



City of Abilene

Keep Abilene Beautiful Board Agenda

Notice is hereby given of a meeting of Keep Abilene Beautiful of City of Abilene to be held on May 12, 2021 at 12:00 PM at City Hall, Basement Conference Room, 555 Walnut, Abilene, Texas, for the purpose of considering the following agenda items.

CALL TO ORDER

PUBLIC COMMENTS

Public Comments on Any Item on the Agenda

MINUTES

1. Approve minutes from April 2021.

TREASURER'S REPORT

2. Approve financial report from April 2021

COMMITTEE REPORTS

3. Executive Committee - Update regarding KAB Strategies & Business
Marketing & Fundraising Committee
Events Committee
Grants Committee

AGENDA ITEMS

4. Clayshoot Fundraiser - event, marketing, raffle and logistics
Wine Tasting Fundraiser - event, marketing, raffle and logistic
Billboard Images

ADJOURNMENT

Notice

In compliance with the Americans with Disabilities Act, the City of Abilene will provide for reasonable accommodations for persons attending meetings. To better serve you, requests should be received forty-eight (48) hours prior to scheduled meetings. Please contact the City Secretary's Office at 325-676-6208. Telecommunication device for the deaf is 325-676-6360.

CERTIFICATION

I hereby certify the above meeting notice was posted on the bulletin board at the City Hall of the City of Abilene, Texas, on the 7th day of May, 2021, at 3:35 p.m.

Kaitlin Richardson, Deputy City
Secretary

**MINUTES OF THE
KEEP ABILENE BEAUTIFUL BOARD
April 14, 2021 | 12PM**

OFFICERS PRESENT

Della Beasley, President
Dr. Tobi Popoola, Treasurer
Reagan Van Coutren, Secretary

OFFICERS ABSENT

BOARD MEMBERS PRESENT

Crystal Saling
Chase Robertson
Akane Thaxton
Cristal Murillo
John Willey

BOARD MEMBERS ABSENT

Brylee Ellison
Jared Bailey
Alex Sazon

KAB STAFF

Katherine Beeman, KAB Exec.Dir

ADVISORY MEMBERS PRESENT

Srini Valavala, Stormwater Svcs. Admin
Kelly Messer, COA Legal Counsel

COMMUNITY PARTNERS

None

GUESTS PRESENT

None

Call to Order.

Della Beasley called the meeting to order at 12:01 p.m. A quorum of board members were present.

Public Comments

None

Item 1:

Approval of Minutes

No changes regarding March 2021 board meeting minutes. **Motion to approve March 2021 minutes as presented was made by Dr. Tobi Popoola and seconded by Chase Robertson. *Through roll call, motion was carried unanimously.***

Item 2:

Treasurer's Report

Dr. Popoola presented information on March 2021 financial report, including donor and Square fees. City attorney clarified donor rules. **Motion to approve March 2021 Treasurer's Report made by Reagan Van Coutren and seconded by Cristal Murillo. *Through roll call, motion was carried unanimously.***

Item 3:

Committee Reports

A. Executive Committee Committee discussed Clayshoot plans, intention to begin planning processes for events one year in advance, potential table at ArtWalk, and potential rain-out of Spring Clean.

- B. Grants Committee** Committee confirmed that the grants document has been approved, discussed intention to go through list of approved grants and begin application process.
- C. Events Committee** Committee discussed need for food trucks for final two Spring Clean events, raffle items for Clayshoot, need for more sponsorships.
- D. Marketing/Fundraising Committee** Committee discussed raising awareness of KAB through participation in City events, reaching out to media, and the pros and cons of Downtown Entertainment District plans.

Item 4: **Coordinator's Report**

Coordinator provided an update to KAB board members regarding the Keep Texas Beautiful annual report, updates on the hauls from the Spring Clean events, updates on Clayshoot tournament plans and budget, and information on planning for the wine tasting event.

Items 5: **Agenda Items**

1. Clayshoot Event Budget

Discussion of Clayshoot budget, need for up-front approval in order to begin purchasing/renting marketing materials ensued. Presented budget rounded up to account for potential unforeseen costs. **Motion to approve the increased Clayshoot Marketing Budget of \$3,000 made by Reagan Van Coutren and seconded by Della Beasley.**
Through roll call, motion carried unanimously.

2. KAB Intern

Discussion on whether or not to pay intern, where to find them, and the interviewing process ensued. Executive Committee to meet to discuss details further.

Item 6: **Adjournment:** The meeting was adjourned at 1:06 p.m.

Reagan Van Coutren, Secretary

Della Beasley, President

KEEP AILENE BEAUTIFUL**APR 29, 2021 STATEMENT OF ACTIVITY****REVENUE**

4/1/2021 Deposits (\$500 + \$500)	\$ 1,000.00
4/5/2021 Square Inc. PPD	\$ 485.20
4/26/2021 Republic Services	\$ 678.00
4/26/2021 Square Inc. PPD	\$ 916.60

Total Revenue	\$ 3,079.80
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EXPENDITURE

4/2/2021 Christy Patten - Spring Music Series deposit	\$ 100.00
4/5/2021 CAN-DOO BUDJ REF#Kirby Lake Porta-Potties	\$ 310.00
4/5/2021 Colton Fox - Spring Music Series deposit	\$ 100.00
4/7/2021 Garret Bryan - Spring Music Series deposit	\$ 500.00
4/8/2021 Destiny Mitcham - Spring Music Series deposit for Destiny Joy	\$ 100.00
4/12/2021 TxTees T-shirts - 50% balance	\$ 1,400.00
4/12/2021 Double Diamond Signs - Mesh Banner	\$ 220.00
4/13/2021 Warren Cat	\$ 274.30
4/14/2021 Jonathan Hester - Spring Music Series deposit	\$ 100.00
4/15/2021 CPA Texas Ta - Texas Comptroller - quarterly sales tax pymt	\$ 53.00
4/12/2021 Jonathan Hester - Spring Music Series balance (April 10, 2021 event)	\$ 100.00
4/16/2021 Chase Robertson - 32g diesel reimbursement	\$ 93.75
4/16/2021 Travis Fox - Spring Music Series balance (April 10, 2021 event)	\$ 325.00
4/19/2021 Tobi Popoola - Reimbursement for performer meals	\$ 58.00
4/19/2021 Christy Patten - Spring Music Series balance (April 10, 2021 event)	\$ 116.00
4/27/2021 James Tuffs - Spring Music Series balance (April 23, 2021 event)	\$ 500.00
4/23/2021 City of Abilene Parks & Recs - Relief Program/Bench and Tree Patron	\$ 950.00
4/29/2021 Holt Henrich - Spring Music Series balance (April 10, 2021 event)	\$ 1,000.00
4/29/2021 TxTees T-shirts - Balance due	\$ 1,430.00

Total Expenditure	\$ 7,730.05
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Net revenue	\$ (4,650.25)
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KEEP ABILENE BEUATIFUL
STATEMENT OF FINANCIAL POSITION
APR 29, 2021 STATEMENT OF ACTIVITY

ASSETS

NON-CURRENT ASSETS

Motor vehicles and Equipments

Motor vehicles \$ -

Equipment \$ -

Total motor vehicles and equipments \$ -

Computers and Hardware

Computers \$ -

Hardware \$ -

Total computers and hardware \$ -

Total Non-Current Assets \$ -

CURRENT ASSETS

Bank Balance

KAB General Bank Account \$ 62,370.69

Total Bank Balance \$ 62,370.69

Accounts Receivable

Pledges - Republic Services \$ -

Total Accounts Receivable Balance \$ -

Other Current Assets

Miscellaneous \$ -

Donations \$ -

Total Other Current Assets \$ -

Total Current Assets \$ 62,370.69

Chase Robertson - 32g diesel reimbursement \$ 62,370.69

LIABILITIES AND EQUITY

NON-CURRENT LIABILITY

Bank Loan \$ -

Total Bank Loan Balance \$ -

Total Non-Current liability \$ -

CURRENT LIABILITIES

Accounts Payable

Sales tax payable \$ -

Facebook/Instagram Ads \$ -

Shipping services \$ -

Total Accounts Payable \$ -

Total Current Liabilities \$ -

Total Liabilities \$ -

EQUITY

Cummulative net Revenue c/f (\$15,763.64 - 908.80) \$ 14,854.84

Retained Earnings \$ 9,029.02

Temporary Restricted Net Assets \$ -

Unrestricted Assets \$ 43,137.08

Net Revenue \$ (4,650.25)

Total Equity \$ 62,370.69

TOTAL LIABILITIES AND EQUITY \$ 62,370.69

Difference

Assets \$ 62,370.69

Liabs and Equity \$ 62,370.69

Difference \$ -

KEEP ABILENE BEAUTIFUL (KAB) APR 29 2021 INCOME STATEMENT						
Revenue	Budget for 2021	Year-to-Date (YTD)	Current Mth	Total	Variance	NOTES
Balance c/f (Bank Statement)		\$ -	\$ 66,585.70	\$ 66,585.70		
Donations	APR 29, 2021 STA	\$ 2,235.92	\$ 2,306.00	\$ 4,541.92	\$ 5,578.08	
Republic Svcs.	\$ 9,120.00	\$ 2,235.92	\$ 1,356.00	\$ 3,591.92	\$ 5,528.08	February 2021 Republic Services income credited in bank statement in March 2021
Memorial Tree & Bench Program	\$ 1,000.00	\$ -	\$ 950.00	\$ 950.00	\$ 50.00	
Estate of Odis Dolton	\$ -	\$ -	\$ -	\$ -	\$ -	
Grants	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	
Rotrary Club	\$ -	\$ -	\$ -	\$ -	\$ -	
KTB/HEB Green Bag - #2020 AbileneTree Challenge	\$ -	\$ -		\$ -	\$ -	
Fund Raising	\$ 10,000.00	\$ -	\$ 8,720.00	\$ 8,720.00	\$ 1,280.00	
Clayshoot Event	\$ 10,000.00			\$ -		
Spring Music Event	\$ -	\$ -	\$ 8,720.00	\$ 8,720.00		
Interest Income	\$ 10.94	\$ 2.76	\$ 0.59	\$ 3.35	\$ 7.59	
Sales of Product Revenue	\$ 1,500.00	\$ 42.78	\$ 28.52	\$ 71.30	\$ 1,428.70	
LWYL T-shirt Revenue	\$ 1,500.00	\$ 42.78	\$ 28.52	\$ 71.30	\$ 1,428.70	
Sponsorships/Memberships	\$ 6,500.00	\$ -	\$ 170.35	\$ 170.35	\$ 6,329.65	
Memberships	\$ 6,500.00	\$ -	\$ 170.35	\$ 170.35	\$ 6,329.65	
Recycling	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Revenue	#VALUE!	\$ 2,281.46	\$ 11,225.46	\$ 13,506.92	\$ 15,624.02	
Expenditures	Budget	Year-to-Date (YTD)	Current Mth	Total	Variance	
Annual Dues	\$ 750.00	\$ 520.00	\$ 225.00	\$ 745.00	\$ 5.00	
Abilene Chamber of Commerce	\$ 185.00	\$ -	\$ 225.00	\$ 225.00	\$ (40.00)	Abilene Chamber of Commerce dues increased by \$40
Keep America Beautiful	\$ 365.00	\$ 345.00	\$ -	\$ 345.00	\$ 20.00	Payment to Keep America Beautiful made December 16, 2020
Keep Texas Beautiful	\$ 200.00	\$ 175.00	\$ -	\$ 175.00	\$ 25.00	Payment to Keep Texas Beautiful made January 19, 2021
Keep Texas Beautiful- GCAA						
Board Development	\$ 2,995.00	\$ -	\$ -	\$ -	\$ 2,995.00	
KAB Retreat	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	
Keep Texas Beautiful Conference Fee	\$ 1,200.00	\$ -	\$ -	\$ -	\$ 1,200.00	
Keep Texas Beautiful Hotel Fee	\$ 1,695.00	\$ -	\$ -	\$ -	\$ 1,695.00	
Fund Raising Expenses	\$ 7,485.00	\$ -	\$ 3,183.75	\$ 3,183.75	\$ 4,301.25	
LWYL T-shirt	\$ 745.00		\$ -	\$ -	\$ 745.00	
TxTees T-Shirts	\$ -	Chase Robertson - 32g di	\$ 3,183.75	\$ 3,183.75	\$ (3,183.75)	
Clayshoot Event	\$ 6,640.00		\$ -	\$ -	\$ 6,640.00	
Sponsorship/Membership	\$ 100.00		\$ -	\$ -	\$ 100.00	
Grants and Awards	\$ 3,000.00		\$ -	\$ -	\$ 3,000.00	
Insurance General Liability	\$ 850.00	\$ 522.00	\$ -	\$ 522.00	\$ 328.00	
Marketing/Advertising/Promotional	\$ 700.00	\$ -	\$ 1,214.13	\$ 1,214.13	\$ (514.13)	
KAB Brochure Printing	\$ 700.00	\$ -	\$ -	\$ -	\$ 700.00	
Business Cards and Banner	\$ -	\$ -	\$ 1,126.61	\$ 1,126.61	\$ (1,126.61)	Flags on the Cheap - Feather Flags
Thank You Cards & Gift Bags	\$ -	\$ -	\$ 42.52	\$ 42.52	\$ (42.52)	
Social Media Advertising - Facebook, Instagram, etc.	\$ -	\$ -	\$ 45.00	\$ 45.00	\$ (45.00)	
Office/General Administration	\$ 1,660.00	\$ 4.65	\$ -	\$ 4.65	\$ 1,655.35	
Business Expo	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	
Christmas Lane - Abilene State School	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	
KAB Annual Awards	\$ 310.00	\$ -	\$ -	\$ -	\$ 310.00	
Outdoor Adventure Day	\$ 850.00	\$ -	\$ -	\$ -	\$ 850.00	
Outreach & Public Presentations	\$ 100.00	\$ 4.65	\$ -	\$ 4.65	\$ 95.35	Supplies for sponsorship outreach
Program Expenses	\$ 10,225.00	\$ 4,200.00	\$ 6,373.04	\$ 10,573.04	\$ (348.04)	
Adopt-A-Street/Creek	\$ 180.00	\$ -	\$ -	\$ -	\$ 180.00	
Loot for Litter	\$ -	\$ -	\$ -	\$ -	\$ -	
KAB Trashcans	\$ 1,380.00	\$ -	\$ -	\$ -	\$ 1,380.00	
Kirby Lake Clean-Up	\$ 3,300.00	\$ -	\$ -	\$ -	\$ 3,300.00	
Coordinated Clean-Ups	\$ 540.00	\$ -	\$ -	\$ -	\$ 540.00	
Single Clean-Ups/Service Hrs	\$ -	\$ -	\$ -	\$ -	\$ -	
Fall Sweep - Arbor Day	\$ 3,825.00	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 1,325.00	
Memorial Tree and Bench Program	\$ 1,000.00	\$ 1,700.00	\$ 950.00	\$ 2,650.00	\$ (1,650.00)	Payment of \$950 made to City of Abilene Parks & Recreation
Xmas Lane Display	\$ -	\$ -		\$ -	\$ -	
Community Fund of Abilene Abilene Gives event	\$ -	\$ -		\$ -	\$ -	
City of Abilene Stromwater - Reimbursement	\$ -	\$ -	\$ 470.22	\$ 470.22	\$ (470.22)	Postage reimbursement for sponsorship letters
Spring Music Event	\$ -	\$ -	\$ 4,952.82	\$ 4,952.82	\$ (4,952.82)	
Supplies for Cleanup Events	\$ 600.00	\$ -	\$ 158.01	\$ 158.01	\$ 441.99	First aid expenses. Purchase made at Walmart
Square Inc. E-Commerce Fees	\$ -	\$ 2.22	\$ 36.46	\$ 38.68	\$ (38.68)	Opening fig: Dec, 2020 (\$1.48) and Feb 2021 (\$0.74)
State Sales & Use Tax	\$ -	\$ -		\$ -	\$ -	
Tax 990/Audit	\$ -	\$ -		\$ -	\$ -	
Website Hosting & Domain Registration	\$ -	\$ -		\$ -	\$ -	
Total Expenditures	\$ 28,265.00	\$ 5,248.87	\$ 11,190.39	\$ 16,439.26	\$ 11,825.74	
Net Operating Revenue	#VALUE!	\$ (2,967.41)	\$ 35.07	\$ (2,932.34)	3,798.28	