



**KEEP DUNCANVILLE BEAUTIFUL  
REGULAR MEETING  
Council Briefing Room  
203 E. Wheatland Road  
December 1, 2017**

- Board Members Present: Lee Burton, Sylvia Clark, Cindy Copeland, Chair Bobby Cutler-Hill, Julie Lee, Barbara McComb, Margaret Shrum, Mary Ann Taylor, and Vice-Chair Joe Veracruz were present for the meeting.
- Board Members Absent: Daneshé Bethune, Emily Gwynn, Dotti Pennebaker, Liz Smith, and Dorothy Wolverton
- City Staff Present: Timothy Hamilton, Parks Superintendent and KDB Staff Liaison (SL) was city staff in attendance.

**Chair Cutler-Hill noted a quorum and called the meeting to order at 8:36a.m.**

**1. Public Discussion Period:**

No one was in attendance for public discussion.

**2. Consider approval of minutes of the regular meeting and Annual Retreat held November 10, 2017.**

Chair Cutler-Hill asked if everyone had had time to read over the November 10, 2017 minutes. A motion was made by Board member Clark 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 Bethune, Gwynn, Pennebaker, Smith, and Wolverton were absent from the vote.

**3. Discuss the wrap-up of the Toy & Coat Recycling Drives to end December 8, 2017.**

SL Hamilton requested that all Toy and Coat Recycling Drive boxes be picked up and returned to the Lions Park storage building on Monday, December 11, 2017, preferably in the AM if possible. A photo op with all toys collected would be at First Christian Church on a date and time TBD.

**4. Discuss 2018 KDB Calendar to include future meeting and event dates.**

Upon review of the 2018 KDB Calendar, it was recommended to move the Annual Retreat and October's meeting to Friday, October 12, 2018 from October 5, 2018.

**5. Discuss 2018 Litter Survey to be conducted January 13, 2018.**

Chair Cutler-Hill invited those who wish to participate in the 2018 Litter Survey to meet at the Recreation Center on Saturday, January 13, 2018 at 9am. Chair Cutler-Hill and Board members Burton, Clark, Copeland, Lee, and McComb all indicated an interest in participating.

**6. Discuss the Adopt-A-Park program.**

This item was moved between items 1 & 2 on the agenda at Board member Shrum's request. Board member Shrum asked for board members to volunteer to recruit adoptees for the parks not yet adopted that might be near their house. The following list is of the commitments made:

Alexander Park – Cindy Copeland  
Harrington Park – Joe Veracruz  
Little Shenandoah Park – Lee Burton  
Louis Nichols Park – Peg Shrum  
Memorial Park – Mary Ann Taylor  
Penn Springs Park – Lee & Jeff Burton to adopt  
Pyburn Park – Julie Lee  
Willow Run Park – Barbara McComb

SL Hamilton stated that he would email the Adopt-A-Park packet and park address list to board to assist with this.

**7. Receive Staff Report/Update:**

- **Volunteer Hours Tracking Sheet:** SL Hamilton passed around the Volunteer Hours Tracking Sheet requesting Board members to list their volunteer hours for November.
- **SL Hamilton Staff Report:** SL Hamilton informed the board that he would be attending the KTB Board retreat in Georgetown in mid-December. He also reminded the board that the Keep America Beautiful National Conference would be in Dallas January 17-19. If anyone was committed to attending, they would need to notify him ASAP to register.

A motion for adjournment was made by Board member McComb and seconded by Board member Clark. The meeting was adjourned at 9:35 a.m.