

# **WEMCA**

**West End Manor Civic Association**

## **WEMCA Board Meeting**

**August 24th, 2022**

Open Meeting

Attendance: Jimmy, Craig, Dee, Allen, John, Dan, RaShel

*Additions, Deletions, Modifications to the agenda*

*Approve July Board Meeting Minutes*

### *Board Reports*

President Report- Jimmy

- See IT report below.

VP Report- Craig

- Sent WEBC lease info below.

Treasurer Report- RaShel

- Reconciling account and will email report to Board.
- Treasurer email address set up for invoices.
- Credit Cards-
  - o Move to using credit cards for purchases vs. reimbursing board members
  - o Purchases would be signed off/approved before using cards (Google Docs)
  - o Motion, 2<sup>nd</sup>, and approved for 3 credit cards for WEMCA

Secretary Report

- Board Retreat on hold due to lack of response.

IT and Social Media Report

- Internet-
  - o Permit request submitted July 7<sup>th</sup>, but Dominion has not responded
  - o Jimmy will call Comcast on Sept. 12<sup>th</sup> to find out status
- Allen- How do we get WEMCA.us to show up at top of searches?
  - o Jimmy- will resubmit request to Google and research to see if there are any additional costs

Building and Grounds Report- John

- Status of priority list
- Status of building remodel with WEBC-
  - o Clay will begin work in mid-October
  - o Brandon from WEBC will email contract to John for WEMCA to complete
- Trashcan moving schedule-
  - o John will talk with church again about this due to WEMCA paying for trash service
  - o Discussion of modifying pick up schedule to reduce cost if it is not needed weekly
- Pest control/ spraying building-
  - o John is waiting on estimates from 2 companies
  - o John is spraying in the meantime
- Discussion regarding A/C unit service agreement through James River Air-
  - o Contract from now (September 1) through all of 2023
  - o Break into 2 payments over the course of the year
  - o New unit has a 10 year warranty
  - o Service agreement will cover all 3 units

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- o Motion, 2<sup>nd</sup>, and approved services agreement
- Building Foundation-
  - o Waiting for quotes from companies about repairs
  - o Will see if Henrico County will also assist with cost/repairs as well
- Contract for building use for wedding- December 17th
  - o Not a WEMCA member, will adjust cost to match website
  - o Voted and approved
- Discussion of Building Contracts-
  - o Discussion of security deposit and holding deposit are redundant- voted and agreed to change to \$350 security deposit to hold the date, for damages,
  - o Future discussion- fee is nonrefundable if event is cancelled or if event is cancelled a set number of days before the event

## Other Director Reports

- Allen- Jessie is willing to cut 1 lawn for free if we know of someone in need
- Building Use By Other Community Organizations- RaShel
  - o 2 organizations interested (Monica with Real Talk, and another one)
  - o Craig- Nonprofits benefiting community- reduced cost to cover cleaning and utilities, but not make a profit
  - o RaShel- not all groups have money for this, agree that it should be a registered non-profit
  - o Need to discuss further

## Community Officer Report

### New Business

- Plan for appointing Committee Chairs
  - o Building and Grounds Committee- Dan S.
  - o IT- Jimmy already has someone for it
  - o Social and Events- Dee
- Bylaw Amendments-
  - o Review questions in email from Sara
  - ~~o Draft needs to be finalized and sent out to members by no later than September 5<sup>th</sup>~~
  - o Will put into Google Drive for review
- Updated on WEBC Lease Development-
  - o Sara will upload lease into Google Docs
  - o Need to review and discuss through email
- Plan for September Member Meeting- Craig and RaShel
  - o Discussion of group dynamics and strategic planning
  - o September general member meeting will be moved to October, date TBD
  - o Discussion of needing board retreat- need to discuss further
  - o Concern- there are a lot of ideas but not enough members
- Discussion of Fall Annual Membership Drive event-
  - o Not enough time to organize this
  - o See if Longan will let WEMCA participate in Trunk-or-Treat
    - Advertise for Winter Market
  - o Discussion of Winter Market- December 3<sup>rd</sup>
    - Santa, food, sellers market, etc.
    - What could the event benefit in order to give back to the community?
      - RaShel and Dee will look into organizations to partner with, board will vote on it

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- Dee- get quote for Santa
  - Allen- get quote for Jonathan Austin
- Henrico Community Food Bank food drive and distribution-
  - September 23<sup>rd</sup>- 24<sup>th</sup> (who will open/close building)
  - Sara will handle, no discussion needed
- Building Space Rental-
  - Henrico Community Food Bank would like to rent the storage closet in the kitchen
  - Church as occupied space now, can't keep temperature at the appropriate level

## *Outstanding Old Business*

- Review previous events- NNO, Blood Drive
  - Good turn out for both events
- Mommy and Me group using space
  - Discussion of WEMCA sponsoring as a board vs. charging
  - We would run this as a service of WEMCA then it could be done for free, moms in the neighborhood would need to pay \$10 membership fee, non-members pay \$10 to go towards utilities
  - Further discussion with coordinator is needed
- Jacob's Chance/ Beyond Boundaries potential use of property (Fall 2022 Presentation)
- Community Watch Program

*Open Roundtable of any issues not on agenda*

*Adjourn to September 21, 2022 Board Meeting*