion on KDB Projects for 2016, Chairperson Schwoch wanted to go back and review #2 of the Agenda: **Discuss Current Mission Statement for KDB and Obtain Input for Possible Changes**: The Board decided after looking at the Mission Statements from KDB, KTB and Keep DeSoto Beautiful to update the mission statement by using a combination of all.

For example: To empower the individuals in Duncanville, through education and engagement, to take responsibility for enhancing their community by promoting litter prevention, beautification and environmental protection.

The Board reviewed the list of 2015 programs/projects to determine if they want to include in the 2016 Plan of Work and possible revisions:

Beautification Programs and Committee – Dotti Pennebaker Chair

- KDB Business Beautification Award – Continue: Award Given: Quarterly
Point of Contact: Daniel Flores
- Curb Appeal – Continue: Award Given: Quarterly
The following board members have the following Districts:

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| <u>District 1</u> | Lee Burton | <u>District 4</u> | Joe Veracruz |
| <u>District 2</u> | Patti Clemmer | <u>District 5</u> | Lonnie McKnight (Bobby Cutler-Hill) |
| <u>District 3</u> | Barbara McComb | | |

Bobby Cutler-Hill agreed to take District 5 Curb Appeal until it could be determined if Lonnie McKnight could return to the responsibility due to his recent surgery.

It was suggested by Chairperson Schwoch to include litter reports to the City when Curb Appeal Nominations are submitted. A discussion began on how long to leave out the recognition signs. A vote was taken on whether to leave the recognition sign out for one (1) month or three (3) months. The vote for three (3) months recognition won with 11-0.

- Adopt-A-Park – Continue:
The KDB Board decided with a 10-1 vote to adopt Oriole Park as their program park. New Board is encouraged to work with the City and other boards to expand program by possibly purchasing seed or giving away mulch.
- Get Growing – National Planting Day – Continue: Fall Garden Workshop
- Research methods for educating the public with some type of visual tools regarding types of plants in Armstrong Park Gardens – Continue
- Park Clean-up Events as groups initiate activity - Continue
- Work with DISD Middle Schools on trash barrel art contest - Continue

Community Engagement/Education Programs-Joe Veracruz Chair

- Research and develop a Recycling/Litter Prevention Education proposal to implement in schools
- Flavor of Duncanville – Thursday, March 17, 2016 from 4 pm to 8 pm.
- National Night Out - *Continue:* Tuesday, October 4, 2016 Time TBA
- Keep Texas Waterways Clean Event - *Continue:* Saturday, June 11, 2016
- Don't Mess with Texas Elementary School Coloring Contest- *Continue:*
- Provide input on mural requests as needed - *Continue:* At least a 60-day process.
- Did You Know Campaign-research methods to update PSAs and produce an educational piece to provide at events and on KDB website - *Continue:*
- Board members would submit an article for the *Champion* each month that focused on KTB mission and look for other methods of getting KDB message widely spread in the community

Recycling/ Litter Prevention - Lee Burton Chair

- America Recycles Day - *Continue:*
- Research methods to engage more citizens, city offices, businesses and schools in recycling
- E-Waste Recycling/Texas Trash Off/Sweep It Out Saturday/Don't Mess with Texas/Household Hazardous Waste (HHW) events - *Continue:*
- Toy Recycling Drive - *Continue:* Thanksgiving/Christmas Time
- Litter Index survey - *Continue:* Create a method to educate public about how to report a litterer.

Board Member Training/Project Assignments

- The KTB Annual Conference will be held June 20-22, 2016 in Sugarland TX-number to be attended by one (1) Board member and the staff liaison.
- Board members should sign up and take at least one (1) webinar a year
- Sub-Committee chairs should provide monthly reports to Secretary and Chair on activities.

A motion was made by Board member Burton; seconded by Board member McComb for adjournment. The meeting was adjourned at 12:24 pm.