



NEIGHBORHOODS, USA Board of Directors Meeting Minutes

Thursday, September 17, 2015

The Neighborhoods, USA (NUSA) Board of Directors Meeting was held at 10:00 am at the Sheraton Memphis Downtown Hotel, 250 North Main Street, Gatlinburg Room, Second Floor, Memphis, TN

I. **CALL TO ORDER** – Before the meeting was called to order, NUSA Vice President delivered the invocation. Afterwards, NUSA President Tige Watts called the meeting to order on Thursday, Sept. 17 at 10 a.m. inside the Gatlinburg Room, located on the 2nd floor of the Sheraton Memphis Downtown Hotel. Sergeant At Arms Tony Olden led the pledge of allegiance, and Secretary Monique Coleman conducted the roll call for attendance. A quorum was established with 14 members in attendance and 5 members absent.

MEMBERS PRESENT:

- | | |
|--------------------|-----------------------|
| Hal Barnes | Beryl McCadden-Pritko |
| Jason Bergerson | Ron McCorkle |
| Andre Bernard | Vatricia McKinney |
| Loretta Buckner | Tony Olden |
| Monique Coleman | Gerri Robinson |
| Rene Kane | Angela Rush |
| George R. Lee, Jr. | Tige Watts |

MEMBERS ABSENT:

- Deletta Dean (*excused/work*)
- Elton Gatewood (*excused/family*)
- DeAnna O'Malley (*excused/work*)
- Anne-Marie Taylor (*excused/work*)
- Margaret Wallace-Brown (*excused/work*)

II. **APPROVAL OF AGENDA** - President Tige Watts asked for any modifications and/or approval of the agenda for the Thursday September 17-18, 2015 Board Meetings. **Tony Olden moved to adopt the agenda as presented, allowing for changes as needed. Jason Bergerson seconded. Motion passed unanimously.**

III. **ELECTION OF NUSA BOARD OFFICERS** - The Board Development Committee led by Chair Beryl McCadden-Pritko administered the election process. Ballots were distributed accordingly, and the results for each election are below.

PRESIDENT	
CANDIDATE	RESULT
ANDRE BERNARD	Bernard elected by acclamation

VICE PRESIDENT	
CANDIDATE	RESULT
GEORGE LEE, Jr	Watts defeats Lee by vote margin of 11-3
TIGE WATTS	
TREASURER	
CANDIDATE	RESULT
GEORGE LEE, Jr	Rush defeats Lee by a vote margin of 9-5
ANGELA RUSH	
ASSISTANT TREASURER	
CANDIDATE	RESULT
BERYL McCADDEN-PRITKO	McCadden-Pritko elected by acclamation
SECRETARY	
CANDIDATE	RESULT
LORETTA BUCKNER	Buckner elected by acclamation
ASSISTANT SECRETARY	
CANDIDATE	RESULT
RON McCORKLE	McCorkle elected by acclamation
PARLIAMENTARIAN	
CANDIDATE	RESULT
TONY OLDEN	Olden elected by acclamation
SERGEANT-AT-ARMS	
CANDIDATE	RESULT
JASON BERGERSON	Bergerson defeats Lee by a vote margin of 10-4.
GEORGE LEE, Jr	

There was a short recess for the newly-elected officers to be seated. The meeting reconvened at 10:40 a.m. President Andre Bernard called the meeting back to order at 10:40 am.

IV. WELCOME BY CITY OF MEMPHIS, TN – Conference Coordinator Joyce Cox welcomed the NUSA Board Members to Memphis, TN and introduced Mayor A. C. Wharton, Jr. Mayor Wharton recognized local NUSA Board Members Tony Olden and Vetricia McKinney and thanked NUSA board members for their service to the organization and America's cities. Andre Bernard thanked Memphis for hosting NUSA's Conference. According to organizers, Memphis is working to bring more than 800 attendees to the Conference.

V. BOARD MEMBER RESIGNATION - Richard Whipple submitted his resignation from the NUSA board on May 26, following the NUSA conference in Houston, TX. Whipple will continue working with host city Memphis this year. There are no eligible replacements for the board seat. Motion to accept his resignation was seconded and approved.

VI. 2016 CONFERENCE UPDATE – Because all members of Memphis' host committee were present, the board amended its agenda to allow their presentation to be given. Memphis' Host Committee distributed welcome bags, conference books and t-

shirts to all Board Members present. Joyce Cox modeled the new conference t-shirts featuring a slogan that said, "NUSA is the Bomb Diggity." Cox then proceeded to introduce key volunteers and sub-committee chairs essential to the host city. Wrist bands will be used for an accurate count of meals served and reducing budget costs for unregistered "walk-ins." Food trucks will be located in front of the hotel on Thursday for that day's lunch. Awards luncheons will be held on Friday and Saturday. There will be no on site registrations this year, and Cox said Memphis is expecting about 500 attendees locally and approximately 700+ from other cities. Early Registration deadline will be April 15, and late registration will close on May 2nd. Several concerns about transportation were discussed. Beryl McCadden-Pritko commented regarding use of shuttle services and taxicabs costing \$65 were expensive. Rene Kane suggested working with van services in the city. Beryl McCadden-Pritko also shared concerns about the host hotel, asking whether the NUSA conference will be the only conference booked at the Sheraton during our conference. Joyce Cox said the NUSA conference will be the only conference at the Sheraton. Other concerns related to the host hotel and accommodations were discussed. Tige Watts asked about the number of room blocks for Saturday through Saturday, mentioning that the out-of-town attendees were normally approximately 400 to 500 people. Other concerns about the host hotel's in-house restaurant were mentioned. Motion was made to accept report, seconded and approved unanimously. The board also gave approval to the early registration fee being set at \$200, with late registration at \$300. Youth registration will run \$50. Upon the conclusion of this report, board members were reminded they have all been invited to a special event the following day at Memphis' Botanical Gardens featuring a Hall and Oates concert.

VII. SECRETARY'S REPORT - Monique Coleman stated the minutes were not available at this time. Approval of the minutes from board meeting from May 20-23, 2015, as well as approval of the General Membership meeting were delayed until later in the agenda.

VIII. TREASURER'S AND FINANCIAL REPORT - Angela Rush briefly reviewed the financial documents: 1) Financial Report 09/2015, 2 pgs., 2) NUSA Checking Account Register, 09/16/2015, 5 pgs., 3) Spreadsheet of Budget and Financial Report FY 2014 spreadsheet of income and expense activity, 09/17/2015, 1 pg., and 4) Recommendations to Improve the 2016 Registration Process, 2 pgs. Angela Rush shared some concerns regarding registrations at the 2015 conference. There were 511 people in attendance, 119 youth and 100 complimentary registrants, for a total of 805 attendees. The actual youth count however was 200. Rush suggested we return to distributing tickets for all meals and events and said improvements should be made for processing group registrations, and having a better process for payments. The focus is to make the registration process easier for all involved. Jason Bergerson moved to approve the report. Tony Olden seconded. Motion carried.

ACTION ITEMS FOR VOTE: The NUSA Bank Account was discussed. The Board needs to designate signatories on the NUSA Bank Account. Need to remove John Hargroves and Karen Harber's signatures, add Beryl McCadden-Pritko's signature, and leave the following signatures: Tige Watts, Andre Bernard, Angela Rush and Jeri Pryor's name. Jason Bergerson moved to adopt action items. Tony Olden seconded. Motion approved unanimously. There was also discussion regarding NUSA credit card holders. Rene Kane asked a question regarding who are current credit card holders. Angela Rush and Jeri Pryor are card holders. Motion made to adopt changes was made, seconded and approved unanimously. The cost to hire an auditor was also discussed. Bids for conducting audit came in around \$4,000 to \$5,000. Auditor's services will include billing in increments as work is completed. EHL Insurance gets multiple bids for Board Insurance. Angela Rush is currently working with John Hargroves regarding insurance and will report back to the Board at the February meeting. Rush also mentioned NUSA has submitted its annual 990 report to IRS as required.

IX. ADMINISTRATIVE ASSISTANT'S REPORT - Jeri Pryor gave the Administrative Assistant's report. Membership Committee, structure and reports are still in transition. The committee needs to confirm actuals, and match with Angela Rush's figures on Treasurer's Report from conference. Sunshine Fund has a total balance of \$102.93. Pryor will get a printout of fund activity.

X. MEMBERSHIP BUSINESS YEAR TRANSITION - Discussion next went to a proposal and pro-rated schedule to get all corporate and city-county memberships on a July 1 to June 30 schedule for both kinds of memberships. Affiliates will stay on

their two-year cycle and nothing to change on individual memberships. Monique Coleman moved to approve the new structure and fee schedule, Beryl McCadden Pritko seconded. Motion carried.

XI. CONFERENCE HOST CITY REPORTS & UPDATES - Memphis presented its conference report update for 2016 earlier in the meeting. There was no report for the agenda item of 2015 Conference (Houston) Wrap-Up Report. A final report about the conference was released to membership and put on NUSA web site months prior to Sept. board meeting.

XII. LUNCH – The board meeting was recessed at 12:25 p.m. and board members were instructed to return by 2:30 p.m.

XIII. CALL BACK TO ORDER & ROLL CALL – The board meeting was reconvened at 2:45 p.m. Quorum established.

MEMBERS PRESENT:

- | | |
|--------------------|-----------------------|
| Hal Barnes | Beryl McCadden-Pritko |
| Jason Bergerson | Ron McCorkle |
| Andre Bernard | Vatricia McKinney |
| Loretta Buckner | Tony Olden |
| Monique Coleman | Gerri Robinson |
| Rene Kane | Angela Rush |
| George R. Lee, Jr. | Tige Watts |

MEMBERS ABSENT:

- Deletta Dean (*excused/work*)
- Elton Gatewood (*excused/family*)
- DeAnna O'Malley (*excused/work*)
- Anne-Marie Taylor (*excused/work*)
- Margaret Wallace-Brown (*excused/work*)

XIV. COMMITTEE ASSIGNMENTS - Committee Selections were released after lunch. President Andre Bernard distributed the following assignments for 2015-2016.

Awards Program Committee Anne-Marie Taylor (Chair) Hal Barnes Elton Gatewood	Board Development Committee Beryl McCadden-Pritko (Chair) George Lee Gerri Robinson John Hargroves (non-board)	Bylaws & Rules Committee Jason Bergerson (Chair) DeAnna O'Malley Gerri Robinson John Hargroves (non-board)
Membership Services Committee Angela Rush (Chair) Deletta Dean Vatricia McKinney	Program Development Committee Tony Olden (Chair) Andre Bernard Richard Whipple (non-board)	Public Affairs Committee Tige Watts (Chair) Loretta Buckner Margaret Wallace-Brown
Resource Development Committee Rene Kane (Chair) Monique Coleman Ron McCorkle		

XV. COMMITTEE MEETINGS - The Board broke out into Committee meetings held from 2:50 pm to 5:00 pm. as the meeting was adjourned for the day.



Budget, Finance and Steering Committee Meeting Minutes

Friday, September 18, 2015

The NUSA Board of Budget & Financial Services Committee (BFSC) Meeting was held 9:00 a.m. at the Sheraton Memphis Downtown Hotel, 250 North Main Street, Gatlinburg Room, Second Floor, Memphis, TN.

CALL TO ORDER & ROLL CALL – The BFSC meeting was called to order at 9 a.m. by Vice President Tige Watts. Quorum established. Watts reminded all attendees the main purpose of this committee meeting is to review each committee's line-item budget and make adjustments where needed.

VOTING MEMBERS PRESENT:

President Andre Bernard
Vice President Tige Watts
Treasurer Angela Rush
Secretary Loretta Buckner
Assistant Treasurer Beryl McCadden-Pritko
Assistant Secretary Ron McCorkle
Sergeant At Arms Jason Bergerson
Rene Kane (9:06 a.m.)

OTHERS PRESENT:

Jeri Pryor, Admin Asst
Hal Barnes
George Lee Jr. (9:37 a.m.)
Gerri Robinson (9:08 a.m.)

MEMBERS ABSENT:

Tony Olden (*excused/family emergency*)
Anne-Marie Taylor (*excused/work*)

Awards Committee – Hal Barnes software and upgrades. Awards Committee may modify the line item as needed, requested its budget be adjusted to \$4,900.

Board Development Committee – Chair Beryl McCadden-Pritko said to keep line item amount the same - \$575.00.

Bylaws Committee – Chair Jason Bergerson has condensed the Board manuals and upgraded to an electronic version. This change was a very good improvement from the old version of packing and carrying a heavy three-inch thick, three-ring binder. Copies in a printed version may be available upon request. Keep line item amount the same - \$250.

Membership Services Committee – Committee said to keep line item amount the same - \$1,000.00.

Program Development Committee – Committee requested line item amount the same - \$1,150.00.

Public Affairs Committee – Committee Chair Tige Watts requested increased the line item for social media advertising from \$500 to \$1,000, and increasing corporate marketing line item up to \$3500. During the section of time for this committee's review, the committee approved increasing the budget for computer hardware and software up to \$2000.

Resource Development Committee – Committee chair Rene Kane requested an increase for Resource Development up to \$600.

Jason Bergerson moved to accept the budget as amended. Beryl McCadden-Pritko seconded. Motion carried.

Watts said the budget and changes to line items will be ratified by the full board at the next meeting and then asked for any other items for the BFSC and any other ideas.

OTHER ITEMS/COMMENTS

President Bernard said NUSA's team-building exercise on Wednesday was very much appreciated.

Angela Rush mentioned reviewing Strengths Quest - Online - How to Communicate. Some may be strength-based. Some may be harmony based. We are all different. There is no intent to offend. Please note that "I just communicate differently from you."

Jason Bergerson suggested using Online tools, having Board tests and surveys. Also, suggested building these tools into future meetings.

John Hargroves shared comments regarding insurance. Knows there is one (1) non-profit insurance provider that includes team-building exercises.

Ron McCorkle mentioned the \$500 budget line item, and suggested assigning some of the expense to another committee.

Watts adjourned the committee meeting at 9:52 a.m., suggesting the Board take a quick recess to prepare for the Board Meeting.



NEIGHBORHOODS, USA Board of Directors Meeting Minutes

Friday, September 18, 2015

The Neighborhoods, USA (NUSA) Board of Directors Meeting was reconvened at 10:00 am at the Sheraton Memphis Downtown Hotel, 250 North Main Street, Gatlinburg Room, Second Floor, Memphis, TN

I. **CALL TO ORDER** – Before the meeting was called to order, NUSA board member George Lee Jr. delivered the invocation. Afterwards, NUSA President Andre Bernard called the meeting to order on Friday, Sept. 18 at 10 a.m. inside the Gatlinburg Room, located on the 2nd floor of the Sheraton Memphis Downtown Hotel. Assistant Secretary Ron McCorkle led the pledge of allegiance, and Secretary Loretta Buckner conducted the roll call for attendance. A quorum was established with 13 members in attendance and 5 members absent.

MEMBERS PRESENT:

Hal Barnes	Beryl McCadden-Pritko
Jason Bergerson	Ron McCorkle
Andre Bernard	Vatricia McKinney
Loretta Buckner	Gerri Robinson
Monique Coleman	Angela Rush
Rene Kane	Tige Watts
George R. Lee, Jr.	

MEMBERS ABSENT:

Deletta Dean (*excused/work*)
Elton Gatewood (*excused/family*)
DeAnna O'Malley (*excused/work*)
Tony Olden (*excused/family emergency until 12 noon*)
Anne-Marie Taylor (*excused/work*)
Margaret Wallace-Brown (*excused/work*)

II. **WELCOME** – Before the committee reports, Tige Watts introduced Mr. Thurston Smith, a resident of Memphis who is also a member of NUSA, who was there to welcome board members to Memphis. Formerly a resident of Charleston, SC and Birmingham, Smith shared there are 653,000 people in the City and challenges faced include economic development.

III. COMMITTEE REPORTS

RESOURCE DEVELOPMENT - Rene Kane initiated the committee report. Followed up by Ron McCorkle who demonstrated tools that were authorized for the committee's purchase and use moving forward to attract and capture sponsorships and outside funding of the NUSA organization. Additionally, Monque Coleman mentioned a campaign, Local Legacy, project to generate income. Coleman said it is a link to grantors looking for something to invest in the community. Ron McCorkle said

Little Green Light is useful and easy to use, and asked to purchase the tool. Money is available to put the tool in budget . McCorkle mentioned revising the sponsorship package for access to data. Rene Kane mentioned a Graphic map of Strategy and using LDL as focal point. May collaborate with Membership Services Committee . Will work with the Host City and Program Committee to see if Legacy Project is a good avenue. The goal is to research and vet, to seek money.

Monique Coleman suggested placing all governance documents on Google Drive. Ron McCorkle said that Foundation Center may be used to research and find Foundations. There is some expense in researching. Tige Watts asked when the first campaign will launch because the majority of NUSA's income is from registration fees. Rene Kane gave an example: if the deadline is in two-weeks, then NUSA would go for it.

Angela Rush moved to accept the committee's report, seconded by Gerri Robinson. Motion approved unanimously

BOARD DEVELOPMENT - Chair Beryl McCadden Pritko opened by reviewing various responsibilities of the committee, including training. Report suggested looking more into expanded trainings and establishing guidelines and setting access permissions to documents on Google drive. From there came several comments and suggestions regarding training. As the report came to a close, Vice President Watts complimented Beryl's workshops she conducted at the conference about becoming a board member. Beryl received the best score of any workshop presentation. Jason Bergerson also praised McCadden-Pritko for making the session. He went on to say that NUSA has to be more clear about expectations, procedures, committees, etc. because we still have board members who choose not to participate or never attend board meetings. Bergerson moved to accept the committee's report, seconded by Rush. Motion approved unanimously.

MEMBERSHIP SERVICES - Chair Angela Rush reported there is no update or report for Membership Services at this time. The committee will be working on updating procedures, increasing memberships and putting the business year transition into practice. Additionally, Rush said she has not been able to get with Margaret Madden, who holds all information related to NUSA affiliate members.

BYLAWS & RULES - Chair Jason Bergerson reported that this committee and board development have and will continue to work together. In its meeting yesterday, there was considerable discussion about resolutions and how to submit one in proper form. Angela Rush suggested adding page numbers to the updated board manual now that it has been completely overhauled and cleaned up, as well as encouraging board members to stay engaged with Bergerson to update manual. From there, Tige Watts moved to accept the committee's report. Gerri Robinson seconded. Motion approved unanimously.

From here, Dennis Harper with the Sheraton was introduced to the board. He answered questions before leading the board on a tour of conference facilities. The meeting was recessed for the next hour until it was reconvened at 12:02 p.m. following the tour of facilities.

AWARDS COMMITTEE - Board member Hal Barnes presented the committees report. After much discussion, it was agreed there was no need to continue requiring applicants submit an original AND 6 copies and winners of the Who's Who award need to be in attendance at the conference. Additionally, the committee would like to expand the judging of the newsletter competition to get input from board members. Angela Rush moved to approve the committee report, seconded by Gerri Robinson. Motion approved unanimously.

PROGRAM DEVELOPMENT – Administrative Assistant Jeri Pryor reminded board members the deadline to submit workshops for the 2016 NUSA conference is coming up on October 1st for 5:00 p.m. Tige Watts asked if we have received signed contracts from Omaha (2017) and Birmingham (2018). Omaha's has been signed and received. Birmingham has not signed nor approved.

PUBLIC AFFAIRS - Committee chair Tige Watts reported the committee will be working to finish the newsletter, update the website, update photos, and update the generic email addresses. In addition, Public Affairs will be working with Awards Program and Board Development on the upcoming awards entry and board candidate applications. Angela Rush made a motion to accept the committee report, seconded by Rene Kane. Motion approved unanimously.

BUDGET FINANCE & STEERING – Line item changes made during the BFS committee report were reviewed. Jason Bergerson moved to accept the changes to the budget, seconded by Ron McCorkle. Motion approved unanimously.

At 12:31 p.m., president Andre Bernard recessed the meeting for lunch. At that time, it was announced the board would return at 3:30 p.m. to allow Memphis to meet with NUSA representatives to talk about registration for the 2016 conference.

The meeting was called back to order at 3:41 p.m. by Andre Bernard.

MINUTES FROM MAY 2015 BOARD MEETING & ANNUAL GENERAL MEMBERSHIP MEETING – Upon return from the lunch break, Monique Coleman presented the minutes from the May 2015 NUSA board meeting and the Annual General Membership Meeting Report. Changes were made and added to each document. Ron McCorkle made the motion to approve the board meeting minutes as corrected, with Jason Bergerson seconding the motion. Motion was approved unanimously. Angela Rush made the motion to approve the minutes for the Annual General Membership Meeting as corrected, with Tony Olden seconding the motion. Motion was approved unanimously.

BOARD ROSTER- Administrative Assistant Jeri Pryor distributed updated copy of board roster. Members confirmed address and contact information if correct, and provided corrections if needed. Members were reminded the Board Roster's personal information is not published on the internet.

ADJOURNMENT - Angela Rush moved to adjourn. Rene Kane seconded. Motion carried and President Andre Bernard adjourned the meeting at 4:25 p.m.

Respectfully Submitted by:
LORETTA BUCKNER,
NUSA Secretary