

WEMCA

West End Manor Civic Association

WEMCA Board Meeting

February 16, 2022

Open Meeting- 5:30pm

Attendance: Dan H., John, Jimmy, Craig, Allen, Dan S., Bob, Sara

Additions, Deletions, Modifications to the agenda

Approve January 19 & 26, 2022 Meeting minutes

Board Reports

President Report- Topper

- Not present

VP Report- Dan S.

- New AC is installed and working
- Taylor Cleaning was hired by WEMCA to do a quick clean
- No further discussion of selling building
- WEBC-
 - Dan will salt, but is not shoveling snow during inclement weather
 - Church reported need for toilet paper and paper towels refills
 - Church stated that the bathrooms needed to be cleaned, Dan and John will discuss paying for cleaning at 6 month follow up meeting

Treasurer Report- Dan H.

- Discussion of starting and ending balances
- Outgoing expenses- HVAC replacement, Taylor Cleaning, Reimbursements for board expenses
- 43 households memberships paid

Secretary Report- Sara

- 4x8 WEMCA banner is ordered
- Dispersed drafts of Calendar and Bylaws

Webmaster Report- Jimmy

- Updated website with pricing information
- Will work on taking photos of outside and inside building
- Wifi discussion-
 - Costs for Verizon
 - Treasurer will set up business account with Verizon
- Ring Cameras- need to get wifi installed first, discussion of camera options and locations

Building and Grounds Report- John

- Roof- Henrico Technical Center students will replace end of March/first of April, Pavilion roof might be replaced as well
- Gutters- board members will clean out

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- Cost of deep cleaning- about \$2,000 through Taylor (thorough cleaning and refinishing floor)
- Allen- JanPro reached out to follow up, WEMCA will stay with Taylor Cleaning

Other Director Reports-

- Craig- Beehives are on property with signs

Discussion Items:

New Business

- Grass cutting
 - Waiting for response from Henrico County about this
 - Consider hiring company and/or volunteers to cut on off weeks
- Hurricane Fence- still need to look at and fix gate
- Membership Drive
 - Discussion of how to reach all residents in neighborhood (1,222)
 - WEMCA email/letter- Craig will work on
- March 28th Membership Meeting
 - Host in Community Building, 7pm
 - Planning Subcommittee- Allen and Craig
 - Quick business meeting/update (not a full board meeting)
 - Provide update on where started, present vision for next year or 2 years
 - Possible slide presentation
 - Invite Dan Schmitt to speak
 - Question and Answer
 - Vote on bylaws (if amended by meeting date)
 - Encourage membership/joining at meeting
- Collaborate with HCFP on food drive(s)
 - Possible events in Spring (focus on seniors) and Summer (focus on families), No dates set yet
 - 3 day event (Thursday- Saturday)- collect food, bag it, and distribute it
 - Board voted to move forward with this
- Event Calendar
 - Allen- will look into coordinating blood drive
 - Discussion of possible events/activities
 - 3 signature WEMCA events, with smaller events
 - Programs for seniors- seminars on Medicare/Medicaid, exercise programs, etc.
 - Raising money events for kitchen items, HVAC, etc.
- Building/ Property improvements
 - Dan S. will continue to work with Henrico to try to get additional funds for larger expenses
 - Expectation to use Henrico money for smaller items
 - Priority 1: Kitchen-
 - Now have: 2 stoves, 2 fridges, icemaker
 - Needs: new floor, finish wall/storage to block off kitchen,



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microwave hood vents over stoves

- Need to research Health Department Guidelines
- Priority 2: Security lights (wifi and Ring camera/lights)
- Priority 3: New doors
- Other items:
 - Finish cinder block wall to match finished wall
 - Redo floor
 - Henrico PD- recommended having clear view from street to building (cutting back trees/brush)
 - Back door- removed/walled up
- Renovations in lieu of WEBC classroom trailer
 - Make storage room and office into 1 meeting room (keep window vs. board it up), Make 10x10 room out of small open section
 - Motion by Craig- get prices for renovations and discuss budget with church, 2nd by Sara
 - Bob- concerns about ensuring that there is an area for WEMCA to lock up items, possibility of using storage room or maintenance closet

Old Business

- Consider installation of additional fencing to inhibit trespassing
 - \$3,800 to get fences extended
 - Will consider other options (move stones, move gates from near dam)
- Potential use of property by non-profits-
 - Jacob's Chance will give presentation at March board meeting

Open Discussion of any items not on agenda

- None

Adjourn to February 26th Board Retreat

- *Mission statement*
- *Bylaws*
- *Calendar*