

Board of Directors:

*President: Andrew Broyles
Vice President: Grace Moran
Treasurer: Betty Demers,
Interim
Secretary: Betty Demers
Past President: Rick
Mercadante
North Side Rep: Mike Wills
South Side Rep: Tim Solanic
At-Large Rep: Jim Need*



**Ocean Park Civic
League**
P.O. Box 55385
Virginia Beach VA 23471

**OPCL BOARD MEETING
FEBRUARY 6, 2018
7:30 P.M.**

MINUTES

1. The December Board meeting minutes were reviewed and approved as written.

2. Guest speaker: Newsletter option--Princess Norris
Ms. Norris reviewed her experience in the publishing industry and presented on a newsletter option that includes current topics; ads; city council updates; family friendly items, etc. (16 page glossy) Editor (to be selected by the Board) would review neighborhood content, but Ms. Norris would retain some control over family friendly info. She would also take care of graphic design and would retain the revenue from ads. Distribution is yet undecided but could be a door hanger to possibly be distributed by current OPCL volunteers, or possibly US Mail distribution. After a period of time she would probably sell the rights to the newsletter. There would be a two-week deadline for publication. The contract proposal would include specific terms. The Board indicated that the proposal would be discussed and Ms. Norris may be asked for additional details in the form of a formal written proposal.

3. President's Remarks
 - a. Treasurer replacement discussion. There are one or two potential candidates and Betty Demers will continue as interim until a replacement can be appointed.
 - b. Audit committee – Todd Parker is chairing the audit committee and will set a date for the annual audit.
 - c. Advertisers refunds. It was moved, seconded and approved to return funds paid for ads that have been paid past March 2018 as we are unsure if the digital newsletter will contain advertising.
 - d. President's resignation timeline—based on completion of Phase IV
 - e. Membership chairperson option--Status of chair—Grace has been handling in the interim. Ryan has indicated his time is in short supply, but he is the chair of the committee, so the status of the chair needs to be addressed and solidified.
 - f. Definition of roles for committee chairs was discussed. Todd will address this during the by-laws review.
 - g. Membership application changes--The one that is in the newsletter is too small to write in some of the info. The one that is used as a hard copy at general meetings will be used for the newsletter.

h. Information request regarding contribution to OPVRS to promote at City Council open mic Phase IV.

Andy will be speaking on March 6 about Phase IV and is looking for items to be included that show Ocean Park's contributions to their own neighborhood improvement. There is a \$50K donation set aside for the OPVRS and \$25K set aside for Pleasure House Point. Since 2008 we have contributed \$54K to various projects that directly benefit the OP community that is not a direct function of the civic league. Scholarships to high school seniors; the Canoes art project; donations to CBF; fully self-funded fireworks on July 4th.

4. Treasurer's Report – Betty Demers

Treasurer's report was reviewed and approved.

5. Newsletter Committee Report – Jill Doczi

\$1669 budget for 2018. To include 2 regular newsletters, 2 4-pagers and 2 2-page. Newsletter to go out on Wednesday, March 1st with deadline of February 16th.

6. Membership Committee Report – Ryan McCawley

Tim to check on whether it is possible for PayPal to allow donating party to pay the fee and also to check on the settings for recurring and one-time payments. Check on whether the recurring payment has an expiration of a set number of years. Some residents have the recurring payment set at \$15 which was the amount of the dues prior to changes in the bylaws.

7. Phase IV Committee Report – Tim Solanic

Margaret Brzostek is on the committee as well as Sandra and Mike. They are currently working on the speech for Andy to make to the City Council on March 6th. The plan is to have as large a contingent as possible from the neighborhood attend the meeting. Some details of this were discussed but no final decision was made.

8. PHP Funding Committee Report – Susie Walston

No report at this time.

9. Finance Committee Report/Recommendations – Mike Wills

Mike is in the process of applying for exemption from sales tax as a non-profit. The process is more involved than originally thought and he is waiting for the remaining few documents to complete the process. Mike is suggesting that we take the money market funds and invest in some different areas that will earn more interest. Mike moved that we transfer \$75K from the money market from Xenith Bank to the Robbins Account at Wells Fargo and to a certificate of deposit. Todd amended the motion to allow the Finance Committee to make the decision on where to invest the funds based on prevailing interest rates and terms of investment. The motion was carried.

10. Special Committee/Event; Tree limb pruning by COVB – Grace Moran

City put out an RFP to bid on the tree trimming in the neighborhood with bids due by January 8th. A city arborist is supposed to be on site for the trimming. Grace indicated that the list she provided the city is not the same as the list that was put out for bid.

11. Social Committee Report – Lynda Martin

The next big event will be the crawl out in April. The dates of April 20 or April 21 were selected. Place, time and date to be announced. For the March meeting, Lynda suggested a chili cook-off, which was approved. The committee spent \$2400 for Fall Fest this past year. Spring Crawl Out is budgeted for \$1500. Meetings cost about \$65 each. These amounts were corrected on the 2018 budget.

12. Unfinished Business

- a. Message to newsletter recipients and instructions to sign up for digital were in the January newsletter and will be in the March printed edition.
Andy will deliver to anyone who still needs a printed newsletter.
- b. Recruitment of at-large and board members to committees
Board members are asked to volunteer for a committee if possible.
- c. Recognition plaques for HAV and Sykes
Plaques have still not been presented. Andy may present in their offices if they do not attend the March meeting.
- d. Reimbursement to President for gavel and Robert's Rules and/or forward to next president.
Andy to provide receipt to treasurer for reimbursement.
- e. Storage space at OPVRS/volunteer to store items
Grace will review paperwork to determine if anything can be weeded out to provide additional storage space.
- f. Tax return
Betty to share Quicken document with Todd who has the Quicken software
- g. Budget completion
Some corrections were made to the 2018 budget which was finalized to present to membership
- h. Tax exempt update
Covered in Finance Committee report
- i. Audit Committee establishment
The audit committee consists of Todd Parker, Chair; Mr. Norris, Tim Solanic and Betty Demers

13. New Business

- a. Norris newsletter discussion/vote.
The newsletter option was discussed. Andy will ask Ms. Norris for a formal proposal but the plan to move to digital will still move forward.
- b. Beach replenishment liaison with COVB volunteer needed
- c. VMRC JPA for Crab Creek bulkhead
Will be presented when available.

- d. Chairperson Roster reconciliation/corrections 2018
- e. Advertising committee is inactive until further notice
- f. Membership: Chair McCawley, Co-Chair vacant
- g. PHP Funding Committee: Chair Walston, Co-Chair vacant
- h. Social Committee: Co-Chairs Martin & Parker
- i. Communications: Interim Chair Broyles until 3/15/18 Jill appointed
Communications Chair effective 3/16/18
- j. Newsletter Committee: Chair Doczi, Co-Chair vacant
- k. Fireworks Committee: Chair Doczi, Co-Chair vacant
- l. PHP North Committee: Abandoned unless other plans are made for that
development
- m. Governmental Affairs Committee: Chair Schubert, Co-Chair vacant
- n. Scholarship Committee: Chair Demers, Co-Chair vacant
- o. Phase IV Committee: Chair Solanic
- p. By-Laws Committee: Chair Parker

14. The meeting was adjourned at 9:45 p.m.