

Westwood Neighborhood Association Meeting
Tuesday, November 18, 2008
Hanawalt School

1. Call to Order: President Brad Sammon called the meeting to order at 7:05 PM. In attendance were Brad Sammon, President, David Barzen, Immediate Past President, Barbara Bell, Beautification Committee Chair, Ed Truslow, Treasurer, Amy Mackrell, Newsletter Chair, Mary Mouw, Public Relations Chair / Webmaster, and Thomas Kisch, Secretary. Newly elected members were welcomed to the board.

2. Approve October 21, 2008 Minutes: Barbara Bell moved the minutes be approved as written. Brad Sammon seconded the motion. All approved. It was agreed that a draft copy of the minutes would be shared via e-mail with all board members prior to each meeting. This will provide an opportunity to review the minutes before arriving at the meeting. After approval, the minutes will be posted to the website.

3. Membership / Treasurer Report:

A. Membership: The association has 76 members for the new membership year beginning July 1.

B. Treasurer's Report: Ed Truslow shared a report with the board showing the following:

October 2008--Beginning Balance:	\$3,031.15
Deposits:	\$ 190.00 (Memberships)
	\$ 6.00 (Card Sale)
Expenses:	\$ 35.77 (Dahls)
	\$ 7.14 (Amy Zuck)
Ending Balance	\$3,184.24
November 2008--Beginning Balance:	\$3,184.24
Deposits:	\$ 425.00 (Memberships)
Expenses:	\$ 125.00 (V. Heiken—Block Captains' Party)
Current Balance:	\$3,484.24

Thomas Kisch moved the Treasurer's report be approved. Amy Mackrell seconded the motion.

All approved.

4. Neighborhood Liaison Report: In Sharon Murphy's absence, Brad Sammon informed the board that a Neighborhood Streetscape Grant in the amount of \$25,000 is available for beautification projects. Applications are due by January 14, 2009. The Beautification Committee will review the grant, identify possible neighborhood projects (e.g., street sign for the Walnut Creek Gateway

Community Garden), and consider completing an application. It was consensus of the board that a report may be presented by e-mail, with subsequent vote by the board being made by e-mail.

5. Beautification Committee Report: Thomas Kisch informed the board that Margo Hutcheson has completed the final paperwork necessary for payment of the Lillian Swartzell Grant to the association. Upon receipt of the \$774.06 payment, it will be provided to Ed Truslow for deposit into the treasury.

6. Neighborhood Sympathy / New Members Cards: Barbara Bell prepared prototypes of cards the association may want to send 1) to families in the neighborhood who have experienced the loss of a family member and 2) to new neighbors. It was proposed the Secretary may send the cards expressing the association's sympathy and the Membership chair may send the cards expressing the association's welcome. The board discussed printing 100 Welcome cards, 100 Appreciation cards (These are currently being sent to neighbors by the Beautification chair.), and 50 Sympathy cards. Amy Mackrell offered to print the cards. Thomas Kisch moved the board authorize printing and sending of cards as discussed. David Barzen seconded the motion. All approved.

7. Bylaw Review by Des Moines Neighbors: Brad Sammon informed the board that Des Moines Neighbors has reviewed the bylaws of all neighborhood associations. There are no critical changes recommended for our bylaws, though some minor changes are suggested. It was consensus of the board for the President to send a letter expressing the board's intent to review the bylaws and make the suggested changes in March 2009.

8. Job Descriptions for Board Members: Discussion was held about board members writing descriptions of current duties for respective positions on the board. This would assist present and future board members with being knowledgeable of each position's responsibilities. It was suggested these descriptions should not be so prescriptive they preclude flexibility within the respective position. Barbara Bell moved that each officer and committee chair prepare an outline of duties to be presented to the board at its next meeting. Ed Truslow seconded the motion. Six approved; one voted no. Motion carried.

9. Newsletter Timeline for January 2009: Articles for the January newsletter should be submitted to Amy Mackrell by December 12, 2008. Brad Sammon will deliver the printed newsletters on January 9, 2009 to Vickie Heiken for distribution to the Block Captains.

10. Social Committee:

A. Jazz in July: Rob denHartog and Amy Zuck will be working on organizing a concert to be held in July 2009. Plans include partnering with another neighborhood association. David Barzen recommended that corporate sponsorship also be sought.

B. January Neighborhood Social: The next neighborhood social will be held at the Des Moines Art Center on January 15, 22, or 29 (depending upon availability) from 6:00 to 8:30 PM. The board agreed the Roosevelt High School String Quartet may be contacted about providing musical entertainment. David Barzen offered to explore other options, too. Tickets will again be available for winning prizes.

11. Meeting in December: The board agreed that no meeting will be held in December. The next meeting will be held on January 20, 2009 at Hanawalt School.

12. Other Business / Open Forum:

A. Speaker at the March 2009 Meeting: Jane Hein, Des Moines Parks and Recreation Department, will be the guest speaker at the association's meeting on March 24, 2009. The meeting will be held at Pal Joey's.

B. Greenwood Park Meeting: Teva Dawson, Des Moines Parks and Recreation Department, has invited a representative from the Westwood Neighborhood Association to attend a meeting on November 19. The purpose of this meeting is to gather neighborhood input on restoration of the pond area at Greenwood Park. Brad Sammon will be attending.

13. Adjourn: The meeting adjourned at 8:30 PM.