



# Neighborhoods, USA Board Meeting Minutes Thursday, October 20, 2016

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## I. WELCOME FROM CITY OF OMAHA

Norita Matt and Roxanne Nielsen and others from the Mayor's Office came to officially welcome the NUSA Board to Omaha. The representatives provided a report, which included the budget, registration fees, neighborhood tours, a list of conference committees and chairs, the approximate number of workshops, APA accreditation, the program cover among other details.

## II. SWEARING-IN CEREMONY

Beryl McCadden-Pritko led to newly elected board members in reciting the oath as official NUSA board members. In addition to the seven newly elected or re-elected members (Jerry Caligiuri, Paul Gambill, Lisa Middleton, Annie Rodgers, Wanda Sloan, Rene Kane, and George Lee), Elton Gatewood, re-elected last year also participated in the swearing-in ceremony due to his absence from last years' fall board meeting.

## III. ORIENTATION SESSION AND COMMITTEE PRESENTATIONS

Tige Watts called upon each committee chair to provide a brief overview of the roles and functions of each committee. This will allow new members to gain a better understanding of the various roles and service opportunities available to each board member. All members shall serve on at least one committee, but may serve on multiple committees. Each board member may express interest in up to three committees; the President will make a concerted effort to assign members to the most desired committee of each board member's choice.

## IV. COMMITTEE PREFERENCE SELECTION BY BOARD MEMBERS

Jeri Pryor and Beryl McCadden-Pritko passed out forms and asked board members to make committee preference selections.

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

### MEMBERS PRESENT

- |   |  |
|---|--|
| 1. Tige Watts, President                  | 12. Paul Gambill                             |
| 2. Jason Bergerson, Vice President        | 13. Elton Gatewood                           |
| 3. Monique Coleman, Secretary             | 14. Rene Kane                                |
| 4. Beryl McCadden-Pritko, Asst. Secretary | 15. Vetricia McKinney                        |
| 5. Anne-Marie Taylor, Treasurer           | 16. Lisa Middleton                           |
| 6. Angela Rush, Asst. Treasurer           | 17. DeAnna O'Malley – <b>excused absence</b> |
| 7. George Lee, Parliamentarian            | 18. Gerri Robinson – <b>excused absence</b>  |
| 8. Tony Olden, Sergeant-at-Arms           | 19. Annie Rodgers                            |
| 9. Hal Barnes                             | 20. Wanda Sloan                              |
| 10. Loretta Buckner                       | 21. Vacant                                   |
| 11. Jerry Caligiuri                       |  |

**VI. APPROVAL OF AGENDA**

Ms. Coleman made a motion to approve the agenda as presented; Mr. Lee seconded; Mr. Bergerson requested the agenda be allowed to be modified as needed; amendment agreeable to the motion-maker. **Vote 18-0; the motion carried.**

**VII. NUSA BOARD OFFICER ELECTIONS**

Ms. McCadden-Pritko facilitated the officer elections. Ms. McCadden-Pritko requested the assistance of Jason Bergerson and Monique Coleman with the gathering and counting officer election votes. The NUSA Board Officer Election results were as follows:

<b>President – Tige Watts</b> <ul style="list-style-type: none"><li>• Tige Watts – 15 votes</li><li>• George Lee – 2 votes</li><li>• Jason Bergerson – 1 vote</li></ul>	<b>Vice President – Jason Bergerson</b> <ul style="list-style-type: none"><li>• Jason Bergerson- 13 votes</li><li>• George Lee - 4 votes</li><li>• Elton Gatewood – 1 vote</li></ul>
<b>Secretary – Monique Coleman</b> <ul style="list-style-type: none"><li>• Monique Coleman – 12 votes</li><li>• Elton Gatewood – 3 votes</li><li>• Loretta Buckner – 3 votes</li></ul>	<b>Asst. Secretary – Beryl McCadden-Pritko</b> <ul style="list-style-type: none"><li>• Beryl McCadden-Pritko – 13 votes</li><li>• Loretta Buckner – 5 votes</li></ul>
<b>Treasurer – Anne-Marie Taylor</b> <ul style="list-style-type: none"><li>• Anne-Marie Taylor – 16 votes</li><li>• Elton Gatewood – 2 votes</li></ul>	<b>Asst. Treasurer – Angela Rush</b> <ul style="list-style-type: none"><li>• Angela Rush – 14 votes</li><li>• Elton Gatewood- 4 votes</li></ul>
<b>Parliamentarian – George Lee</b> <ul style="list-style-type: none"><li>• George Lee – 10 votes</li><li>• Hal Barnes – 7 voters</li><li>• Wrong vote card – 1 vote (unknown and assigned)</li></ul>	<b>Sergeant-at-Arms – Tony Olden</b> <ul style="list-style-type: none"><li>• Tony Olden – 9 votes</li><li>• Elton Gatewood – 9 votes; <i>Elton Gatewood withdrew his name; Tony won second vote by acclamation.</i></li></ul>

**VIII. FINANCIAL REPORT**

Angela Rush went over the financial report provided. Ms. Rush noted all NUSA records were transferred to QuickBooks, which has been installed on the Treasurer’s computer. The report is structured by a QuickBooks format. Insurance is in Financial Services. The \$5,286.20 is comprised of the insurance and other items. Profit \$6,912.04.

The change in signers on all accounts must be voted on and noted in the minutes. Ms. Rush noted NUSA may have to change banks because Chase Bank is not as regional as Wells Fargo, for example. Ms. Rush explained that officers have historically been signers. The administrative assistant has a debit card and may use it with written permission; this purchasing process is documented. All funds that are received must be deposited within 10 business days. Committee chairs must have written reimbursement requests. Local attendance and registration must be better managed so the accounting reconciliations for attendees will be easier. **Monique Coleman made a motion to authorize the President, Vice President, Treasurer and Asst. Treasurer, (Tige Watts, Jason Bergerson, Anne-Marie Taylor, and Angela Rush, respectively) as account signers and all existing signers will be removed; Elton Gatewood seconded. Vote 18-0; the motion carried. The Treasurer, Asst. Treasurer, Administrative Assistant are also authorized to carry a debit cards but are required to follow the NUSA purchasing process on file.**

NUSA’s audit will be underway and will be conducted by Ratliff and Associates. The cost estimate is approximately \$4,500-\$5,000. **Elton Gatewood made a motion to approve the Treasurer’s Report; Beryl McCadden-Pritko seconded. Vote 18-0; motion carried.** Beryl McCadden-Pritko indicated, and asked that it be noted in the minutes, she turned her debit card over to Angela Rush following the establishment of the new officers.

## IX. ADMINISTRATIVE ASSISTANT'S REPORT

Jeri Pryor gave the administrative assistant's report. Ms. Pryor noted the balance in the Sunshine Fund. Following the administrative assistant's report, **Ms. McCadden-Pritko made a motion to approve the report. Mr. Caligiuri seconded; Vote 18-0; the motion carried.**

## X. REPORT FROM BIRMINGHAM 2018 AD HOC COMMITTEE

Mr. Watts indicated the Ad Hoc Committee worked to revise the Host Entity Contract and establish insurance for NUSA per the direction of Andre Bernard, immediate past NUSA President. Mr. Watts indicated the City of Birmingham, AL officially approved and signed the contract at a City Council meeting on Tuesday, October 18, 2016. Mr. Watts asked Ms. Coleman to update the Board on the type of insurance secured for NUSA. Ms. Coleman stated NUSA now has D&O, EPLI, Crime, and General Liability coverage. Mr. Watts stated the City of Birmingham desires NUSA to also secure cancellation coverage. Ms. Coleman contacted Fred Wittenbaum, of the S P Agency, Inc., who is also NUSA's insurance agent of record. Mr. Wittenbaum indicated he would send the event cancellation coverage application to Tige Watts. The application should be executed 30-60 days prior to the event and the coverage will be established for the scheduled dates of the May 2017 NUSA conference.

## XI. RATIFICATION OF EXECUTIVE BOARD ACTION

Following the update from the Ad Hoc Committee, **Mr. Lee made a motion to approve the action by the Committee, which established a D&O, EPLI, General Liability, and Crime insurance coverage for NUSA. Ms. Middleton seconded. Vote 18-0; the motion carried.**

## XII. CONFERENCE HOST CITY REPORTS & UPDATES

### a. 2016 Conference – Memphis Update (see Friday 10/21/2016 Unfinished Business section)

### b. 2017 Conference – Omaha Update

Roxanne Nielsen and Norita Matt Conference Host Entity Report. The report indicated they City of Omaha is well within budget. A handout was provided regarding NUSA Conference Registration Fees. Tour application will be provided on local site. Tour committee has asked for applications to be returned by Nov. 15. Notifications will go out by January. Two (2) walking/jogging tours will occur on Thursday and Friday morning; there is great enthusiasm about the neighborhood pride tours. It was also noted APA accreditation is underway, they are working on corporate sponsorships, and provided the Board with a preview of the program cover. The Planning Director for the City of Omaha, working in housing and community development is planning to encourage attendance and membership to the NUSA organization.

### Action Items for Board to Address

#### **Registration Fees Proposed:**

- \$150 for local
- \$200 non-local early-bird
- \$300 late (for local and non-local)
- \$75 students

Registration fee functions included: Thursday Breakfast – Century Link; Thursday Mayor's Reception – Hilton; Friday Breakfast – Century Link; Friday Lunch – Century Link; Saturday Lunch – Hilton; all workshops (50-60 chosen from 95 applications); all Neighborhood Pride Tours – food included on each tour. There are 16 tours planned; there are committees established for social events, programming, exhibitors, neighborhoods tours, etc.

**Monique Coleman made a motion to accept the presented fees, Beryl McCadden-Pritko seconded.** George Lee asked about the time schedule. Angela Rush asked if there will be late fees for locals. Roxanne Nielsen stated the late fee applies for locals and non-locals. Any registration after April 15 will be considered late. **Vote 18-0; the motion carried.**

**XIII. WELCOME FROM OMAHA MAYOR JEAN STOTHERT**

Phil Ruhe, Office of the Mayor indicated they are working to seek out federal and state and foundation grants. Mr. Ruhe discussed the Mayor’s neighborhood grant program. Provides \$80,000 to neighborhoods across the city. Park improvements, signs, newsletters, etc. Up to \$5,000 per neighborhood. The Mayor’s office and City has provided \$50,000 for One Omaha out of the Community Service Fund. The city strategically funds non-profits. One Omaha is separate from the City.

**XIV. REVIEW OF COMMITTEE ASSIGNMENTS**

Tige Watts went over committee assignments at 2:20pm. The board members recessed at 2:22pm for the remainder of the day for committee meetings. Committee Reports were provided on Friday, October 21, 2016.

**AWARDS PROGRAM**

Hal Barnes, Chair  
Gerri Robinson  
Anne-Marie Taylor

**MEMBERSHIP SERVICES**

George Lee Jr, Chair  
Vatricia McKinney  
Lisa Middleton

**PUBLIC AFFAIRS**

Annie Rodgers, Chair  
Loretta Buckner  
Angie Rush

**RESOURCE DEVELOPMENT**

Rene Kane, Co-Chair  
Monique Coleman, Co-Chair  
DeAnna O’Malley

**BOARD DEVELOPMENT**

Beryl McCadden-Pritko, Chair  
Wanda Sloan  
\* Diane Cain  
\* John Hargroves  
\* James Mayhan  
\* Ian Randolph

**BYLAWS & RULES**

Jason Bergerson, Chair  
Paul Gambill  
\* John Hargroves  
\* James Mayhan

**PROGRAM DEVELOPMENT**

Tony Olden, Chair  
Jerry Caligiuri  
Elton Gatewood

**Thursday Evening Board Activities:**

- 4pm- Walkthrough and tour of Omaha Conference Center
- 5pm – Board bus for tour of Omaha
- 6:30-7:30pm – Reception for NUSA Board of Directors
- 7:40pm – Bus departs for trip back to Hilton Omaha Hotel



# Neighborhoods, USA Board Meeting Minutes Friday, October 21, 2016

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## I. BUDGET, FINANCE AND STEERING COMMITTEE (BFSC) MEETING

Tige Watts called the Committee meeting to order at 9:02 a.m. Mr. Watts stated the Committee is co-chaired by the Vice President and Treasurer.

- *Ms. Norita Matt made a few announcements prior to the start of the BSFC meeting.*

Jason Bergerson stated NUSA needs to adopt an annual budget. Angela Rush assisted Anne-Marie by giving an overview of the proposed budget. Projected income is \$227,499.52; projected expenses is \$167,750.00.

The following budget amendments were made during the BFSC meeting, which are to be ratified by the NUSA board once the full board is back in session from yesterday's recess:

1. Awards Program Committee – line item increase of \$1,200 (new budget \$5,000)
2. Board Development Committee – line item increase of \$300 (new budget \$80)
3. Public Affairs Committee –
  - Shipping and Marketing – line item increase of \$500 (new budget \$2,000)
  - NUSA Social Media Marketing – line item increase by \$400 (new budget \$500)
4. Resource Development Committee – line item increase of \$400 (new budget \$500)

Ms. Rush and Ms. Taylor noted the Conference Registration Disbursement on the report provided is the anticipated monies to be provided to the host entity (\$125,000).

Ms. Rush and Ms. Taylor noted Ms. Jeri Pryor's Administrative Assistant salary (\$7,000) will be discussed in the full board meeting.

It was further noted "Financial Services" on the budget document referred to "audit and accounting" services needed. "Insurance Services" budget line item was increased by \$500. (new budget \$4,250).

The following general operating expenses were also recommended for line item adjustments:

- Board meeting expenses – increased by \$650 (new budget \$1,000)
- Operating and office supplies – increased by \$50 (new budget \$500)

It was noted for the Committee "Telephone, Telecommunications is the annual expense for the NUSA landline phone. (\$550)

The Committee adjourned at 9:58 a.m. The NUSA Board reconvened at 10:15 a.m.

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

Mr. Watts called the NUSA Board back to order at 10:15 a.m. Tony Olden provided the invocation. Ms. Coleman called roll. 18 members present; two (2) members absent; quorum established.

### MEMBERS PRESENT

- |   |  |
|---|--|
| 1. Tige Watts, President                  | 12. Paul Gambill                             |
| 2. Jason Bergerson, Vice President        | 13. Elton Gatewood                           |
| 3. Monique Coleman, Secretary             | 14. Rene Kane                                |
| 4. Beryl McCadden-Pritko, Asst. Secretary | 15. Vatricia McKinney                        |
| 5. Anne-Marie Taylor, Treasurer           | 16. Lisa Middleton                           |
| 6. Angela Rush, Asst. Treasurer           | 17. DeAnna O'Malley – <b>excused absence</b> |
| 7. George Lee, Parliamentarian            | 18. Gerri Robinson – <b>excused absence</b>  |
| 8. Tony Olden, Sergeant-at-Arms           | 19. Annie Rodgers                            |
| 9. Hal Barnes                             | 20. Wanda Sloan                              |
| 10. Loretta Buckner                       | 21. Vacant                                   |
| 11. Jerry Caligiuri                       |  |

## III. DISCUSSION OF ADMINISTRATIVE ASSISTANT CONTRACT (EXECUTIVE SESSION)

Rene Kane made a motion for the NUSA Board to go into executive session to discuss the Administrative Assistant contract; Monique Coleman seconded. Vote; 18-0; the motion carried. Executive Session began at 10:50am. Following a discussion about Ms. Pryor's continued employment as the NUSA Administrative Assistant in Executive Session the Board reconvened regular session discussions. Tige Watts called for a motion to approve the Administrative Assistant Contract, which, will be renewed on an annual basis. Tige, Jason, Monique and Anne-Marie will work to revise and update the contract and provide it to the Board for review and approval. **Elton Gatewood made the motion requested by Mr. Wats; Tony Olden seconded. Vote 18-0; the motion carried.**

## IV. UNFINISHED BUSINESS: MEMPHIS CONFERENCE REPORT

Mr. Watts stated NUSA will contact Paul Young, Joyce Cox's boss, and submit a written request for the conference written report. Jason Bergerson noted the contract section siting fines for failure to adhere. **Jason Bergerson made a motion for NUSA to contact city officials via certified letter citing Articles 9 and 10 with a request for the conference report. The letter will request a formal written response to the request for the conference report 7-10 business days from the receipt of the letter. Elton Gatewood seconded. The motion carried.**

## V. COMMITTEE REPORTS

### A. RESOURCE DEVELOPMENT COMMITTEE

Resource Development presented first because Rene Kane had to leave early and departed shortly after the Resource Development Committee report. Ms. Kane and Ms. Coleman gave the Resource Development Committee report. Elton Gatewood made a motion to option #1 on the Resource Development Committee Report (adding optional demographic data to conference registration). Tony Olden seconded. Vote 18-0; the motion carried. Elton Gatewood made a motion to endorse the pursuit of the donate button on the website and working with the committees to do so – option #2 on the report. Lisa Middleton seconded. Vote 18-0; the motion carried. No action was taken by the Board on option #3- annual financial contributions by board members. Only a discussion of capturing information that denotes in-kind donations. At conclusion, **Anne-Marie Taylor made a motion to approve the Resource Development Committee report. Jason Bergerson seconded. Vote 18-0; the motion carried.**

## **B. AWARDS PROGRAM COMMITTEE**

Hal Barnes provided the Awards Committee report. Mr. Barnes asked for volunteers to help with judging in all categories at the Omaha Conference. Mr. Barnes also asked for board support with early newsletter and Who's Who judging. Following the report, **Elton Gatewood made motion to accept the Awards Committee report. Angela Rush seconded. Vote 17-0; the motion carried.**

## **C. BYLAWS & RULES AND BOARD DEVELOPMENT COMMITTEES REPORT**

Jason Bergerson provided the Bylaws & Rules Committee and Board Development Committee report. Jason Bergerson stated Beryl McCadden-Pritko put together a presentation for new board member orientation. Mr. Bergerson noted the following additional recommendations: remove board roster from the a manual; include roster on the website; an exit interview survey for all board members; a webinar training was suggested as a means of providing membership with training or bylaws; consider adding links on NUSA website for existing webinars; Neighbor Works and APA partnerships may be options for training opportunities. **Tony Olden made a motion to accept the consolidated committee report; Jerry Caligiuri seconded. Vote 17-0; motion carried.**

## **D. MEMBERSHIP SERVICES COMMITTEE**

George Lee gave the Membership Services Committee Report. Mr. Lee asked for the following: 1) approval of membership renewal letter; 2) send out notices with an invoice to expired city and corporate memberships; decide on a course of action related to affiliates; and 3) ensure memberships are up-to-date on the NUSA website. Mr. Lee read the new affiliate member application for the *Western Hills North Neighborhood Association*. **Monique Coleman made a motion to approve the Western Hills North Neighborhood Association as a new affiliate member. Tony Olden seconded. Vote 17-0; the motion carried.**

**Lisa made a motion to allow existing affiliates to renew, new members to join and ask for executive committee email marketing promoting affiliate renewals and new memberships; Beryl McCadden-Pritko seconded. Vote 17-0; the motion carried.**

**Jason Bergerson made a motion suggesting that the Executive Board members, not the full membership discuss a vetting process for NUSA members and the respective categories; Beryl McCadden-Pritko seconded. Vote 17-0; the motion carried.**

## **E. PROGRAM DEVELOPMENT**

Tony Olden provided the 2018 Birmingham, AL proposed conference logo. **Monique Coleman made a motion to approve the logo as presented with the understanding that NUSA's logo must be included (incorporated in the design) in the same size; Beryl McCadden-Pritko seconded. Vote 17-0; the motion carried.**

**Tony Olden brought up the Host City Judging Policy Discussion & Action. Jerry Caligiuri made a motion to adopt the policy; Vetricia McKinney seconded. Vote 16-0; the motion carried. Loretta Buckner abstained.**

**Anne-Marie Taylor made a motion to approve the Program Development report; Jason Bergerson seconded. Vote 17-0; the motion carried.**

Mr. Watts called for a lunch recess at 1:20 p.m. Tige Watts called the meeting back to order at 3:08 p.m. Note: Beryl McCadden-Pritko was not present; she was meeting with Roxanne Nielsen on conference-related business.

#### **F. PUBLIC AFFAIRS COMMITTEE**

Annie Rodgers stated there will be some updates to the website for information, memberships, and changing over the forwarding emails. Affiliate e-blasts and the winter newsletter have a deadline. Ms. Rodgers noted there are plans to establish an Instagram account and testimonials for NUSA.

Tige Watts stated Evelyn Suggs has been identified as our new Newsletter to replace Angela Rush. It was noted Ms. Suggs compensation will be annual travel and lodging to the NUSA conference. **Elton Gatewood made a motion to approve Ms. Suggs as the new NUSA Newsletter developer with the understanding that her annual compensation for NUSA newsletter development will be annual NUSA conference travel and lodging only; Anne-Marie Taylor seconded. Vote 16-0; the motion carried. Tony Olden abstained.**

#### **G. BUDGET, FINANCE AND STEERING COMMITTEE**

Anne-Marie Taylor reviewed the budget provided an overview of the budget amendments noted, which is a \$6,300 overall increase; \$4,800 for this fiscal year. **Lisa Middleton made a motion to approve the BFSC report; Paul Gambill seconded. Vote 17-0; (Rene Kane was gone at the time of this vote; the motion carried.**

### **VI. NEW BUSINESS**

**Jason Bergerson made a motion to authorize Executive Committee to move forward with event cancellation insurance, Admin Assistant contract, as well as any other items that need to be addressed by the Executive Committee. Jerry Caligiuri seconded. Vote 17-0; the motion carried.**

**Save to invest options**; It was suggested we look into an option to save and invest money for NUSA. Have a financial adviser look at the opportunity to invest funds to have a small yield for NUSA.

**Angela Rush made a motion to extend a contract to Lynna Gene Cook for Parliamentarian services for \$575 for the Omaha Conference. Beryl McCadden-Pritko seconded. Vote 17-0; the motion carried.**

Mr. Watts discussed meeting minutes and recordings fail-safe measures. He suggested we ensure we have a back-up method to ensure our recordings are backed-up. Monique Coleman and Jeri Pryor stated they are committed to working together. Jason Bergerson also suggested NUSA have another recorder running just in case.

It was suggested that board members turn over custody of all equipment to the NUSA Admin Assistant. She will have the equipment cleaned and donated if deemed necessary. An equip inventory has been established.

### **VII. ADJOURNMENT**

Mr. Watts adjourned the meeting at 3:43 p.m.



**OCTOBER 20-21, 2016 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: