

Westwood Civic Association  
Steering Meeting Minutes  
January 11, 2022

Present: Wendy Clark, Katie Frazier, Lindsey Huhn, Nick Jackson, Alexa Justice, John Kerr, Scott LeCates, Anne Murphy, Tom Sauter, John Thompson

Absent: Shawntee Stallworth-Schramm, Stephen Schramm, Karen Strasser

*\*Meeting held via Zoom due to high Covid rates in Hamilton County*

1. Roll call

2. WCA Elections and Open Board position

- Abe Brandyberry's resignation from the WCA Board leaves an open position that needs to be filled for remainder of the term; Tom Sauter can appoint someone to fill this seat at a general meeting.
- Nominees for the March WCA Board election will be announced at the January general meeting; Candidates can also self-nominate. Candidates will be listed in Westwords and announced publicly prior to the March election;
- The two election Committees (Nick, Lindsey, April) have several potential nominees and they plan to speak with more to confirm interest but are looking for other potential candidates.

3. NSP (Steve Beckman)

- Steve Beckman has offered to represent WCA for NSP funding process with the city. He is attending the meetings and reviewing guidelines for process. NSP Review meetings are held monthly by the city to review funding proposals by community councils.
- WCA board must come up with a proposal for categories and amount needed per category for proposed use of NSP funds,

presented at a general meeting and discussed and voted on by board and Westwood residents at meeting

- The proposal is then submitted to the NSP Review committee for review and approval.
- Funds must be spent by the end of September regardless of when funds are approved and disbursed by the city. To submit for the February NSP Review meeting, the WCA board would need to present and discuss and approve the NSP budget proposal at the Jan. general meeting. It is more likely that the WCA board would not be prepared to present ideas for NSP funds and for vote until Feb. general meeting –which would then be submitted to the city for the March NSP review meeting.
- Management of NSP funds and expenditures is needed to ensure funds are spent promptly and that a board member is assigned, responsible for different project expenditures.
- WCA Board members need to come to January general meeting with ideas for use of NSP funds. Need to determine estimates for broad categories at least. Steve Beckman will send categories and examples to the board help with brainstorming. Steve will help put the NSP budget proposal together once ideas begin to formulate.

4. Discussion regarding amending bylaws to allow small purchases without prior board approval

- Alexa suggests that this power should be limited to a small number of select people on the board. Scott will work with Nick to draft language for this amendment to present to Board and membership for review and a vote on bylaw change at a future meeting.

5. WCA Fundraising proposal (Alexa Justice)

- Dungeons & Dragons themed fundraiser for Westwood that incorporates Westwood locations and history, designed as an

entry-level event that would be accessible to inexperienced players. Alexa would prefer to identify a specific initiative for the money raised from this event. Seeking volunteers to help with planning to host event this summer and to identify a good cause for the funds raised.

- Preliminary estimate is that the event could raise ~\$1000 (6 game masters to run games, individuals would pay \$20 to play a 2 hour game. Would raise \$80-\$100 per table plus other opportunities to have a raffle and generate donations.

6. Westwood digital accounts housekeeping:

- Communications infrastructure needs to be overhauled.
- “Keyholders” and those with responsibility and access need to be identified so that everyone on the board knows who is main person responsible for monitoring accounts, posting/responding to messages;
- Nick is working on acquisition and transition to WCA google accounts. Once complete the contact e-mail for WCA will need to be updated
- Current WCA e-mail ‘[info@westwoodcivic.org](mailto:info@westwoodcivic.org)’ will be obsolete once transition is made; no one knows who ‘owns’ the current [info@westwoodcivic.org](mailto:info@westwoodcivic.org) e-mail.
- For 2022 WCA Board should prioritize documenting account access and responsible individuals in a document/file shared and retained by the board to facilitate future board transitions and transfer of knowledge.

7. Presentations Ministries request for zoning change

- PIBZ committee reviewed their proposal within the equitable development rubric. PIBZ committee has no objections and will recommend that the WCA board votes in favor of the zoning change request at the January general meeting, and that the WCA provides a letter of support to the city with the request the

the organization would notify WCA if they ever intend to sell the lot

- The Peasely Center Equitable Development Rubric was overly complicated for project proposal of this small scope. The committee suggests the board develop their own rubric to use to evaluation proposed projects and development requests

8. January general meeting will be held via Zoom next week due to high prevalence of Covid in Hamilton County currently. Notice of virtual meeting will be announced via e-mail, Facebook, and Westwords
9. Meeting adjourned.