



## Neighboreds, USA Board Meeting Minutes Thursday, February 19, 2015

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

The meeting was called to order by NUSA President, Tige Watt. George Lee gave the invocation followed by the pledge of allegiance, led by Tony Olden. Monique Coleman called roll; 14 members were present; quorum established.

#### MEMBERS PRESENT

- Tige Watts, President
- Angela Rush, Treasurer
- John Hargroves, Asst. Treasurer
- Monique Coleman, Secretary
- George R. Lee, Jr., Asst. Secretary
- Jason Bergerson, Parliamentarian
- Tony Olden, Sergeant-at-Arms
- Rene Kane
- Ron McCorkle
- Beryl McCadden-Pritko
- Gerri Robinson
- Anne-Marie Taylor
- Margaret Wallace-Brown
- Richard Whipple

#### MEMBERS ABSENT

- *Andre Bernard, Vice President – excused, work-related*
- *Loretta Buckner – excused, work-related*
- *Deletta Dean – unexcused*
- *Margaret Madden – excused, family-related*
- *Vatricia McKinney – excused, health-related*
- *DeAnna O'Malley – excused, work-related*
- *Eva Yakutis – (submitted letter of resignation)*

### II. APPROVAL OF THE AGENDA

President Tige Watts called for approval of the February 19-20, 2015 board meeting agenda.

**George made a motion to approve the agenda. Tony Olden seconded. John Hargroves made a friendly amendment to the motion to allow adjustments in the agenda to address business as needed. Friendly amendment accepted; the motion carried.**

### III. OFFICAL WELCOME FROM CITY OF BIRMINGHAM, AL

Jarvis Patton, Chief Operations Officer from the City of Birmingham gave a welcome. Mr. Mark Smith, Executive Vice President of BBVA Compass Bank also came to welcome the NUSA Board of Directors. Mayor Bell also attended and officially welcomed the Board of Directors. Mayor Bell noted neighborhood discussions are established by the work and leadership that NUSA has established and he thanked the Board for their work and service.

### IV. SWEARING OF A BOARD MEMBER

Beryl McCadden-Pritko, Board Development Chair swore in Anne-Marie Taylor.

## V. SECRETARY'S REPORT AND APPROVAL OF FEB. 19-20 BOARD MEETING MINUTES

Ms. Coleman distributed the minutes for review. After a short review Mr. Watts called for a motion on the approval of the minutes. Angela Rush made a motion to approve the minutes with corrections; Tony Olden seconded. **The minutes were approved as amended.**

Ms. Coleman also passed out board re-affirmation statements to all board members that are not up for re-election at the 2015 Conference in Houston, TX. Board re-affirmation statements are required at the time the May 20 pre-conference board meeting is called to order. On Feb. 19, statements were collected from all applicable members except Ms. McKinney and Ms. Dean. They both have an opportunity to turn in the re-affirmation statement by May 20, 2015.

## VI. FINANCIAL UPDATE & TREASURER'S REPORT

Angela Rush gave the financial report. Ms. Rush noted filed continuing existing of corporation with the Ohio Secretary of State. Filed for an extension for the 990 form to the IRS. Worked on procedures with electronic banking. Bids from CPAs will be submitted to the executive committee and will be brought before the board at the May conference for NUSA's audit, which is required by NUSA bylaws. The report was discussed at length, which included income from membership fees to expenses for the APA's American Institute for Certified Planners-Certificate Maintenance (AICP-CM) fees and marketing. Robert's Rules dictates the report can be accepted as presented; the board does not have to vote to accept the report.

## VII. ADMINISTRATIVE ASSISTANT'S REPORT

Jeri Pryor gave the Administrative Assistant's report. Ms. Pryor stated the 820 RFPs for conference bids were sent out in January 2015 to cities with a population of 50,000 or more. A draft strategic plan template, which was conceived out of an Ad Hoc Committee including Eva Yakutis and Beryl McCadden-Pritko. 44 current city/county members, 23 city/county members that are expired or past due; 4 corporate members; 554 individual members. Individuals are going onto constant contact for membership renewals. \$38 was collected at the previous meeting; sunshine fund balance is \$153.92.

Jason Bergerson was asking if all members paying through the portal are aware that their payments are only good until the conference. Tige Watts said he will look into this but stated the portal should provide notice indicating such. **John Hargroves moved to accept the report with changes; Beryl McCadden-Pritko. The motion carried.**

## VIII. HOST ENTITY REPORT

### a) 2015 HOUSTON CONFERENCE UPDATE & REPORT:

Margaret Wallace-Brown said registration will open on Monday, February 23, 2015. Ms. Wallace-Brown provided the schedule and registration booklet for board review. \$200 early bird registration through April. \$50 for youth registration. April 16-May 1 (late registration) is \$300. The hotel rooms will be \$135/night + 17% tax. No registration will be accepted after May 1; the website will be shutdown. Ms. Wallace-Brown went over the registration booklet with the Board. Ms. Wallace-Brown noted APA-AICP approved 48 hours of credit for AICP members. Ms. Wallace-Brown noted \$75,000 contributions to-date. Union Pacific made a \$50,000 contribution. Ms. Wallace-Brown also indicated NUSA will have a large social media presence and the Houston team is working to include the youth participation at the May 2015 Houston conference. The Houston, TX's conference budget is approximately \$319,000. The City of Houston is contributing time and talent; funds are being raised via contributions. **John Hargroves made a motion to accept the Houston, TX report; Ron McCorkle seconded. The motion carried.**

## IX. PRESIDENT'S REPORT

### a) **CONFIRMATION OF EXECUTIVE COMMITTEE ACTION – Late Registration Fee**

The Executive Committee approved a late registration fee of \$300. This vote will ratify that action. **John Hargroves made a motion to accept the late registration fee of \$300. George Lee accepted.**

### b) **BOARD MEMBER ISSUE**

Eva Yakutis submitted her resignation from the Board. **John Hargroves moved to accept the letter of resignation. Anne-Marie Taylor seconded.** Following an executive session discussion, **the motion carried.**

**George Lee made a motion adjourn and go into executive session to discuss the matter. Anne-Marie Taylor seconded.** Executive session ended at 11:50 a.m.

**Regular/open session reconvened at 11:55 a.m.**

### c) **ROLE OF ADMINISTRATIVE ASSISTANT WITH RESPECT TO COMMITTEES**

Tige Watts discussed the role of the administrative assistant contract. Tige Watts wants the Board to be mindful of the way we request information to the Board. Rene Kane suggested requests be filtered to Jeri Pryor through the executive committee.

### d) **LONG-TERM ROLE OF AN ALL VOLUNTEER BOARD AND NUSA'S FUTURE**

Tige Watts mentioned the long-term role as a volunteer board and ways NUSA may need to move forward. Jason Bergerson mentioned the board self-assessment. Mr. Bergerson suggested we assess the need for more professional staff. Ron McCorkle asked about the six individuals that are doing all the work. Tige Watts led the Board in a general discussion about the few board members that absorb the majority of the work needed to sustain NUSA. Tige Watts recessed the meeting at 1:50 p.m.



## Neighborhoods, USA Board Meeting Minutes Friday, February 20, 2015

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### I. CALL TO ORDER, ROLL CALL, BUDGET, FINANCE AND STEERING COMMITTEE MEETING

Tige Watts called the meeting to order at 9:00am and turned the meeting over to Angela Rush, Treasurer.

#### ROLL CALL

Tige Watts asked Monique Coleman to conduct roll call. Only officers and committee chairs are required to be in attendance. Quorum established.

#### MEMBERS PRESENT

- Tige Watts, President
- Angela Rush, Treasurer
- John Hargroves, Asst. Treasurer
- Monique Coleman, Secretary
- George Lee, Jr., Asst. Secretary
- Tony Olden, Sergeant at Arms
- Jason Bergerson, Parliamentarian
- Beryl McCadden-Pritko, Board Dev. Chair
- Anne-Marie Taylor, Res. Dev. Chair
- Richard Whipple, Program Dev. Chair
- Margaret Wallace-Brown, 40<sup>th</sup> Anniv. Chair
- Rene Kane – *present, not required*
- Ron McCorkle – *present, not required*

#### MEMBERS ABSENT

- *Andre Bernard, Vice President – excused, work-related*
- *DeAnna O'Malley, Public Affairs Chair – excused, work-related*
- *Eva Yakutis, Membership Services Chair – (submitted letter of resignation)*

#### a) BUDGET & FINANCE – Changes to Budget Line Items

The following budget items were discussed by each committee:

1. Program Development – increase \$50 for gift cards to entice neighborhood tours.
2. Board Development wanted to know if gift cards are in the Board Development budget. John Hargroves said yes. There are eight (8) cards offered for \$25 each. The Treasurer or Administrative Assistant will purchase the cards.
3. Resource Development requested an increase of \$400 for online resource development tools.
4. Margaret Wallace-Brown asked if there was a cost in the budget for the board members that travel to promote NUSA. John Hargroves stated some purchases have been made (one-time costs) and shipping and registration.
5. Increase Program Development Committee \$50 – reduce from PayPal payment processing.
6. Increase Resource Development Committee \$400 – reduce from business supplies.
7. Modify name to website maintenance & hosting and decrease the line item \$1,000.
8. Increase NUSA corporate marketing by \$1,000.

**Tige Watts moved to approve budget changes; George Lee seconded. The motion carried.**

b) **STEERING**

Tige Watts asked that we establish the executive committee and board chairs be established instead of specifying a number. The steering consist of the executive committee and the chair from each committee with a single member from each committee with a maximum of 15 people. Mr. Watts suggested the discussion for long-term future discussion, action, and strategic planning be moved to the general meeting. **Tony Olden made a motion to approve with edits; Beryl McCadden-Pritko seconded. The motion carried.**

**ROLL CALL**

Monique Coleman conducted roll call for the regular meeting. Quorum established.

**MEMBERS PRESENT**

- Tige Watts, President
- Angela Rush, Treasurer
- John Hargroves, Asst. Treasurer
- Monique Coleman, Secretary
- George R. Lee, Jr., Asst. Secretary
- Jason Bergerson, Parliamentarian
- Tony Olden, Sergeant-at-Arms
- Rene Kane
- Ron McCorkle
- Beryl McCadden-Pritko
- Gerri Robinson
- Anne-Marie Taylor
- Margaret Wallace-Brown
- Richard Whipple

**MEMBERS ABSENT**

- *Andre Bernard, Vice President – excused, work-related*
- *Loretta Buckner – excused, work-related*
- *Deletta Dean – unexcused*
- *Margaret Madden – excused, family-related*
- *Vatricia McKinney – excused, health-related*
- *DeAnna O’Malley – excused, work-related*
- *Eva Yakutis – (submitted letter of resignation)*

**II. COMMITTEE REPORTS & ACTION ITEMS**

a) **AWARDS COMMITTEE**

Ms. Rush mentioned the committee now has a new consolidated application report. Awards entries and categories were discussed. Ms. Coleman gave an overview of the Who’s Who in American Neighborhoods candidates prior to the selection of the winner by the NUSA Board of Directors. **John Hargroves made a motion to accept the award Who’s Who award recipients and slate of finalists; George Lee seconded. The motion carried. Monique Coleman and Angela Rush abstained. John Hargroves made a motion to approve the proposed cash awards (\$1,000-grand prize; \$500-1<sup>st</sup> place; \$250-2<sup>nd</sup> place; \$100-3<sup>rd</sup> place ; George Lee seconded. The motion carried.**

Ms. Coleman noted the updated committee procedures for the Awards Committee. The Awards Committee re-organized the committee structures, the fee structures, timeline, and other functions such as the awards presentation process at the luncheon were discussed. Changes were made to streamline and enhance how the Awards Committee facilitates awards as each annual conference. **John Hargroves moved to accept the Awards Program Committee report; Tony Olden seconded. .Tige Watts asked for a minor language change (from escort to accompany regarding the committee member that will accompany the finalists where they need to be). The amendment was accepted by Mr. Hargrove and Mr. Olden. The motion carried.**

**John Hargroves moved to approve the Awards Committee Report; Richard Whipple seconded. The motion carried.**

**b) BOARD DEVELOPMENT COMMITTEE**

Ms. McCadden-Pritko discussed the current board members running for the board. There are seven (7) vacant board members seats; five (5) of the seven current board members are eligible for re-election. Those five board members did submit an application and are running for the board again. Eleven (11) total candidates submitted applicants. Applicants must be current members; two applicants, Renae Nash and Patrick Williams are not eligible to run and will be notified.

Tige Watts suggested seven (7) candidates be moved to the ballot. **Tony Olden made the motion to move seven (7) members to the ballot; John Hargroves seconded. Geri suggested a friendly amendment to submit the names of all nine (9) candidates that qualify. Mr. Olden and Hargroves accepted the amended. The motion carried unanimously.**

Ms. McCadden-Pritko said she would send correspondence to the two candidates that they are eligible to run for the Boards but they cannot be seated and she will send letters to the two applicants that are not eligible to run for the board. **John Hargroves made a motion asking the Board Development Committee to send letters to the two qualified applicants that they are not eligible to be seated unless term qualifications change. Letters will also be sent to individuals indicating they are not qualified to run in the upcoming election. Tony seconded;** George asked for the amendment that stated that information from the bylaws be stated (reasons definitive). **The motion carried.** Beryl-McCadden-Pritko abstained from the vote.

Ms. McCadden-Pritko discussed some minor changes in section 2B and C to modify the applicant form information to be sure the language is consistent. The Board Development election procedures in Section 7 was changed. **Margaret Wallace-Brown made a motion to approve the board development changes; Ron McCorkle seconded. The motion carried unanimously.**

**c) MEMBERSHIP SERVICES COMMITTEE**

With Ms. Yakutis' resignation, the Membership Services Committee currently does not have a chair person. Tige Watts gave the Membership Services Committee report. There was two new applications – Wenonah Woods Neighborhood Association and Wood Street Green Team from California; 1 expired affiliate with renewal request; 23 affiliate members. **Margaret Wallace-Brown made a motion to approve the membership services affiliate status report. Monique Coleman seconded. The motion carried.**

Rene Kane asked about the same-year cycle membership renewal. Tige Watts explained that process for dues paying members and not for affiliates. Membership Services Committee definition change presented. The Membership Services Committee is responsible for recruiting and record-keeping for the various levels of membership. **Ron McCorkle made a motion to accept the changes presented; Monique Coleman seconded; the motion carried.** Mr. Bergerson noted changes to reduce the various membership categories. The remaining categories will be individual (adult); city/county member; corporate member; and youth member. **Margaret Wallace-Brown made the motion; George Lee seconded. The motion carried. Angela Rush made a motion to accept the Membership Services Committee report; Beryl McCadden-Pritko seconded. The motion carried.**

**d) PROGRAM DEVELOPMENT COMMITTEE**

Richard Whipple indicated the Board will handle registration in Houston. Program Development requested a \$50 budget increase for gift cards. Mr. Whipple stated he knows of five (5) entities that plan to submit bids. April 10 is the deadline for bid packets. **Monique Coleman made a motion to approve the program development committee report; John Hargroves seconded. The motion carried.**

**e) PUBLIC AFFAIRS COMMITTEE**

Anne-Marie Taylor gave the board an update. Public Affairs are working on pushing out the newsletter, keeping the website update. 90% increase on Twitter and 50% increase on Facebook. Ms. Taylor asked the Board to like and tweet NUSA. Margaret indicated as of Feb. 20, 2015 NUSA had 164 followers. Ms. McCadden-Pritko asked about the newsletter release date. Ms. Rush stated once she has all the information the newsletter will be released. Ms. McCadden-Pritko stated the candidates are supposed to be released 90-days. Tige Watts stated constant contact can be used to meet the 90-day public notice requirement. **Ron McCorkle made the motion to approve the Public Affairs Committee report; Richard Whipple seconded. The motion carried.** Public Affairs Committee procedures and changes proposed removal of paragraph four; minor language clean-up in paragraph 7. The committee procedure changes were mainly structural and grammatical. **Angela Rush made the motion to accept the committee procedures; Margaret Wallace-Brown seconded. The motion carried.**

**f) BYLAWS & RULES COMMITTEE**

Standing Rules changes, which requires a super majority to pass proposed changes. The added language as shown below regarding board conduct/failure to participate was approved unanimously (see motion below).

1. Allow NUSA to pursue the **establishment of a foundation or participate in a local foundation** for the purposes of resource development.

**Angela Rush made a motion to approve; Ron McCorkle seconded. Tige Watts called the questions and asked for a vote by a show of hands; 14 voted in favor. The item was approved.**

2. Mr. Bergerson also suggested, the **NUSA Board** should consider conducting a **self-evaluation or self-assessment process** to better understand the roles and responsibilities of board members.

**Ron McCorkle made a motion to accept the additions; Anne-Marie Taylor seconded. Tige Watts asked the board members to vote by a show of hands. 14 voted in favor. The motion carried.**

**Angela Rush made a motion to approve language change name to logo of and adding “or” by advance of the Public Affairs Chairperson; Tony Olden seconded. Tige Watts asked the board members to vote by a show of hands. 14 voted in favor. The motion carried.**

**Angela Rush made a motion to approved item number three (“any publicity...relative to NUSA shall be approved by Public Affairs...”), Beryl McCadden-Pritko seconded. Tige Watts asked the board members to vote by a show of hands. 14 voted in favor. The motion carried.**

Board conduct/failure to participate – this item be revisited at a later date. **No action was take on this item at this time.**

Tige Watts read the rules regarding voting rights and stated the language as it reads is unclear. Each Individual member in good standing shall be entitled to one vote. **Monique Coleman made a motion approve the bylaws changes and advance it to the general membership. Richard Whipple seconded. The vote was conducted by a show of hands. The motion carried unanimously (14 voted in favor).**

Tige Watts stated the Board needed to clean up the language regarding dues for membership. The new categories will be consistent with our new membership categories. **Rene Kane made a motion to accept the changes and put the changes on the ballot for a general membership vote. Anne-Marie Taylor seconded. The motion carried (14 voted in favor).**

#### **g) RESOURCE DEVELOPMENT COMMITTEE**

Mr. Lee gave the following updates: google drive has been established; a sponsorship flyer and packet will be provided for board review; the committee is developing a potential list of sponsors to solicit sponsors – this list will be provided for board review; a how-to guide for interacting with potential funders is being developed. The committee requested general feedback from the board on their proposed strategies as well as potential funding sources. Additional updates will be provided at the May 2015 conference board meeting.

Monique Coleman asked Resource Development why they were proposing NUSA purchase another online tool when Resource Development proposed we purchase and use Go-To Meeting, the Board did that and it has not been used; Ms. Coleman further stated the Board has started using and sharing via Google Drive, which is a free tool. Mr. McCorkle stated the Board has to be willing to use all tools actively. Ron McCorkle said he would commit 20-hours monthly if needed and that \$250 is needed to purchase the tool. John Hargroves stated he should work with Public Affairs. Angela Rush suggested collaboration with host entities; Ron McCorkle indicated the Committee plans to do so.

Rene Kane talked more about collaboration with other committees and host entities so we can ensure sponsors are representative of what NUSA is about and is acceptable to the Board. Ms. Kane asked the Board to provide feedback and guidance about sponsor selection; how do we limit sponsors sought? Ron McCorkle stated the Committee is ready to seek funding sources before the May 2015 conference but they are looking to the Board to allow them to move forward. Ms. Wallace-Brown asked how the Committee planned to spend the money. Resource Development said it would be tied back to the conference but they are willing to develop ideas. **Angela Rush made a motion to accept the committee report; Margaret Wallace-Brown seconded. The motion carried.**

### **III. CONTINUATION OF COMMITTEE REPORTS**

#### **a) Budget Finance & Steering Committee**

Tige Watts recapped changes that were made in Budget Finance & Steering Committee (see proposed budget line items changes above). **Margaret Wallace-Brown made a motion to approve the committee report with all proposed changes; George Lee seconded. The motion carried.**

#### **b) 40<sup>th</sup> Anniversary Committee Update**

Ms. Wallace-Brown stated there will be a book drive; NUSA 40 pins; ribbons to hang from our credentials; and a video montage to commemorate NUSA's 40<sup>th</sup> anniversary. **Angela Rush made a motion to accept the report; Tony Olden seconded. The motion carried.**



**c) Ad Hoc Committee – Strategic Planning Committee**

The committee will make a commitment to do something by the September 2015 meeting. Margaret Wallace-Brown and Ron McCorkle will Co-Chair the committee.

**IV. OLD BUSINESS**

**a) Administrative Assistant Contract**

Angela Rush, Tige Watts, and Jeri Pryor met to discuss her work duties. Tige Watts stated there are not changes to the terms or dollar amount only the duties. Mr. Watts asked for approval on the contract. Angela Rush added some deadlines and expectations were added in the contract. **Monique Coleman made a motion to approve the contract with the minor modifications made to item number 6. Beryl McCadden-Pritko seconded. The motion carried.**

**b) Go-To Meeting**

Tige Watts asked for a status update. John Hargroves said they have retrieved the user name and password and Jeri Pryor will be the administrator for Go-To Meeting and she will be the meeting host.

**c) Dawson Award**

Tige Watts asked for an update. Monique Coleman noted it has been removed from the Awards Committee Procedures until it is defined.

**d) D&O Insurance**

Tige Watts asked for an update. John Hargroves stated there was no update at this time.

**V. NEW BUSINESS**

Discussion of the Ms. Dean’s letter of resignation. Tige Watts discussed excused and unexcused absences. Mr. Watt’s stated he would reach out to Ms. Dean to discuss the matter further. Outcome on this matter is pending. **Angela Rush made a motion to table the discussion until the pre-conference meeting in May. Tony Olden seconded. The motion carried.**

**VI. ADJOURNMENT**

Tige Watts adjourned the meeting at approximately 3:30 p.m.

*Minutes Submitted by: Monique Coleman, 2014-2015 NUSA Secretary*

\_\_\_\_\_  
Tige Watts, NUSA President Date

ATTEST:

\_\_\_\_\_  
Monique Coleman, NUSA Secretary Date

APPROVED AS TO CONTENT:

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Jeri Pryor, NUSA Administrative Assistant Date