



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 November 8, 2023 at 4:00 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. **Minutes:** Receive a Report, Hold a Discussion and Take Action on Approving the Minutes from the Regular Meeting Held on 10/11/2023

AGENDA ITEMS

2. **Action:** Receive a Report, Hold a Discussion, and Take Action on Scheduling a Date for a Retreat.
3. **Discussion:** Receive a Report and Hold a Discussion on events in which KAB currently participates.
4. **Discussion:** Receive a Report and Hold a Discussion on future events in which KAB would like to participate in 2023-2024.

TREASURER'S REPORT

5. **Presentation:** Receive a Report and Hold a Discussion on 4th Quarter Financials (**Beth Woodcock**).

COMMITTEE REPORTS

6. **Presentation:** Receive a Report and Hold a Discussion on the Grant Committee Meeting on Programs and Event Funding
7. **Presentation:** Receive a Report and Hold a Discussion on the Events/Marketing/Education (EME) Committee Meeting on Future EME Efforts.
8. **Presentation:** Receive a Report and Hold a Discussion on the Executive Committee Meeting on the Future Governance of KAB.

COORDINATOR'S UPDATE

9. **Presentation:** Receive a Report and Hold a Discussion on the Transition to a City Integrated Website (Live Demonstration).
10. **Discussion:** Receive a Report and Hold a Discussion on the Clean & Proud Neighborhood Event

Held on October 21 at Cobb Park.

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 November, 2023, at 8:50 a.m.

*Kaitlin Richardson, Deputy City
Secretary, TRMC, CMC*

**Keep Abilene Beautiful
Board Meeting Minutes
October 11, 2023**

MEMBERS PRESENT: Amy Martin Akane Thaxton Deborah Williams Melissa Morris
Beth Woodcock Jane Tomlinson Steve Stoval

STAFF PRESENT: Jennifer Pacheco Srinivas Valavala Kelley Messer Max Johnson

GUESTS PRESENT: Susan Perry Tammy Fogle

CALL TO ORDER: Akane Thaxton called the meeting to order at 4:00 pm.

PUBLIC COMMENTS: Public Comments on Any Item on the Agenda

Akane Thaxton announced an opportunity for the public to comment on any of the agenda items. No members of the public requested to make a public comment. Keep Abilene Beautiful board members introduced themselves along with guests and City of Abilene staff present at the meeting.

AGENDA ITEMS

1. **Minutes:** Receive a Report, Hold a Discussion and Take Action on Approving the Minutes from the Regular Meeting Held on September 13, 2023

Jane Tomlinson moved to approve the Minutes from the September 13, 2023 Board meeting. Beth Woodcock seconded, and the motion passed.

AGENDA ITEMS

2. **Action:** Receive a Report, Hold a Discussion and Take Action Merging the Keep Abilene Beautiful Website with the City of Abilene Website

Jennifer Pacheco, Keep Abilene Beautiful Coordinator, reported to the board two options to integrate KAB website to City of Abilene's website. Option 1 is with department header and associated costs. Option 2 is with City of Abilene Page and no associated cost to KAB. Option 2 can be upgraded to Option 1 at any time.

Beth Woodcock made a motion to merge the Keep Abilene Beautiful Website with the City of Abilene Website with Option 2. Amy Martin seconded, and the motion passed.

COMMITTEE REPORTS

3. **Discussion:** Receive a Report and Hold a Discussion with the Grant Committee on the History of Grants Received by Keep Abilene Beautiful.

Jennifer Pacheco, Keep Abilene Beautiful Coordinator, reported to the board history of grants received by Keep Abilene Beautiful since 1991. The Grant Committee will continue to seek grant opportunities for the Abilene community.

4. **Discussion:** Receive a Report and Hold a Discussion with the Events/Marketing/Education (EME) Committee on Upcoming Events.

Events/Marketing/Education (EME) Committee reported on upcoming events and events ideas. October 21, Clean and Proud Neighborhood event, school spirit color crape myrtle sale.

5. **Discussion:** Receive a Report from the Executive Committee on the Future Governance Options of Keep Abilene Beautiful.

The Executive Committee reported on their discussion of future governance of Keep Abilene Beautiful. They suggested a board retreat to discuss the matter in detail. The meeting date will be discussed in November KAB board meeting.

COORDINATOR'S UPDATE

6. **Presentation:** Receive a Report and Hold a Discussion on the Adopt-A-Spot Program

Jennifer Pacheco, Keep Abilene Beautiful Coordinator, reported on current Adopt-A-Spot Program participants and locations. KAB plans to reach out the participants to update our database.

7. **Presentation:** Receive a Report and Hold a Discussion on Locations Scoring 2.0 or Higher on the 2023 Community Appearance Index

Jennifer Pacheco, Keep Abilene Beautiful Coordinator, reported on result of 2023 Community Appearance Index. KAB will seek to improve the score for the next year.

8. **Presentation:** Receive a Report and Hold a Discussion on Completed & Upcoming Events

Jennifer Pacheco, Keep Abilene Beautiful Coordinator, reported on completed and upcoming events as follows:
Completed Events:

- WOW Youth Expo
- National Night Out
- Total statistics for fiscal year 2023 (October 2022 to September 2023)






Upcoming Events:

- Clean up events by community organizations
- Tire Amnesty Days
- Annual reports
- Governor's Community Achievement Awards

9. **Announcement:** The Next Keep Abilene Beautiful Board Meeting is Wednesday, November 8, 2023 at 4:00 PM at City Hall, Basement Conference Room, 555 Walnut Street, Abilene, Texas.

ADJOURNMENT: There being no further business, the meeting was adjourned.

Calendar of Events October 2023 - September 2024

October 2023		November 2023		December 2023	
11	Board Meeting 	8	Board Meeting   	6	GCAA Webinar
				13	Board Meeting
January 2024		February 2024		March 2024	
2	GCAA Opens	14	Board Meeting	13	Board Meeting
10	Board Meeting	15	GCAA Closes		
10	GCAA Past Winner Application Assistance Event 				
April 2024		May 2024		June 2024	
10	Board Meeting    	8	Board Meeting 	12	Board Meeting
				24	 Conference
				25	
				26	
				27	
July 2024		August 2024		September 2024	
10	Board Meeting	14	Board Meeting	11	Board Meeting
TBD	Community Appearance Index	TBD	Annual Board Retreat		

**Keep Abilene Beautiful Board Meetings
October 2023 - September 2024**

The Keep Abilene Beautiful Board of Directors meets the second Wednesday of every month from 4 pm to 5 pm in the City Hall Basement Conference Room. The agenda is due to City of Abilene management 1.5 weeks in advance.

The following dates have been designated for meetings during FY 2023 - 2024

Month	Agenda Due Date	Board Meeting Date
October	September 29	October 11
November	October 27	November 8
December	December 1	December 13
January	December 29	January 10
February	February 2	February 14
March	March 1	March 13
April	March 29	April 10
May	April 26	May 8
June	May 31	June 12
July	June 28	July 10
August	August 2	August 14
Annual Retreat	TBD	TBD
September	September 30	September 11

*The Annual Board Retreat will be held in August, dates TBD

**Keep Abilene Beautiful
Abilene, Texas**

STATEMENT OF FINANCIAL POSITION

September 30, 2023

ASSETS

Current Assets:

Cash and cash equivalents	\$ 53,451
Accounts receivable	<u>2,712</u>

Total Current Assets	<u>56,163</u>
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Other Assets:

Tree and Bench program	6,050
Long term investments	<u>9,823</u>

Total Other Assets	<u>15,873</u>
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TOTAL ASSETS	<u>\$ 72,036</u>
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LIABILITIES AND NET ASSETS

Liabilities:

Funds held for Tree and Bench program	6,050
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Total Liabilities	<u>\$ 6,050</u>
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Net Assets Without Donor Restrictions	<u>65,986</u>
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Total Net Assets	<u>65,986</u>
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TOTAL LIABILITIES AND NET ASSETS	<u>\$ 72,036</u>
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**Keep Abilene Beautiful
Abilene, Texas**

STATEMENT OF ACTIVITIES

Year Ended September 30, 2023

	Without Donor Restrictions
REVENUES, SUPPORT AND GAINS:	
Donations - Republic Services	\$ 8,136
Donations - Public	431
Grants	100
Gross special events revenue	-
Less: Special events expense	-
Net special events	-
	-
Total Revenues	8,667
EXPENSES:	
Annual dues	527
Board Development	156
Website, software and technology	-
Events and fundraising	3,750
Advertising	-
Office	1,268
Program expense	2,041
Sponsorships	-
Taxes, fees, and legal	54
Tree and Bench Program	-
	7,796
Total Expenses	7,796
OTHER INCOME (EXPENSE)	
Interest Income	230
Gain on investment	1,008
	1,238
Total Other Income	1,238
INCREASE IN NET ASSETS	2,109
Net Assets at Beginning of Year	63,877
NET ASSETS AT END OF QUARTER	\$ 65,986

Keep Abilene Beautiful Operating Budget FY 2022 - Oct 1, 2022 to Sept 30, 2023						
Revenue	Budget	YTD	Current Month	Total	Variance	Notes:
Individual Donations	\$ 9,000.00	\$ 7,458.00	\$ 678.00	\$ 8,136.00	\$ (36.00)	
Republic Services	\$ 8,100.00	\$ 7,458.00	\$ 678.00	\$ 8,136.00	\$ (36.00)	
Public	\$ -	\$ 431.13	\$ -	\$ 431.13	\$ (431.13)	
<i>Memorial Tree & Bench Program</i>	\$ 900.00	\$ 6,050.00	\$ -	\$ 6,050.00	\$ (5,150.00)	Held as Liability currently until we can recognize income excluded from revenue on income statement
Grants	\$ 5,000.00	\$ 100.00	\$ -	\$ 100.00	\$ 4,900.00	
Events	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	
Sponsorships	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00	
Memberships	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	
Sales	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	
Interest Income	\$ 100.00	\$ 207.32	\$ 22.73	\$ 230.05	\$ (130.05)	
Refund	\$ -	\$ -	\$ -	\$ -	\$ -	\$808 in PY refunds recorded to net assets
Gain/loss on investment	\$ -	\$ 1,008.28	\$ -	\$ 1,008.28	\$ (1,008.28)	
TOTAL REVENUE	\$ 30,200.00	\$ 9,204.73	\$ 700.73	\$ 9,905.46	\$ 14,244.54	
Expenses						
Annual Dues	\$ 800.00	\$ 527.00	\$ -	\$ 527.00	\$ 273.00	
Board Development	\$ 3,000.00	\$ 155.81	\$ -	\$ 155.81	\$ 2,844.19	
Event - Fundraising	\$ 4,300.00	\$ 3,750.00	\$ -	\$ 3,750.00	\$ 550.00	
Grants and Awards	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	
D&O Liability Insurance	\$ 530.00	\$ -	\$ -	\$ -	\$ 530.00	
Advertising & Promotion	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	
Office/General Administration	\$ 1,000.00	\$ 1,268.28	\$ -	\$ 1,268.28	\$ (268.28)	
Program Expenses	\$ 3,700.00	\$ 2,040.95	\$ -	\$ 2,040.95	\$ 1,659.05	
	\$ 3,700.00	\$ 2,040.95	\$ -	\$ 2,040.95	\$ 1,659.05	
Taxes, Fees & Legal	\$ 160.00	\$ 53.95	\$ -	\$ 53.95	\$ 106.05	
Website, Software & Technology Fees	\$ 410.00	\$ -	\$ -	\$ -	\$ 410.00	
TOTAL EXPENSES	\$ 21,900.00	\$ 7,795.99	\$ -	\$ 7,795.99	\$ 14,104.01	
NET OPERATING REVENUE	\$ 8,300.00	\$ 1,408.74	\$ 700.73	\$ 2,109.47	\$ 140.53	

10/1 Beginning Bank Bal.	50,809.80	
Receivable	678.00	
Net Income/(Loss)	\$ 2,109.47	
Tree & Bench	\$ 6,050.00	
Refunds	\$ 808.00	
Excluded Investment activity	\$ (954.33)	
12/31 Ending Balance	59,500.94	(59,500.94)
		0.00

Amount transferred to CFA	10,000.00	
	8,868.86	Carring balance 10/1
\$	1,201.52	Prior gain loss
\$	(193.24)	Current gain loss
	-	interest
	(48.96)	Prior fees
	(4.99)	Current fees
	<u>9,823.19</u>	Current Balance through Nov

Revenue	\$ 30,200.00
Individual Donations	\$ 9,000.00
<i>Republic Services</i>	\$ 8,100.00
<i>Memorial Tree & Bench Program</i>	\$ 900.00
Grants	\$ 5,000.00
Events	\$ 5,000.00
<i>Crepe Myrtle Event Sales</i>	\$ 3,000.00
<i>Other Event Sales</i>	\$ 2,000.00
Sponsorships	\$ 10,000.00
Memberships	\$ 100.00
Sales	\$ 1,000.00
Interest Income	\$ 100.00

Expense	\$ 21,900.00
Annual Dues	\$ 800.00
<i>Abilene Chamber of Commerce</i>	\$ 250.00
<i>Keep America Beautiful</i>	\$ 350.00
<i>Keep Texas Beautiful</i>	\$ 200.00
Board Development	\$ 3,000.00
<i>Keep Abilene Beautiful Retreat</i>	\$ 100.00
<i>Conference Fees</i>	\$ 1,200.00
<i>Travel</i>	\$ 1,700.00
Event - Fundraising	\$ 4,300.00
<i>Crepe Myrtle Event</i>	\$ 2,150.00
<i>Other Event</i>	\$ 2,150.00
Grants	\$ 5,000.00
D&O Liability Insurance	\$ 530.00
Advertising & Promotion	\$ 3,000.00
Office/General Administration	\$ 1,000.00
Program Expenses	\$ 3,700.00
<i>Business Expo</i>	\$ 375.00
<i>Boo at the Zoo</i>	\$ 700.00
<i>Abilene Outdoor Adventure</i>	\$ 200.00
<i>Home & Garden Expo</i>	\$ 500.00
<i>Abilene Beer Summit</i>	\$ 500.00
<i>Christmas Lane</i>	\$ 25.00
<i>Cleanup Events</i>	\$ 800.00
<i>Rainbarrel/Education Workshops</i>	\$ 400.00
<i>BCMG Plant Sale</i>	\$ 200.00
Taxes, Fees & Legal	\$ 160.00
Website, Software & Technology Fees	\$ 410.00

Net Income	<u>\$ 8,300.00</u>
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Republic Invoices outstanding beginning January 2023

	Sent	Received	Amount O/S
June	6/7/2023		678.00
July	7/19/2023		678.00
August	8/18/2023		678.00
September	9/12/2023		678.00
			<u>2,712.00</u>