

**CIVIC ASSOCIATION OF PALISADES**  
**Board Meeting**  
20 Jun 2019  
7:30 PM  
545 Wilson Road  
Crownsville, MD 21032

The President called the Board meeting to order at 7:32 pm. In the absence of the Secretary, the President drafted Minutes.

Attendees: (*Met quorum requirement*)

- John Morrison – President
- Virginia White – Treasurer
- Rina Hicks – Governor
- Chris Ehrbaker – Governor
- Janice Roderick – Governor
- Paul O’Hearn - Governor

Agenda:

- State of the organization – President
- Secretary’s Report – Minutes
- Treasurer’s Report – Virginia White
- Committee Reports
- New Business

Discussion:

- ***State of the Organization***
  - *Agenda for General Meeting*
    - The Board reviewed adjustments to the proposed agenda for the General Meeting slated for 27 June.
      - Board members said there was some evidence in the past that some people were forging requests for mosquito control “opt-outs,” and it is possible the same thing may have happened this year.
      - ACTION: The President will contact AA County Health Department to request the names of all opt-outs.
    - ACTION: The President and Mr. Palombo will place signs in Palisades, Severn Landing, and Wilson Road announcing the General Meeting on 27 June.
- ***Secretary’s Report***
  - The Secretary was absent due to a medical condition.
  - The President presented an amended/corrected version of the May Board minutes.
  - DECISION: The Board approved the May 2019 Board minutes as amended (ATCH 1).
- ***Treasurer’s Report***
  - The Treasurer moved \$7,359.05 from the checking account into the Money Market account, leaving \$7,053.75 as working capital in the checking account. The total Money Market amount is \$40,785.42, for a total combined balance of \$47,839.17 (ATCH 2).
  - Scorecard:

<i>June 2019</i>
100 paid members

29 Boat ramps
11 Pavilion rentals
1 Belle Grove contribution
29 Donations (\$1,125.00)

- DECISION: The Board approved the June 2019 Treasurer's Report.
- **Committee Reports**
  - *Membership*
    - The Membership Chairperson was out of town
    - See Treasurer's Report for membership statistics.
  - *Property Maintenance*
    - *Landscaping Contract* — The Board asked Paul O'Hearn to obtain a quote from William Garcia Landscaping Service, for:
      - Trimming bushes near the water
      - DECISION: Chris Ehrbaker will ask the landscaper to do it for free. If the answer is "No," then the Board has authorized the expenditure of \$100 or less to trim the shrubs.
    - *Piling Caps* — Mr. O'Hearn presented options for dock piling caps, to discourage children from jumping from the pilings and minimize deterioration of the pilings.
      - DECISION: The Board approved purchase of two white polyethylene conical caps at approximately \$20 each.
    - *Half-Dead Tree* — The Board asked Paul O'Hearn to request BG&E remove the half-dead tree near the road that is impinging on power lines.
      - ACTION: Paul O'Hearn to contact BG&E concerning tree removal.
    - *No Parking Signs* — The Board asked Paul O'Hearn to look into obtaining No Parking signs to prevent parking near the Boat Ramp that may impede use by the Fire Department or other emergency vehicles.
      - ACTION: Paul O'Hearn to contact AA County or police for No Parking signs.
  - *By-Laws*
    - The By-Laws Committee Chairman Tim Palombo was unable to attend the meeting. The Board deferred the topic.
  - *Social and Recreation*
    - Ms. Roderick asked the Board to leave the date for the annual Christmas Party as "TBD" rather than December 8<sup>th</sup>, since her committee is re-considering the timing to maximize attendance.
      - DECISION: The Board agreed to leave the date "open," subject to the church's willingness to change the date.
      - ACTION: Ms. Janice Roderick will reserve the SSBC location for a new time and update the CAP Event Calendar on the website.
    - Ms. Roderick said she was planning a "Teen Night" on August 23<sup>rd</sup>, and an "Adult Night" on 27 September (with a possible "Chili Cook-off").
    - The President asked if the Board would consider combining Adult Night efforts with the Severn River Association (SRA) in order to raise additional money.
      - Governors cited limited parking near the Pavilion, which could turn into a nightmare on Anne Arundel Blvd. and potentially block Fire Department and Emergency vehicles.
      - DECISION: The Board decided NOT to combine efforts with SRA.

- The Board suggested we need to send out a flyer for the July 3<sup>rd</sup> Fireworks Party.
    - ACTION: Chris Ehrbaker to send a proposed flyer to the President, to include in the General Meeting and mail to members.
  - Ms. Rina Hicks suggested the Board send out electronic invitations (“e-vites”) to members for upcoming social events. The Board agreed it was a good idea.
    - ACTION: The President will send a list of member email addresses to Ms. Hicks for the e-vites.
- ***New Business***
  - *CAP Website*
    - The President demonstrated changes to the website to enable online payment and CAP Application form submission.
    - ACTION: The Board asked the President to find out why ads show up on mobile platforms (tablets and phones) during member enrollment. (Ads do not appear on PCs and laptops).
    - ACTION: The website should state a policy of “No Refunds” for Pavilion rentals. People may adjust the reservation date one time; after that, if no date is used, the money will be considered a donation.
    - ACTION: The President should remove the “Register” button from all events, since this confuses members and serves no purpose.
    - ACTION: The President should relocate the question of “Own vs. Rent” to the Application Form, to consolidate all relevant application information.
    - ACTION: The President should give people the option—on the payment page—to pay by check rather than credit card.
- ***Adjourn*** – The meeting adjourned at approximately 9:05 pm.

#### SUMMARY OF BOARD DECISIONS:

- *May 2019 Board Minutes (Amended)* – Approved.
- *June 2019 Treasurer’s Report* – Approved.
- *Landscaping* – The Board pre-approved shrub-trimming work quoted at \$85 or less.
- *Dock Piling Caps* – The Board approved purchase of two white polyethylene conical caps at approximately \$20 each.
- *Christmas Party* – The Board agreed the date is now “TBD.”
- *SRA Participation in Adult Night* – The Board decided NOT to join with SRA in planning Adult Night due to the severe parking problem near the Pavilion.

#### SUMMARY OF ACTIONS:

- *Mosquito Control Opt-Outs*. The President will contact AA County Health Department to request the names of all opt-outs.
- *Sign Deployment* – John Morrison and Tim Palombo will deploy signs announcing the General Meeting.
- *Signs Announcing General Meeting* – The President and Tim Palombo will place signs in Palisades, Severn Landing, and Wilson Road announcing the upcoming General Meeting.
- *Half-Dead Tree* – The Board asked Paul O’Hearn to request BG&E remove the half-dead tree near the road that is impinging on power lines.
- *No Parking Signs* – Paul O’Hearn to contact AA County or police for No Parking signs.
- *July 3<sup>rd</sup> Flyer* -- Chris Ehrbaker to send a proposed flyer to the President, to include in the General Meeting and mail to members.

- *Christmas Party* – Ms. Roderick will establish a new date and reserve/adjust the date with SSBC.
- *Electronic Invitations* – The President will send a list of member email addresses to Ms. Hicks for e-vites to upcoming events.
- *Ads on Mobile CAP Enrollment Pages* – The President will find out why ads show up on mobile platforms (tablets and phones).
- *No Refund Policy* – The President will announce a “No-Refund” policy for Pavilion rentals on the website. Ms. Janice Roderick will provide the wording of the policy.
- *“Register” Button* – The President will remove the “Register” button from all events on the website.
- *Own vs Rent* – The President will relocate the question of “Own vs. Rent” to the website Application Form.
- *Optional Check Payment* – The President will insert the option of payment by check on the payment page of the website.

#### ATTACHMENTS:

1. CAP May 2019 Board Minutes (Approved)
2. CAP June 2019 Treasurer’s Report (Approved)

**ATTACHMENT I**  
CAP May 2019 Board Minutes (Approved)

**Civic Association of Palisades**  
Board Meeting  
May 16, 2019 7:30 PM  
545 Wilson Road  
Crownsville, MD 21032

**Attendees:**

John Morrison  
Chris Ehrbaker  
Paul O'Hearn  
Tim Palombo  
Janice Roderick  
Karen Yanon

**Agenda:**

State of the Organization  
Secretary's Report  
Treasurer's Report  
Committee Reports  
Old Business  
New Business

**Discussions:**

Great Job on the Beach Work Day! Paul suggested pilings caps.

May Treasurer's Report – Reviewed. Motion to approve. Motion Second. Approved

April Minutes – Reviewed. Amendments made. Motion to approve. Motion Second. Approved with amendments.

Proposed June 27<sup>th</sup>, 2019 General Meeting Agenda.

Need VP/2029 President Volunteers  
Treasurer's Report  
Proxy Voting/Absentee Ballots – How to get to them on the website  
July 3<sup>rd</sup> Fireworks Party  
Maynadier Creek Status  
Pavilion Status  
Website Upgrade Status  
Website Upgrade Status  
August Event? Move to September?  
Mosquito Control  
Untidy Yards

By-Laws Review Committee – Has not been charged with what By-Laws to review by the board.

Discussion on the procedure for the By-Laws Review committee to decide on which items to review.

John Morrison indicated that the Committee should proceed based on inputs already provided and should continue seeking non-Board participation.

John Morrison presented the board with options to upgrade the website with WIX. Rates and options were reviewed and discussed among to board. Board member proposed a vote to purchase the WIX Business VIP Plan the next time WIX offers a discounted price. Board member seconded the proposed vote. 4/2 vote to purchase the upgraded plan when WIX offers a discounted rate.

**Action Items:**

All Board Members – to review By-Laws articles for review by the By-Laws Review Committee

Tim to present printed list of articles to be reviewed (Has been completed as of this print)

John Contact Donna to send out overdue dues letters

John/Paul Research pilings caps

**Summary of Board Decisions:**

- Approved April Minutes, with amendment
- Approved May Treasurer's Report
- Purchase WIX Business VIP Plan when WIX offers a discounted price

The meeting was cut short as a member had to leave which left the board without a quorum.

Meeting adjourned at 8:24pm

**ATTACHMENT 2**  
CAP June 2019 Treasurer's Report (Approved)



### CAP June 2019 Treasurer's Report (Approved)

<b>Checkbook Balance May 3, 2019</b>				<b>\$</b>	<b>13,548.25</b>
<b>Expenses May 3 - June 19</b>					
4/24/2019	1478	State Farm	Insurance	\$	1,811.28
5/20/2019	1479	William G Landscaping	Landscaping	\$	160.00
5/20/2019		BGE	Electric	\$	15.58
5/27/2019	1480	Timothy Palombo	Website	\$	107.70
5/27/2019	1481	John Morrison	Website	\$	240.07
6/6/2019	1482	William G Landscaping	Landscaping	\$	160.00
6/24/2019		BGE	Electric	\$	15.82
6/19/2019	1483	CAP	2019 Excess to MMA	\$	5,859.05
6/19/2019	1484	CAP	Reserve Fund	\$	1,500.00
<b>Deposits May 3 - June 19</b>					
5/3/2019		Dues, etc.	Dues, etc.	\$	990.00
5/21/2019		Dues, etc.	Dues, etc.	\$	430.00
6/5/2019		Dues, etc.	Dues, etc.	\$	1,155.00
6/19/2019		Dues, etc.	Dues, etc.	\$	800.00
<b>Checkbook Balance June 19, 2019</b>				<b>\$</b>	<b>7,053.75</b>
<b>Money Market Beginning Balance May 3, 2019</b>					
4/30/2019		Bank of Glen Burnie	Interest	\$	1.47
5/31/2019		Bank of Glen Burnie	Interest	\$	1.42
6/19/2019		CAP	Transfer from checking	\$	7,359.05
<b>Money Market Ending Balance June 19, 2019</b>				<b>\$</b>	<b>40,785.42</b>
<b>Combined Balances as of June 19, 2019</b>					
				<b>\$</b>	<b>47,839.17</b>

	2019 YTD	2019 Budget	2019 Over/Under
<b>EXPENSES</b>			
Property Maintenance	\$ 1,928.20	\$ 5,980.00	\$ (4,051.80)
Member Communication	\$ 672.77	\$ 865.00	\$ (192.23)
Administrative	\$ 94.00	\$ 249.00	\$ (155.00)
Social Events	\$ 75.00	\$ 1,230.00	\$ (1,155.00)
Insurance	\$ 1,811.28	\$ 1,904.00	\$ (92.72)
AA Co Taxes	\$ -	\$ 1.00	\$ (1.00)
Dues and Contributions	\$ 105.00	\$ 205.00	\$ (100.00)
Reserve Fund	\$ 1,500.00	\$ 1,500.00	\$ -
Contingency	\$ -	\$ 525.00	\$ (525.00)
<b>Total Expenses</b>	<b>\$ 6,186.25</b>	<b>\$ 12,459.00</b>	<b>\$ (6,272.75)</b>
<b>INCOME</b>			
Dues (100/110)	\$ 9,500.00	\$ 10,450.00	\$ (950.00)
Boat Ramp (29/30)	\$ 1,595.00	\$ 1,650.00	\$ (55.00)
Pavilion Rental (12/10)	\$ 900.00	\$ 750.00	\$ 150.00
Belle Grove (1/0)	\$ 200.00	\$ -	\$ 200.00
Donations (29)	\$ 1,050.00	\$ 900.00	\$ 150.00
Money Market Interest	\$ 6.92	\$ 17.52	\$ (10.60)
<b>Total Income</b>	<b>\$ 13,251.92</b>	<b>\$ 13,767.52</b>	<b>\$ (515.60)</b>
<b>Income minus Expenses</b>			
	\$ 7,065.67	\$ 1,308.52	
<b>Budget not spent</b>	<b>\$ 6,272.75</b>		
<b>2019 income not budgeted</b>	<b>\$ 792.92</b>		

