



**Keep Duncanville Beautiful Board
Annual Retreat
Chamber of Commerce
300 E Wheatland Rd.
Friday, November 10, 2017 @ 8:30 A.M.**

Item No. AGENDA

Explanation

1. Public discussion period.
2. Consider approval of minutes of the regular meeting held October 6, 2017.
3. Receive KDB Winter 2017 Curb Appeal nominations from Board members.
4. Recap Arbor Day event held November 3, 2017.
5. Review Coat & Toy Recycling Drive details.
6. Annual Retreat Meeting
7. Receive staff and focus area committee report/updates:
 - Volunteer Hours Tracking Sheet
 - SL Hamilton Staff Report

Agenda Posted Monday, November 6, 2017 by 5:00 P.M.

Timothy Hamilton, Staff Liaison

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 <hr/> *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 Annual Garden Workshop 25 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) 05 Fall Curb Appeal City Council Recognition 08 KDB September Meeting
October 2017	November 2017	December 2017
03 National Night Out 06 KDB October Meeting November Business Beautification Nominations – due to Board 07 Sweep It Out Saturday	03 BBA – City Council Recognition 03 Arbor Day Celebration 06 Toy/Coat Recycling Begin 10 *Winter Curb Appeal* Nominations due to Pam/Tim 10 KDB Annual Retreat 23 & 24 Thanksgiving (Closed)	01 KDB December Meeting 01 Duncanville Christmas Parade 05 Winter Curb Appeal City Council Recognition 08 Toy/Coat Recycling Last Pickup 25 & 26 Christmas (Closed)

Month - Complete



**KEEP DUNCANVILLE BEAUTIFUL
REGULAR MEETING
Council Briefing Room
203 E. Wheatland Road
October 6, 2017**

Board Members Present: Lee Burton, Sylvia Clark, Cindy Copeland, Chair Bobby Cutler-Hill, Emily Gwynn, Barbara McComb, Dotti Pennebaker, Margaret Shrum, and Mary Ann Taylor were present for the meeting.

Board Members Absent: Daneshé Bethune, Julie Lee, Liz Smith, Vice-Chair Joe Veracruz, and Dorothy Wolverton.

City Staff Present: Timothy Hamilton, Parks Superintendent and KDB Staff Liaison (SL) and SWC Jessica Smith were city staff in attendance.

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 September 8, 2017.

Chair Cutler-Hill asked if everyone had had time to read over the September 8, 2017 minutes. A motion was made by Board member Burton to accept the minutes as written; a second was made by Board member McComb. A vote was taken with a unanimous approval of 9 for and 0 opposed. Board members Daneshé Bethune, Julie Lee, Liz Smith, Vice-Chair Joe Veracruz, and Dorothy Wolverton were absent from the vote.

3. Nominate and elect board chairperson and vice-chairperson.

Chair Cutler-Hill asked if there were any nominations for chairperson. Board member McComb nominated Chair Cutler-Hill to serve as chairperson for the next year. Chair Cutler-Hill said she was willing to serve for another year and a vote was taken with a unanimous approval of 9 for and 0 opposed. Chair Cutler-Hill asked if there were any nominations for vice-chairperson. Board member Burton nominated Vice-Chair Veracruz to serve as vice-chairperson for the next year. SL Hamilton advised the board that Vice-Chair Veracruz, though absent, had stated that he was willing to serve in whatever capacity the board chose. A vote was taken with a unanimous approval of 9 for and 0 opposed. Board members Daneshé Bethune, Julie Lee, Liz Smith, Vice-Chair Joe Veracruz, and Dorothy Wolverton were absent from the votes.

4. Discuss mentors for new board members and any changes to existing board member responsibilities.

Chair Cutler-Hill requested current members offer to become mentors to the new Board members. The following mentors were paired with new members:

Lee Burton – Mary Ann Taylor

Barbara McComb – Margaret Shrum

Cindy Copeland – Liz Smith

Bobby Cutler-Hill – Julie Lee

Chair Cutler-Hill 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. Board member Taylor agreed to take over Curb Appeal responsibilities for District 1. Chair Cutler-Hill agreed to take over Curb Appeal responsibilities for District 2. Board member Shrum agreed to take over Business Beautification Award responsibilities.

5. Nominate November 2017 Business Beautification Award recipient.

SL Hamilton requested a nomination for the November 2017 Business Beautification Award. Board member Shrum nominated the Family Dollar Store on Main St.. A vote was taken with a unanimous approval of 9 for and 0 opposed. Board members Daneshé Bethune, Julie Lee, Liz Smith, Vice-Chair Joe Veracruz, and Dorothy Wolverton were absent from the vote. SL Hamilton noted that he would check with Code Enforcement to make sure that they were free and clear of any issues and invited the board to attend the November 6, 2017 when the recognition would take place.

6. Discuss Arbor Day participation on November 3, 2017.

SL Hamilton announced to the Board that an Arbor Day event would be held on November 3, 2017 @ 9:30am at the new Police parking lot and free trees distributed to the public. A ceremonial tree will be planted at this location and all board members were invited to attend.

7. Discuss Toy and Coat Recycling Drive to launch November 6, 2017.

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

Toys:

Acton	Barbara	Hastings	Cindy
Alexander	Lee	Hyman	Joe
Bilhartz	Bobby	Merrifield	Sylvia
Central	Mary Ann	Smith	Emily
Fairmeadows	Bobby		

Coats:

Dotti	Sessions
Margaret	First United Methodist and First Baptist
Bobby	First Christian
Barbara	Ebby Halliday and Fieldhouse
Emily	Recreation Center
Lee	Ben Franklin
Cindy	coordinating wrapping of collection boxes

8. Discuss annual board retreat scheduled for November 10, 2017.

SL Hamilton updated the Board regarding the details of the upcoming board retreat. It will be held at the Chamber of Commerce on November 10, 2017 from 8:30am to approximately 3:30pm. This will be the opportunity to develop the event schedule and focuses of the Board for the upcoming year. It is also the opportunity to advise of any budgetary requests for consideration during the FY19 budget process.

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

- **Volunteer Hours Tracking Sheet:** SL Hamilton passed around the Volunteer Hours Tracking Sheet requesting Board members to list their volunteer hours for September.
- **SL Hamilton Staff Report:** SL Hamilton informed the board that a shirt order would be placed as soon as a agreeable style is identified. Board member Pennebaker volunteered to gather the info to present at the board annual retreat.

A motion for adjournment was made by Board member Clark and seconded by Board member McComb. The meeting was adjourned at 9:27 a.m.

KDB Board Member and Volunteer Hours													
2017 Calendar Year													
Month	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Totals
Alegria, Frank	2	3	7	4	5	0	0	0					21
Bethune, Daneshé	5	2	7	2	1			3					20
Burton, Lee	3	4	8	7	4	3	0	0	0				29
Clark, Sylvia	3.5	1	4	6	2	1	0	0	1	3			21.5
Clemmer, Patricia	2	2	6	8	0	0	0	0					18
Copeland, Cindy	1	2	8	2	3	45	0	2	3				66
Cutler-Hill, Bobby	6	2	6	5	4	4	3	3	3				36
Flores, Daniel	0	0	3	0	0	2	2	2					9
Gwynn, Emily	9.5	4	10	0	4	3	0	0	3				33.5
Lee, Julie													
McComb, Barbara	5	7	7	10	5	6	0	5	6				51
McKnight, Lonnie	0	3	4	0	0	0	0	0					7
Pennebaker, Dotti	0	0	4	3	0	2	0	2	3				14
Shrum, Margaret									2	2			
Smith, Curtis	0	0	0	3	4	0	2	3					14
Smith, Liz													
Taylor, Mary Ann										2			
Veracruz, Joe	12	6	6	8	6	4	4	4					50
Wolverton, Dorothy	1	0	0	0	0	0	0	0					1
Recycle Man													0
Rudy the Reindeer													0
Other Volunteers													0
TOTAL 2017	50	36	80	58	38	70	11	24	21	7	0	0	391
Grand Total - 2017	391												