



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 December 8, 2021 at 12:00PM 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. Review and approve November 2021 meeting minutes.

COMMITTEE REPORTS

2.
 - A. Executive Committee (Board Governance, Operations, Council Presentation and Strategic Goals)
 - B. Grants Committee
 - C. Public Relations & Marketing Committee
 - D. Fundraising & Event Committee
 - E. Education & Outreach Committee

AGENDA ITEMS

3.
 - A. KAB Online Auction (Crystal S. & Akane)
 - B. KAB Sustainable Business Certification Program (Cristal M. & Reagan)
 - C. Approve Board of Directors Manual Documents (Executive Committee)
 1. Statement of Responsibilities & Mutual Expectations
 2. Board Member & Officer Position Descriptions
 3. Committee Duties & Responsibilities Descriptions
 4. Board Member Exit Survey
 5. Board Self-Assessment/Evaluation
 6. Fundraising and Donor Privacy Policy & Procedure
 7. Accounting Policy & Procedure
 8. Conflict of Interest Statement
 9. Records Retention and Destruction Policy

10. Investment Policy
11. Vendor and Events Policy and Procedure
12. Recommendations Regarding KAB Bylaws

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 3rd day of December, 2021, at 2:20 p.m.

Shawna Atkinson, TRMC, CMC
City Secretary

**MINUTES OF THE
KEEP ABILENE BEAUTIFUL BOARD
November 17, 2021 | 12PM**

OFFICERS PRESENT

Cristal Murillo, President
Crystal Saling, Vice President
Chase Robertson, Treasurer
John Willey, Secretary

OFFICERS ABSENT

none

BOARD MEMBERS PRESENT

Reagan Van Coutren
Aida Pantoja

BOARD MEMBERS ABSENT

Jared Bailey
Akane Thaxton
Deborah Williams
Garrett Strickland

KAB STAFF

Katherine Beeman, KAB Exec.Dir

ADVISORY MEMBERS PRESENT

Srini Valavala, Stormwater Svcs. Admin
Kelley Messer, City Attorney

COMMUNITY PARTNERS

Michael Rice, Assistant City Manager

GUESTS PRESENT

Jim Winward, Public Works Ops Mgr
Tanya Brown, TxDOT

Call to Order

Cristal Murillo called the meeting to order at 12:03 p.m. A quorum of board members was present.

Public Comments

Jim Winward introduced himself and gave an update on the newly restored cardboard recycling program in Abilene.

Item 1:

Approval of Minutes

One change regarding October 2021 board meeting minutes: Aida Poooo's last name was misspelled. Motion to approve pending the change was made by Crystal Saling and seconded by Reagan Van Coutren. Through roll call, motion was carried unanimously.

Item 2:

Committee Reports

- A. Executive Committee** Cristal Murillo provided a review of the most recent committee meeting including the KAB bank statement, with a clarification around the cash flow for the bench program. She also stated that the committee is seeking suggestions for different outside groups to do presentations at board meetings.
- B. Grants Committee** In addition to the information written in the Grants Committee report, Katherine expanded on the Keep Texas Beautiful grant stating the project would yield about 50 trees purchased from Lowe's and they would be planted at

various locations including Frontier Texas, the Abilene Visitors Center, and miscellaneous parks. There was also a meeting with the Keep Texas Recycling Director (Rachel Herring), Katherine Beeman, and Grants Committee Chairperson Akane Thaxton regarding some possible initiatives with glass bottle recycling involving Coke/Pepsi & local college and AISD campuses, and a plastic bag recycling effort called "Bags to Benches." Regarding a possible electronic recycling event, everyone in attendance agreed that an even like that would get a lot of attention and participation. The Grants committee will need to set specific dates for the initiatives to start.

- C. Fundraising & Events Committee** Crystal Saling gave the update and said the committee discussed using previously donated items in an online auction to raise funds, and they are gathering information for the Crepe Myrtle Event to be presented at the next board meeting. They are looking to establish a planning subcommittee for the Food & Wine Festival. The Fall Clean Series was a success, probably partially because organizations had flexibility to schedule a clean-up when they could get maximum participation. For the Spring Clean Series, they are considering making neighborhoods a focus, and making the theme 'Love Where You Live.'
- D. Public Relations & Marketing Committee** Cristal Murillo reported that in addition to advertising for KAB's different events, the committee is focused on revamping the KAB website and redesigning the KAB t-shirts.
- E. Education & Outreach Committee** Chase Robertson stated that the committee is continuing to build partnerships with different organizations including Abilene Chamber of Commerce, Oneok Inc, Keep Texas Recycling, and the Abilene Downtown Association

Item 3: **Coordinator's Report**

In addition to the information written in the Coordinator's Update, Katherine emphasized that the Entertainment District Taskforce's presentation to the city was available online. And she is working on a partnership with TxDOT to generate more community awareness around Adopt-a-Spot programs.

Item 4: **Agenda Items**

- A. Review and Approve Director & Officers Insurance Premium increase from \$530 to \$591**
Reagan Van Coutren made a motion to approve the payment of the increased premium, and Aida Pantoja seconded it. Motion passed.
- B. Review and Approve Board of Directors Manual Documents**
Several comments were made regarding the documents, and it was decided to filter all additional comments through Katherine to make changes as needed, then the Board will review again and submit for approval at the December meeting.

C. Review and Approve Crepe Myrtle Fund Raising Budget

This agenda item was tabled until the December Board meeting.

D. Matching Grant for Wylie School 5th grade class to Kirby Lake Park

Aida Pantoja made a motion to approve the payment matching funds, and Reagan Van Coutren seconded it. Motion passed.

Item 5: **Adjournment:** The meeting was adjourned at 1:03 p.m.

John Willey, Secretary

Cristal Murillo, President