

**Meyerland Community Improvement Association
Board of Directors Meeting Minutes
Monday, January 11, 2010**

Board Directors Present:

Sidney Aron (1)	Ed Kile (2)	Elizabeth Ray (1)
Marvin Blum (3)	Sondra Ludwick (1)	Sylvan Rubin
Erica Burnett	Mark Massett (1)	Cynthia Ruiz (1)
Don Carter (1)	Scott Minchen (2)	Lynn Steen
Mike Gavula	Steve Morgan (3)	Richard Whinton
Shirley Hou	David Naff (1)	
Richard Jucker (4)	Ben Ramsey (1)	

Board members absent: (#) = Total meetings absent
Gerald Radack (2); Traci Romero (5); Margo White (5)

Staff Present: Amy Hoechstetter

Legal Absent: Lewis Jost (2)

Visitors: Mr. Mike Evans, Mr. Jerry Goldman, Dr. Larry Rose

Call to order:

President, Ms. Ruiz called the Board meeting to order at the Jewish Community Center on January 11, 2010 at 7:33 PM. A quorum was present.

Committee reports:

A. Secretary's Report: Ms. Ray, Secretary

1. Ms. Ray motioned to waive reading of November Board minutes. Motion seconded. Board voted. Motion approved.
2. Ms. Ray noted correction to spelling of Director's name. Ms. Hou motioned to approve November Board minutes with correction. Motion seconded. Board voted. Motion approved.

B. President's Report: Ms. Ruiz, President

1. Ms. Ruiz thanked all visitors for attending. None requested recognition.
2. Ms. Ruiz reviewed MCIA Calendar of events.
 - a. Home Seminar: Schedule change to February 3rd.
 - b. Ms. Ruiz motioned to hold Annual Meeting, according to By-Laws, March 10, 2010. Motion seconded. Board discussion. Board voted. Motion passed.
 - c. Ms. Ruiz motioned to waive monthly Board Meeting, March 8th and instead hold monthly Board Meeting March 25th to elect officers. Motion seconded. Board voted. Motion approved.
 - d. February 25th: Ballots for 2010/2011 MCIA Board Directors must be in Resident's mailbox per Meyerlander.
 - e. 2010/2011 MCIA Board Director Write-in Candidates for must be received by 4pm, March 9, 2010.

Committee Reports:

B. President's Report: (continued)

3. Ms. Ruiz reviewed E-mail vote regarding Mr. Naff's motion "That the MCIA Board set the 2010 annual assessments at \$420,000 for Maintenance (applied pro rata to each account) and \$501,270 for Security (\$217 per account). Contingent on any further changes to the 2010 budget, the maintenance assessment should be modified to maintain an operating result between breakeven and \$20,000 operating shortfall. Motion passed via email votes. Mr. Ramsey motioned to ratify E-mail vote. Motion seconded. Motion passed.
4. Ms. Ruiz introduced Ms. Erica Burnett as candidate for open At-Large position.
 - a. Ms. Burnett introduced self and excused self from meeting. Board discussion.
 - b. Mr. Ramsey motioned to appoint Ms. Burnett to At-Large position. Motion seconded. Motion approved.
 - c. Ms. Burnett returned to meeting.
5. Ms. Ruiz discussed three board members receiving notice due to excessive absences from meetings.
 - a. Ms. White, Section 7 Director, submitted resignation. Ms. Ruiz accepted resignation.
 - b. Ms. Romero, Section 10 Director, did not respond to notice. Ms. Ruiz requested board remove Ms. Romero from Section 10 director. Mr. Aron motioned to remove Ms. Romero from Section 10 Director. Motion seconded. Board discussion. Motion approved.
 - c. Mr. Jucker, Section 4 Director, will remain on board to complete his term.
6. Ms. Ruiz discussed Board Director's Committee appointments.
 - a. Ms. Steen motioned to approve Ms. Ruiz' request to appoint Mr. Ramsey & Ms. Ludwick to Nominating Committee to fill vacancies. Motion seconded. Board voted. Motion approved.
 - b. Mr. Naff motioned to approve Ms. Ruiz' request to appoint Ms. Burnett to Publications and Human Resources (Ad hoc) Committees. Motion seconded. Board voted. Motion approved.
7. Ms. Ruiz requested Committee Chairs to provide a report, summary, timeline, historical notes, etc... to pass on to the 2010/2011 MCIA Committee Chairs.

C. Manager's Report: Ms. Hoechstetter, MCIA General Manager (GM)

1. Ms. Hoechstetter reported 2010 Assessments mailed to residents.
2. Ms. Hoechstetter provided VMS update.
 - a. VMS switch will be complete once 2010/2011 Budget inputted.
 - b. VMS tracks both Property & Owner history.
3. Ms. Hoechstetter reviewed State Safety Rate in regards to Employee Insurance Rate.
4. Ms. Hoechstetter provided update on Asst. G.M., Mr. O'Rourke's condition.
 - a. Ms. Hoechstetter will provide visitor information to Board via E-mail.
 - b. Ms. Hoechstetter proposed hiring for new Asst. G.M..
 - c. Temporary employee currently employed in Asst. G.M. position during interim.

D. Executive Session:

- a. Ms. Ruiz requested closed meeting to discuss budget and payroll.
- b. Ms. Ray motioned to adjourn at 8:07PM. Motion seconded. Motion approved.

Call to order:

President, Ms. Ruiz called the Board meeting to order at the Jewish Community Center on January 11, 2010 at 9:22 PM. A quorum was present.

Committee Reports:

A. Budget & Finance: Mr. Gavula, Treasurer

- a. Mr. Gavula reviewed 2010/2011 MCIA Budget. Board discussion.
- b. Mr. Minchen motioned to increase salaries in budget as discussed in Executive Session. Motion seconded. Board voted. Motion approved.
- c. Mr. Gavula motioned: The MCIA procedure governing financial support for Meyerland Citizen Patrol (MCP) shall be:
 1. All MCP requests for funding are to be submitted in advance. Requests shall be E-mailed to both the MCIA Treasurer and MCIA Security Committee Chair a minimum of seven (7) days prior to need.
 2. Disbursement must be approved by both a majority vote of the MCIA Security Committee and the MCIA Treasurer. Authorization will then be forwarded via E-mail to the MCIA G.M.
 3. Reasonable efforts will be made to either approve or reject requests in five (5) days or less. Under no circumstances shall a failure to respond be deemed an approval. Approvals and rejections will be communicated via E-mail to the designated MCP contact.
 4. Where practical, payments will be made directly to vendors. In any case it shall be the responsibility of MCP to provide MCIA original receipts to substantiate all disbursements.
 5. In no case shall disbursements be made in excess of MCIA Board approval through the budgetary process defined in the by-laws. It shall be the sole responsibility of the MCP to ensure that spending remains with amounts budgeted by the board. Any approval in excess of budgeted amounts is invalid.
 6. Reimbursements for "mileage" expense are to be made in arrears. The rate for this reimbursement shall be at the current IRS rate. A contemporaneous log must be maintained for all patrol vehicles driven. MCP shall submit a single request, subtotaled by payee, at a frequency no greater than one per week.
 7. No MCIA Director, employee, or contractor has the authority to modify this policy. No disbursements shall be approved until this policy has been acknowledged by the signature of the MCP designated contact.Motion seconded. Board discussion. Board voted. Motion approved.
- d. Mr. Minchen motioned to approved 2010/2011 MCIA Budget. Motion seconded. Motion approved.

New Business:

- A. Mr. Naff motioned to ratify Motion #1 from January 11th Executive Session. Motion seconded. Board voted. Motion approved.
- B. Next meeting scheduled February 8, 2010 at JCC Board Room.
- C. Committees scheduled to report in February:
 - 1. Programs
 - 2. Beautification/Image
 - 3. Nominating
 - 4. Election

Ms. Ray motioned to adjourn at 9:44 PM. Motion seconded. Motion approved.

Prepared by: Elizabeth Ray, MCIA Secretary