



# Neighborhoods, USA Board Meeting Minutes Thursday, February 23, 2017

27 Church Ave SE, Roanoke, VA – Hampton Inn & Suites  
Board Member Attendance In-Person & via Go-To Meeting

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## I. WELCOME – CITY OF ROANOKE, VIRGINIA

## II. INVOCATION, CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL

Tige called the meeting to order at 10:15am. Invocation was led by George Lee. Following the pledge of allegiance, Monique Coleman conducted roll call. Quorum was established at the time of roll call (14 members present; following two late arrivals 16 members present; four (4) members noted absent.

### MEMBERS PRESENT – (VP means virtually present via Go-To Meeting)

- |   |                         |
|---|-------------------------|
| 1. Tige Watts, President                  | 9. Loretta Buckner (VP) |
| 2. Jason Bergerson, Vice President (VP)   | 10. Jerry Caligiuri     |
| 3. Monique Coleman, Secretary (VP)        | 11. Paul Gambill        |
| 4. Beryl McCadden-Pritko, Asst. Sec. (VP) | 12. Rene Kane           |
| 5. Anne-Marie Taylor, Treasurer           | 13. Lisa Middleton (VP) |
| 6. Angela Rush, Asst. Treasurer (VP)      | 14. Annie Rodgers (VP)  |
| 7. George Lee, Parliamentarian            | <b>15. VACANT SEAT</b>  |
| 8. Hal Barnes                             |                         |

### MEMBERS LATE

1. Tony Olden (VP) @ 11:20am
2. Wanda Sloan (VP) @ 10:28am

### MEMBERS ABSENT

1. Elton Gatewood
2. Vetricia McKinney
3. DeAnna O'Malley
4. Gerri Robinson

## III. APPROVAL OF THE AGENDA

Tige Watts called for an approval of the agenda. **Anne-Marie Taylor made a motion to approve the agenda; Hal Barnes seconded. Vote 15-0; the motion carried.**

## IV. APPROVAL OF THE OCTOBER 20-21, 2016 BOARD MEETING MINUTES

Tige Watts asked the Board to review the minutes and turned the discussion over to Ms. Coleman, NUSA Secretary. Ms. Coleman noted before approval, there were two notes that needed to be clarified; a motion made by George Lee, seconded by Monique and abstained by Lisa Middleton. The recording was not provided so Ms. Coleman was not able to verify the applicability of the motion to a particular context or discussion topic in the minutes. Ms. Coleman also asked for clarification on Jason Bergerson's motion regarding the membership services vetting process. Once clarified, the notation remained in the minutes. After discussion, Ms. Coleman suggested the minutes be approved with corrections to allow for future revision on the motions that required clarification. Following the discussion; **Beryl McCadden-Pritko made a motion to approve the minutes with corrections; Loretta Buckner seconded. Vote 15-0; the motion carried.**

## **V. FINANCIAL REPORT – TREASURER**

Anne Marie Taylor said the extension for 990 has been filed. The tax return and audit will be underway soon. QuickBooks will be made available online so we will have multiple levels of access but the ability for various users, which will be very helpful. Various city county membership renewals. Awards registration is closed. We've received approx. \$2,500 in awards fees. Ms. Taylor reviewed the Treasurer's report provided via email. Following discussion, **Paul Gambill made a motion to approve the Treasurer's Report; George Lee seconded. Vote 15-0; the motion carried.**

## **VI. ADMINISTRATIVE ASSISTANT'S REPORT**

Jeri Pryor stated she has mailed out 800 bid proposals and city/county membership information. Ms. Pryor stated she has received many calls from convention and visitors bureaus. Ms. Pryor is trying to steer them towards cities (potential host entities) to help establish partnerships. Ms. Pryor noted the sunshine fund was negative; \$68 was collected in Omaha; the current balance is \$29. Ms. Pryor noted she will order new badges so if anyone needs a badge they need to let her know asap. Ms. Pryor concluded her report by indicating there are approximately 50 conference registrations so far; most coming from the Omaha area. Following the report **Rene Kane made a motion to approve the Administrative Assistant's Report; George Lee seconded. Vote 16-0; the motion carried.**

## **VII. HOST ENTITY REPORT – 2017 OMAHA UPDATE**

Norita Matt and Meredith Dillion gave a report to the NUSA Board for the upcoming May 2017 conference. Pre-conference tours are starting Wed. 18 pride tours will start on Friday. Ryan Morrissey is the Pride Tour committee chair. 33 exhibitor spaces (chair Margie Magnuson) – all exhibitor spaces are filling up; to-date 14 filled, plus two spaces for NUSA. On Friday, \$50 neighborhood association booth space will be available on Friday at the Hilton.

Registration launched a little later than anticipated. Program/registration book will be launched soon. 150 conference volunteers are anticipated. Volunteer training is required.

Marketing plans are underway for the NUSA conference. Presentations and printed materials are being provided at neighborhood associations and at local neighborhood events about NUSA and the upcoming conference. Social media pages are being created for the conference. Ms. Norita Matt stated there are 56 workshops!

## **VIII. COMMUNITY EXPERIENCES**

The Board had a general discussion about the current conditions in the country and how these conditions are impacting neighborhoods across the United States. The Board agreed that facilitating discussions in an appropriate manner and context is important to allow NUSA to be a means of support for the neighborhoods NUSA serves.

## **IX. COMMITTEE MEETINGS AND RECESS UNTIL FEBRUARY 24**

Around 11:30am Tige discussed the committee assignments that were scheduled to use Go-To Meeting for committee meetings. Tige stated the meeting would recess for the rest of the day. Mr. Watts reminded the board members present in Roanoke, VA to meet in the hotel lobby at 5:30pm to gather and depart for a special event scheduled for board members from 6pm-8pm. The NUSA Board would reconvene at 11:00 a.m. (EST) on February 24, 2017.



# Neighborhoods, USA Board Meeting Minutes Friday, February 24, 2017

27 Church Ave SE, Roanoke, VA – Hampton Inn & Suites  
Board Member Attendance In-Person & via Go-To Meeting

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## I. INVOCATION, CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL

Tige Watts called the meeting to order at 11:04 a.m. (EST) (10:04 a.m. CST). George Lee led invocation. Monique Coleman called roll; 15 members present; 5 members absent at the time of roll call; quorum established.

### MEMBERS PRESENT – (VP means virtually present via Go-To Meeting)

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|---|--------------------------------|
| 1. Tige Watts, President                  | 9. Jerry Caligiuri             |
| 2. Jason Bergerson, Vice President (VP)   | 10. Paul Gambill               |
| 3. Monique Coleman, Secretary (VP)        | 11. Rene Kane                  |
| 4. Beryl McCadden-Pritko, Asst. Sec. (VP) | 12. Lisa Middleton (VP)        |
| 5. Anne-Marie Taylor, Treasurer           | 13. Tony Olden (VP)            |
| 6. George Lee, Parliamentarian            | 14. Annie Rodgers (VP)         |
| 7. Hal Barnes                             | 15. Wanda Sloan (VP) @ 10:28am |
| 8. Loretta Buckner (VP)                   | <b>16. VACANT SEAT</b>         |

### MEMBERS ABSENT (Morning Session)

1. Angela Rush, Asst. Treasurer (VP)
2. Elton Gatewood
3. Vetricia McKinney
4. DeAnna O'Malley
5. Gerri Robinson

## II. PRESIDENT'S REPORT

### a) 2017 Conference Registration

Tige Watts stated there were currently 52 conference registrants; approximately half are from the national database and approximately half are from the Omaha area.

### b) Spring 2017 NUSA Newsletter Materials

Mr. Watts reminded the board about the newsletter and indicated if there is any material that needs to be provided (from Committees) to do so as soon as possible.

### c) Committee Re-assignments

Tige Watts noted the following committee re-assignments: DeAnna O'Malley moved from Resource Development to Membership Services. Vetricia McKinney was reassigned from Membership Services to Bylaws and Rules.

### d) Membership Renewals

Tige Watts noted there will be a new purchase form provided for membership renewals.

**e) Memphis Report**

Tige Watts noted we have received the Memphis Report and it will be available for review.

**f) 2019 Host City Bid & Finalist Interviews**

Tige noted the 2019 Host City Bid process will take place on Wednesday in Omaha. Rene asked if presentations can be submitted ahead of time. Jeri Pryor said she will get the RFP's in the mailbox so the logistics have to be worked out so she is not trying to get the documents done last minute. Sharing sites like Google Docs is helpful but Ms. Pryor said not everyone knows how to use Google Docs.

**g) Role of Board Members at the Conference**

Tige Watts reminded board members that people will look to us for help and guidance so please plan to be available. Tige also stated there will be some committees that will need help (Awards and Board Development) so board members should plan to help facilitate processes during the conference.

**III. COMMITTEE REPORTS**

**a) AWARDS PROGRAM COMMITTEE**

Hal Barnes gave the Awards Program Committee report. Mr. Barnes noted the committee has revised nomination packages. Mr. Barnes stated there has been good response in all awards categories. Mr. Barnes said the Newsletter judging took place on 2/23/2017 so these results are already in. Mr. Barnes noted the Board would select the Who's Who recipients on 2/24/2017. Hal Barnes noted \$2,715 has been collected for awards entries. Hal Barnes asked the Board to approve the following award categories and the corresponding cash prizes: 1<sup>st</sup> place NOTY - \$500, 2<sup>nd</sup> place NOTY - \$250; 3<sup>rd</sup> place NOTY - \$100 and overall NOTY Grand Prize winner to receive \$1,000. **George Lee made a motion to approve the proposed cash prizes; Rene Kane seconded. Vote 15-0; the motion carried.**

Hal Barnes then discussed the packet of Who's Who in America Neighborhoods candidates. Mr. Barnes stated they would not be using the scoring sheet. Ms. Coleman expressed concern because yesterday Anne-Marie Taylor sent out the scoring sheet and said the sheets were to be used to guide Who's Who judging; however, on the day of discussion, Mr. Barnes indicated the sheets would not be used. Ms. Taylor (noted for Secretary and wanted clarified for the membership) that the sheets were to be used by all board members as a guide for judging and awarding the Who's Who winner. Mr. Barnes asked the Board members to discuss the slate of candidates listed. Mr. Barnes also noted the Who's Who nominees who are not eligible for award consideration: Anne Lawless, Carmen Vargas, Kevin Wier. They are ineligible because the nominating individual was not a NUSA member. Because of the number of deserving candidates, the Board opted to award three nominees this year. After discuss of the candidates, with the Board being in agreement, **Monique Coleman made a motion to approve Mayor Bell, Mary Dollison, and Rondae Hill as the three Who's Who award recipients; Rene Kane seconded. Vote 14-0-1. The motion carried; Loretta Buckner abstained.**

**Paul Gambill motioned to accept the Award Program Committee report; Monique Coleman seconded. Vote 15-0; the motion carried.**

**b) MEMBERSHIP SERVICES COMMITTEE**

George Lee gave the Membership Services Committee Report. Mr. Lee noted there are 25 city membership renewals and 11 new city memberships. Mr. Lee also went over the corporate members and noted the committee is planning a meet and greet for affiliate members at the

conference. Tige Watts said he thought the event was a great idea and that he would convey the idea to Norita Matt to help facilitate the planning of the event. Ms. Coleman suggested the committee seek out a corporate membership from the American Planning Association. Monique Coleman said she would send George Lee the information needed to see if APA would be interested in becoming a corporate member. **Rene Kane made a motion to accept the Membership Services Committee Report; Hal Barnes seconded. Vote 15-0; the motion carried.**

**Paul Gambill made a motion to accept the affiliate memberships presented; George Lee seconded. Vote 15-0; the motion carried.**

**c) PUBLIC AFFAIRS COMMITTEE**

Annie Rodgers provided the Public Affairs Committee report. Ms. Rodgers provided updates on 1) newsletter activities; 2) website activities; 3) email activities via Constant Contact; and 4) social medial activities. Ms. Rodgers noted the Winter 2017 newsletter was delivered to the NUSA membership at the end of January; the Spring 2017 edition will be finished in March and sent out on April 1. The April 1 edition will feature 2017 conference activities, NOTY and BNPA finalists and candidates running for the NUSA board. **Hal Barnes made a motion to accept the Public Affairs Report; Paul Gambill seconded. Vote 15-0; the motion carried.**

**d) RESOURCE DEVELOPMENT**

Rene Kane and Monique Coleman provided the Resource Development Committee Report. Rene Kane noted we have an updated list of prospective donors and sponsors, demographic data was added to the conference registration. Monique Coleman noted the use and assignment as a constant contact creator would allow Resource Development to create fundraising campaigns; the committee will collaborate with Membership Services to reach out to and improve corporate contributions to NUSA. And finally, Monique Coleman discussed the possibility of NUSA developing an RFQ (request for qualifications) for NUSA to seek out a professional fundraiser. We will seek out pro bono assistance. Ms. Kane and Ms. Coleman reiterated Resource Development will be responsible for creating and maintaining the RFQ and publishing process, and will work in concert with the Executive Committee to ensure the process is conducted in a manner favorable to NUSA (since this is a new endeavor for the organization. Following discussion, **George Lee motioned to allow Resource Development to develop and publish an RFQ; Hal Barnes seconded. Vote 15-0, the motion carried.**

**George Lee made a motion to accept the Resource Development Committee Report; Hal Barnes seconded. Vote 15-0; the motion carried.**

**e) BYLAWS & RULES / BOARD DEVELOPMENT COMMITTEE (CONSOLIDATED REPORT)**

Jason Bergerson and Beryl McCadden-Pritko provided the consolidated report. The following recommendations were noted in the report provided:

1. Remove the Board Roster from the Board Manual because it contains personal information for internal purposes;
2. Include updated Committee Roster and add NUSA email contact information on the website;
3. Create and implement an Exit Interview survey for all Board members leaving the Board. The survey will address general comments on their board experience and will allow leaving board members to make suggestions to continually improve NUSA's overall operation;

4. A Webinar training to provide the membership the primer information for training on the bylaws, rules, etc. Use of Constant Contact to distribute a simple primer to all members was recommended;
5. Possibly add links to the NUSA website for already existing webinars and training sessions that may be of assistance to our membership; and
6. Board Development will research coordination opportunities with other existing training opportunities, like the Community Association Institute, NeighborWorks America and others groups like the American Planning Association (APA) .

After Jason Bergerson concluded his portion of the consolidated report, Beryl McCadden-Pritko provided the slate of candidates running for the seven (7) open seats at the 2017 Omaha, NE Conference. Ms. McCadden-Pritko noted there are eight (8) candidates; two are from the same city. As stated in our current bylaws, since there is only existing NUSA board member from Birmingham, AL, the highest vote-getter from Birmingham will be seated. Based upon a general discussion and consensus, the board agreed the candidate from Midfield, AL is eligible and is not considered from the same city. The candidate slate is as follows:

- |  |  |
|--|--|
| 1. Sandy Becker, Little Rock, AR         | 5. Ian Randolph, Memphis, TN           |
| 2. Charmaine Clark – Columbia, SC        | 6. Orlando Robinson, Midfield, AL      |
| 3. Catherine Huckaby, Haslet, TX         | 7. Anne-Marie Taylor, Indianapolis, IN |
| 4. Dr. Gregory D. Jones – Birmingham, AL | 8. Chester Wallace, Birmingham, AL     |

Mr. Bergerson agreed, however noted during a lengthy discussion with the Board that he did not feel this outcome (representatives from neighboring cities) complied with the overall intent and spirit of the language in the bylaws, which tries to limit a bias from a city/ town/or region. The Board discussed and reviewed language [*“no more than two (2) people from the same MSA (metro statistical area) may be seated...”*] that will be discussed with the full Board at the May 2017 post-conference Board meeting. New language would require a bylaws amendment.

**Following the discussion, Monique Coleman made a motion to approve the eight (8) candidates on the ballot; Jerry Caligiuri, seconded. Vote 15-0; the motion carried.**

**Jerry Caligiuri made a motion to accepted the combined bylaws and board development report; Monique Coleman seconded. Vote 15-0; the motion carried.**

**ROLL CALL AFTER LUNCH**

The meeting was called back to order at 1:47pm. Tige Watts asked Monique Coleman to call roll. Monique called roll; 12 members present; 8 members absent at the time of roll call. Quorum established.

**MEMBERS PRESENT – (VP means virtually present via Go-To Meeting)**

- |   |                         |
|---|-------------------------|
| 1. Tige Watts, President                  | 8. Hal Barnes           |
| 2. Jason Bergerson, Vice President (VP)   | 9. Loretta Buckner (VP) |
| 3. Monique Coleman, Secretary (VP)        | 10. Jerry Caligiuri     |
| 4. Beryl McCadden-Pritko, Asst. Sec. (VP) | 11. Paul Gambill        |
| 5. Anne-Marie Taylor, Treasurer           | 12. Rene Kane           |
| 6. Angela Rush, Asst. Treasurer (VP)      | 13. Annie Rodgers (VP)  |
| 7. George Lee, Parliamentarian            | <b>14. VACANT SEAT</b>  |

**MEMBERS LATE**

1. Wanda Sloan (VP) @ 1:56pm

**MEMBERS ABSENT**

1. Elton Gatewood
2. Vetricia McKinney
3. Lisa Middleton (VP)
4. Tony Olden (VP)
5. DeAnna O’Malley
6. Gerri Robinson

**f) PROGRAM DEVELOPMENT**

This report was not covered. Tony Olden was not available. However, Tige Watts stated many items were covered in the Omaha Conference update.

**IV. UNFINISHED COMMITTEE REPORTS**

Tige Watts asked if there was any old business. Hearing none, Tige Watt turned the meeting back over to Jason Bergerson to discuss the draft of this bylaws amendment to address the nature and intent of the two (2) member per city rule specified in the bylaws. After discussion, Jason Bergerson agreed with the Board that an issue of this magnitude needs to be discussed in person and with a full board. The discussion will resume in May, likely at the post-conference meeting.

**V. OLD BUSINESS**

No old business to be discussed.

**VI. NEW BUSINESS**

No new business to be discussed.

**VII. ADJOURNMENT**

Tige Watts adjourned the NUSA board meeting at 2:28 p.m. (CST)

**FEBRUARY 23-24, 2017 NUSA MEETING MINUTES SIGNATURE PAGE**

SUBMITTED BY:

\_\_\_\_\_  
Signature: Monique Coleman, NUSA Secretary

\_\_\_\_\_  
Date:

APPROVED BY:

\_\_\_\_\_  
Signature: Tige Watts, NUSA President

\_\_\_\_\_  
Date:

ATTESTED BY:

\_\_\_\_\_  
Signature: Jeri Pryor, NUSA Administrative Assistant

\_\_\_\_\_  
Date: