

WEMCA

West End Manor Civic Association

WEMCA Board Meeting

July 18th, 2022

Open Meeting- 5:30pm

Attendance: Dan S., Allen, Craig, John, Sara, Jimmy, Dee, Tom, RaShel

Additions, Deletions, Modifications to the agenda

- Sara- added discussion of September General Membership Meeting date

Approve June Board Meeting Minutes

- Approved

Discussion of WEMCA History- Dan S.

- WEMCA started in 1960's, but didn't have the property
- Property was deeded over to WEMCA in 1969
- Building was built in 1982
- No members of WEMCA from 2008- 2019
- Henrico County helped with reforming WEMCA board in 2019
- Henrico County Sheriff- Orbit Program (has helped with painting, cutting grass, etc.)
- Henrico CTE- will still replace the pavilion rooms
- 2019- expanded WEMCA to include Huntington, St. James Place, and end of Red Stone
- Largest association in Henrico based on number of homes

Discussion of WEMCA Board Member Roles & Responsibilities- Returning Board

- Executive Committee-
 - President, VP, Treasurer, Secretary
 - Sara- review of position duties
- Committee Chairs- Will be appointed by Executive Committee at August board meeting
 - Building & Grounds
 - IT
 - Social and Events
 - Membership
 - Community Safety
- Length of Term
 - 1 year
 - Recommendation of changing bylaws to a 2 year term
 - Re-election in May, new board takes effect July 1st
- Currently have 2 open board positions-
 - Board can appoint those positions
- Conduct/ Lessons from Returning Board Members
 - Dan S.- do not talk to County members/officials as a representative of the board without consensus from the Board
 - Dan Schmitt- will communicate with president or anyone authorized to do so, communications on behalf of the board need to be with the authority of the board
 - VP is the governmental affairs person based on bylaws

Election of Executive Board- Dan S.

- President
 - Nominate- Jimmy Powell- 2nd , no discussion
 - All voted
- Vice President
 - Nominate- Craig Waddell, 2nd , no discussion
 - All voted
- Treasurer
 - Nominate- RaShel Charles, 2nd , no discussion
 - All voted
- Secretary
 - Nominate- Sara Thompson, 2nd , no discussion
 - All voted

Development of WEMCA Board Monthly Meeting Date/Time

- 3rd Wednesday of the Month, 6pm- 8pm, location TBD
- August 24th- August meeting 6-8pm
- See below for full schedule
- Craig- will talk to Jillian about Westhunt Baptist
- Sara- back up Glen Allen Library

Discussion of Priorities

- Bylaws amendment/ draft Operations Handbook-
 - Sara will create a committee to draft bylaws
 - Focus on bylaws first, then operations handbook
 - Bylaws drafted emailed to Board in August/early September for review
 - Send 14 days in advance to members before voting in Fall (email by September 12th)
 - Jimmy- motion, John 2nd , approved
- Article of Incorporation amendments
 - Craig- discussion of changing WEMCA name to be more inclusive
 - Sara- Contact someone at State Corporation Commission to find out what needs to be done to correct these, communicate with Board via email
 - What is process for amending?
 - What is process for changing WEMCA name? (West End Manor Civic Association trading As.....)
- Development of Lease with WEBC
 - Obtain lease from Dan H., Signed month to month agreement
 - Craig will help with development of lease with RaShel and John, email to board by August 17th, present in August board meeting for approval
 - Motion- Sara, 2nd Jimmy, approved
- Development of Building & Grounds priority list
 - List needs to be developed and prioritized
 - Sara will email compiled list to John
- Building remodel with WEBC
 - John spoke with Brandon Bishop (WEBC) and Clay Tompkins (Contractor)
 - John spoke with 3 references (residential and commercial)
 - WEBC does not need lease to move forward with the remodel



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- John to obtain contract from Clay Tompkins for board to review
 - Motion- Sara, 2nd, approved

Board Reports

President Report- Jimmy

- None

VP Report- Craig

- Difficulty connecting with community and not getting the results we want at events
- Canvas residents prior to fall membership meeting in order to see what people actual want
 - board members commit to talking to at least 5 people who don't participate/attend meetings (needs assessment)
 - discuss further over email

Treasurer Report- RaShel

- Emailed Dan to try to connect
- Plan to get online access to accounts
- Wants hardcopies given to her at meetings
- Wants an invoice when writing checks
- Develop budget, then discussing additional accounts
- Monthly reconciliations
- Will make recommendations once she sees how the WEMCA account is set up

Secretary Report- Sara

- None

Webmaster Report- Jimmy

- Comcast will bring line and bury to building in August
- National Night Out on website now

Building and Grounds Report- John

- Ice Machine- not working, option to replace with a refurbished unit or fix parts
 - JRC Mechanics-
 - Invoice submitted to Treasurer for payment
 - John will follow up with Tony McDowell regarding replacement machine before considering other options of fixing/replacing current machine
 - WEBC and other renters have inquired about working ice machine
- B&B Refuse Service-
 - \$35 for regular can, \$25 for additional can/ month
 - Pick up trash every Monday
 - Craig- Motion to go with 1 can, 2nd
 - Discussion- WEBC is currently creating more than 1 can's worth per week, need to approve 2 cans worth
 - Amend Motion- Approve 2 cans worth and have church move cans to road on Sundays
 - New Motion- Jimmy, 2nd, Approved
- Lock on fence was cut today due to it not working,
 - John or Jimmy will replace lock
 - Currently using lock from gate to lake
- Discussion of renting building on September 24th, unable to approve due to Henrico Community Food Bank event

Other Director Reports

- None

Community Officer Report

- Not present

New Business

- National Night Out updates- Dee
 - DJ, bounce house, 4 vendors and looking for 2 more, partnership with Good Shepherd UMC
 - All board members need to help hand out flyers
 - Need more volunteers to help with set up and take down of event
- Blood Drive updates- Allen
 - Called Red Cross to ask about numbers, will see if we have enough participants for event
- Food Drive event
- Fall General Membership Meeting- September to October 3rd?
 - Keep September 26th meeting date
 - SWOT- Jimmy and Craig will explore online options for this for community feedback
 - Retreat-
 - Sara- will email about retreat,
 - Craig and RaShel- will lead retreat activities SWOT and personality/ leadership

Outstanding Old Business

- Jacob's Chance/ Beyond Boundaries potential use of property (Fall 2022 Presentation)- will follow up on in the fall
- Discussion of creation of Immediate Past President/ Government Liaison position (to be considered with bylaw amendments)
- Community Watch Program- will discuss at future meetings
- Light Reimbursement- still have not received (\$2,000), John will follow up on this

Open Roundtable of any issues not on agenda

Adjourn to August 2022 Board Meeting (August 24th, 6-8pm)

2022/ 2023 Board Meeting Schedule:

August 24th

September 21st

October 19th

November 16th

December 21st

January 18th

February 15th

March 15th

April 19th

May 17th

June 21st