

# WEMCA

West End Manor Civic Association

## WEMCA Board Meeting

September 28, 2022

Open Meeting

Attendance: Jimmy, John, Sara, Office Fick

*Additions, Deletions, Modifications to the agenda*

*Approve August Board Meeting Minutes*

### *Board Reports*

President Report- Jimmy

- See below

VP Report-

Treasurer Report- RaShel

- Not present, will email report to Board

Secretary Report- Sara

- Bylaw Amendments-
  - o Posted in Google Drive with questions to answer
  - o Due date for responses- October 5<sup>th</sup>

IT and Social Media Report- Jimmy

- Dominion Power- pushed pole permit back to October
- Jimmy is communicating with Dominion regarding this issue

Building and Grounds Report- John

- Status of priority list-
  - o John will work on this
- Creation of committee-
  - o Sara will email, post on Facebook to try recruiting members
  - o Need to create Building Opening Chain of Command
- WEBC Repairs-
  - o Jimmy will ask Clay for finalized contract
- Weather stripping-
  - o Clay will repair this on Friday, 9/30/22
  - o WEMCA needs to pay Clay
- Additional building repairs-
  - o Finish crown molding/ remove and block back door-
    - Clay will submit quote
  - o Drainage issues at building-
    - John is getting quotes from vendors
    - Clay will also give a quote
    - Need corrugated pipes on all drains (x6)
  - o Roof needs to get cleaned off again
    - Pine trees need to be removed/ limbed up
    - Look into Gutter Helmet for the back of building
  - o Handicap Parking Signs-
    - Jimmy will talk to Henrico County about this
  - o Bathroom Floors-
    - Jimmy will ask Clay for options/quotes

- o Building needs to be cleaned
- Other Director Reports
  - None

*Community Officer Report- Officer Eric Fick*

- No new or increasing issues in area.

*New Business*

- Committee Chairs/ Committee Development
  - o All board members need to have a role
  - o Building and Grounds Committee- John
  - o IT- Jimmy
  - o Outstanding Committee Chairs- Social and Events, Membership, Safety Liaison
- WEMCA Business Cards/ WEMCA Sign-
  - o Jimmy will make and order
- WEBC Lease Development-
  - o Posted in Google Drive with questions to answer
  - o Due date for responses- October 5<sup>th</sup>
- Plan for October Member Meeting-
  - o Date- Monday October 24<sup>th</sup>, 7pm (doors open at 6:30)
  - o Discussion of agenda
- Longan Truck or Treat- October 18<sup>th</sup> 5:30- 7pm
  - o RaShel will lead, John and Sara will help
  - o Pass out candy and engage parents
  - o Membership- business cards, tablet to sign up, WEMCA info sheets, sign for October 24<sup>th</sup> meeting
- Winter Festival- December 3rd
  - o Who will lead?
  - o Need to have information confirmed by October 24<sup>th</sup> meeting

*Outstanding Old Business*

- Mommy and Me group using space
  - Sara will follow up
- Jacob's Chance/ Beyond Boundaries potential use of property (Fall 2022 Presentation)
  - Sara will follow up

*Open Roundtable of any issues not on agenda*

*Adjourn to October 19th, 2022 Board Meeting/ October General Members Meeting October 24<sup>th</sup>, 2022*