

Westwood Civic Association  
Steering Meeting Minutes  
April 13, 2021

Attendance: Thomas Sauter, Karen Strasser, Alexa Justice, Anne Murphy, Scott LeCates, April Stephens, Stephen Schramm, Shawntee Stallworth Schramm, John Kerr, Wendy Clark, Nick Jackson, Katie Frazier

Absent: Abe Brandyberry, Andrea Boetcher, Jon Thompson

1. Roll call
2. Approval of Agenda-Add time for Steve Beckman to discuss NSP
3. President's Note on Delegation-Tom Sauter emphasizes need to delegate more tasks and responsibilities among WCA board members and engaged residents.
4. Appointment of new officers. There were no competing nominations for any officer roles, so no election was needed. The appointments for the current year (as of April 2021) are as follows:
  - President-Tom Sauter will remain in this role
  - Vice President-Abe Brandyberry will remain in this role
  - Vice President-Karen Strasser will remain in this role
  - Treasurer-Alexa Justice will replace term-limited Steve Beckman
  - Recording Secretary-Anne Murphy will replace term-limited Sara Overstake
  - Membership Secretary- Stephen Schramm will remain in this role

John Kerr moves to accept the uncontested candidates; Alexa seconds.

Motion approved.

5. Westwood Civic Master Calendar – Alexa
  - Alexa created a shared google calendar for WCA board members to help keep everyone up to date with WCA meetings and other events. Calendar also includes reminders, e.g. to post meeting announcements on social media, other community events

6. NSP-Steve Beckman (report as outgoing treasurer)

- NSP proposal was submitted to the city and accepted. Tom Sauter signed the NSP contract with city approximately a month ago. We are awaiting final signed contract and funds disbursement by city. No expenses incurred before contract start date can be reimbursed.

7. DORA – Larry Eiser

- Community groups and business owners met April 12 to discuss DORA plans for Westwood DORA district including management plans (e.g. for controlling litter and boundaries. The discussion considered WCA could serve in an overarching monitoring role for implementation issues (litter, compliance, signage, liason/point of contact for resident/business concerns).
- Tom Sauter suggests that if WCA were to assume this role the WCA should create a committee to serve this function and seek engagement of residents to assist with monitoring and feedback.
- Karen Strasser suggests her Girl Scout troop or other groups may be interested in assisting with litter patrol. She will discuss with her troop.
- DORA boundaries have not been settled yet, but boundaries are being drawn with consideration to monitoring capacity and ease of implementation, potential for future development in Westwood business district. DORA days and hours are still being discussed with businesses and CRC, competing uses of Town Hall grounds so as not to conflict with youth programs and activity at Town Hall. DORA boundaries will be identified with sidewalk “tattoos”.

8. Strategic Plan consultant, report on RFP – Shawntee

- Westwood Coalition issued an RFP for a consultant to assist in developing an updated strategic plan for Westwood. They

received bids which were due April 10 and are currently reviewing the proposals.

9. McFarlan Park Improvements (discussion, vote next week) – Larry

- DOTE wants to know if Westwood is interested and would support an upgrade to playground equipment at McFarlan Park and installation of a safer pedestrian/bike crossing across Westwood Northern Blvd to access the park.
- John Kerr makes a motion to support the DOTE concept of the McFarlan Park improvements as proposed by Steve Scheckman at DOTE; Karen Strasser seconds the motion. Unanimous approval.

10. Westwords – Anne Murphy

- Anne is setting the 7<sup>th</sup> of each month as the deadline for Westwords content with the goal of distributing Westwords within the following week, in advance of the general membership meetings.
- General agreement that Westwords should be distributed broadly to members, those who sign up via website or by other means, and distribution of printed and electronic copies to library, Town Hall CRC, etc. as well as posted to WCA website for broad outreach and public access
- Alexa offered to work with Anne to ensure the files are in an accessible format as well

11. Outreach Update – Emily

The Outreach Committee met 4/12/21 and tackled a number of items:

- Looking into new, cheaper e-mail platform for WCA
- Emily offering to stay on as Outreach Committee even though she is no longer on the board
- We need someone to help maintain and refresh WCA website

- Outreach gmail account will be created to have a contact point for outreach committee.
- Created a social media calendar to schedule regular postings
- Forms were created and posted to website for Westwood Hero, Westwood Neighbor of the Month and Yard of the month.
- Emily created mini info flyers on WCA for handouts
- The Outreach committee made a nomination for Westwood Hero award

12. Yard of the Month – Emily

- WCA needs a new person to take over Yard of the Month to review nominations and place yard signs.

13. Westwood Hero award: Up to 2 a year should be awarded, at board's discretion. Karen makes a motion to award Westwood Hero to Frank Eversole and Rick Pouliot with plaque not to exceed \$40; Seconded by John Kerr. Unanimous approval.

14. Neighbor of the Month: Tom Sauter makes motion to approve Emily Reynold's nomination for Neighbor of the Month. Alexa seconded. 10 approved; April opposed. Motion passes.

15. Fairies – Tom Sauter has an idea to create and install fairy houses around Westwood. He will present more on this idea later when there is more time.

16. The WCA Board Retreat has been rescheduled for 4/18 @ 6:30 p.m., 3022 Junietta Ave. outdoors at John Kerr's house.

17. Meeting in person - Tom Sauter is asking each board member to privately express to him whether they are comfortable meeting in person. He will not schedule in person WCA meetings until all board members are comfortable doing so.

18. Other Business-

- Tom Sauter expresses his welcome to the new board members.

- Larry Eiser raises discussion about where Westwood DORA information should be housed and where QRL codes should link to, e.g. the WCA website could house this content. Katie Frazier suggests people may be more likely to look to the business they are patronizing for DORA info rather than WCA. Wendy Clark mentions information needs to be consistent if it is posted in multiple sites.

19. Motion to adjourn –John Kerr makes motion to adjourn; Emily seconds