

WEMCA

West End Manor Civic Association

WEMCA Board Meeting

November 16, 2022

Open Meeting

Attendance: Jimmy, John, Sara, Craig, Allen, Cheri, Eric

Additions, Deletions, Modifications to the agenda

Approve October Board Meeting Minutes and October General Member Meeting Minutes

Board Reports

President Report- Jimmy

- Board member updates
 - Welcome Cheri as new board member
 - RaShel has resigned and will step away from board following Winter Festival
 - Treasurer items turned over to Sara and Jimmy

VP Report- Craig

- WEBC Lease Development update
 - Still waiting for comments from Board members
 - Craig, John, and Sara will review draft prior to sending to WEBC for review, a final version will be submitted to the Board for review and approval before entering into contract
- WEBC has requested additional building usage and use of building on Christmas Eve and Christmas Day, Jimmy will communicate with them regarding additional needs

Treasurer Report- Jimmy

- Reviewed all bank records and information in WAVE, working to reconcile accounts
- Reviewed Treasurer Report with information included up to today
- Linked WAVE with bank in order to avoid future discrepancies
- Will work to develop/improve processes for Treasurer
- Debit Cards- For time being, Buildings and Grounds will have a debit card for their needs, others will be reimbursed in order to avoid multiple debit cards being available
- Jimmy and Sara will handle Treasurer tasks in the meantime
- Received Henrico County for back payments (3 quarters)
 - WEMCA will need to invoice Henrico County quarterly moving forward
 - Billing will be set up in WAVE for this

Secretary Report- Sara

- Signage Quotes- Will discuss in December meeting and/or via email due to time restraints
 - New Monday Meeting sign
 - Sign for lake and park
 - Handicap Parking Sign
 - Plastic real estate signs- need a few
 - New sign at WEMCA property/gate
 - Possibility of electronic sign
- Lake rules- Will discuss in December meeting and/or via email due to time restraints
- Partnership with Longan PTA- partnership
 - Spoke with Longan PTA Treasurer
 - They are having similar results with membership/turn



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- o Discussed possibility of partnering on mailer/flyer to send to everyone in neighborhood to make aware of WEMCA and PTA
- o Discussed partnership for future events, general meetings, etc.
- Mommy and Me group-
 - o Will put on hold until the new room is finished
 - o Need to look at insurance and discuss a cleaning memorandum

IT and Social Media Report- Jimmy

- Comcast updates- underground line installed up to building
 - o Line will be installed into building within 2 weeks
 - o Will create wifi names/passwords

Building and Grounds Report- John

- WEBC Repairs-
 - o Finalize contract with Clay/ church
 - o Starting project in next 2-3 weeks
 - o To do: pick out and buy flooring and doors, clean out office
 - o Discussion of need of storage pod for items in the office
 - John will look into this
- Gutters
 - o Still no estimate from Clay, Jimmy is following up on this

Other Director Reports

- Dee-
 - o Discussed potential ideas for community events
 - o Will create 2023 calendar with possible event ideas to present at December board meeting

Community Officer Report- Officer Fick

- Same issues/concerns continue
- Following suspects on catalytic converter thefts
- Drilling into gas tanks and diesel fuel is an issue now
- Shoplifting and thefts increase with the holidays

New Business

- Plan for November Member Meeting-
 - o Cancelled in order to focus on Winter Festival
- Winter Festival- Dee
 - o Jimmy showed flyer proof
 - o Flyers needed- 500 for Longan, 100 extra
 - o Event made open to public, will advertise at libraries, local businesses
 - o Plan for 300- 350 attendees (food, drink)
 - o Allen- purchasing food, drinks, paper goods
 - o Sara- purchasing remaining items
 - o Dee and RaShel will email schedule to Jimmy tomorrow
 - o RaShel is talking with PTA regarding getting flyers dispersed
 - o Set up on Thursday/Friday- 6-8pm, vendors come on Saturday at 8:30am
 - Additional help not needed at this time
- WEBC Projector-
 - o Cheri and Sara will meet with Kevin to learn how to use
- Move December 21st board meeting to December 7th due to conflict with holiday

Outstanding Old Business

- N/A

Open Roundtable of any issues not on agenda

Adjourn to December 7th, 2022 Board Meeting