



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 Wednesday, February 14, 2024, 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 January 17, 2024

AGENDA ITEMS

2. **Possible Action:** Receive A Report, Hold A Discussion, And Take Possible Action On Future Governance Options For KAB, Including Lawyer Services And Activity
3. **Possible Action:** Receive A Report, Hold A Discussion And Take Possible Action On The 2024 Great American Cleanup Held March-May
4. **Presentation:** Receive A Report And Hold A Discussion On The GCAA Application

COORDINATOR'S UPDATE

5. **Presentation:** Receive A Report And Hold A Discussion On February 17 Event: Cupid's Kite Fest Plans And Volunteer Needs
6. **Presentation:** Receive A Report And Hold A Discussion On KAB Board Member Training Opportunities In Spring 2024

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 8th day of February 2024, at 2:50 p.m.

*Kaitlin Richardson, Deputy City
Secretary, TRMC*

**Keep Abilene Beautiful
Board Meeting Minutes
January 17, 2024**

MEMBERS PRESENT: Allicyn Evans, Pebbles Lee, Melissa Morris, Aida Pantoja, Steve Stovall, Akane Thaxton, Jane Tomlinson, Beth Woodcock

CITY STAFF PRESENT: Max Johnson, Kelley Messer, Jennifer Pacheco

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 to comment on any agenda items.
No Members of the public requested to make a public comment.

- 1. MINUTES:** Receive a Report, Hold a Discussion, and Take Action on Approving the Minutes from the Special Called Meeting Held on December 9, 2023

Motion to Approve the minutes from the December 9, 2023 meeting by **Pebbles Lee** and seconded by **Beth Woodcock**. Motion passed unanimously.

AGENDA ITEMS:

- 2. DISCUSSION:** Receive a Report and Hold a Discussion Welcoming New KAB Board Members

KAB welcomed new board members Allicyn Evans and Johnna Partain.

- 3. DISCUSSION:** Receive a Report, Hold a Discussion and Take Possible Action on the Governor's Community Achievement Award (GCAA) Application.

Grant committee reported the process and progress for the Governor's Community Achievement Award (GCAA) Application and asked every member to contribute to the effort.

- 4. DISCUSSION:** Receive a Report, Hold a Discussion, and Take Possible Action on Attorney Services for KAB

Beth Woodcock reported that she has been in contact with several attorneys referred to her by the board to assist KAB with its restructuring. The board discussed setting a budget for \$5,000 to hire Chris Shelton, McMahon Surovik Suttle, PC, for his service to assist KAB.

Motion to Approve the \$5,000.00 budget to enter into a contract with Chris Shelton, McMahon Surovik Suttle, PC by **Pebbles Lee** and seconded by **Aida Pantoja**. Motion passed unanimously.

COORDINATOR'S UPDATE

- 5. DISCUSSION:** Receive a Report and Hold a Discussion on Upcoming Events and Deadlines

Keep Abilene Beautiful coordinator Jennifer Pacheco reported that the Missions Student Association at Abilene Christian University reached out to KAB to participate in their "ACU Day of Service" on March 2, 2024.

Motion to participate in "ACU Day of Service" on March 2, 2024, by Steve Stovall and seconded by Melissa Morris. Motion passed unanimously.

Jennifer Pacheco reported that the City of Abilene Parks and Recreation has reached out to KAB for our involvement in their event "Cupid's Kite Fest" on February 17, 2024.

Motion to Approve the \$500 contribution to the "Cupid's Kite Fest" event toward the purchase of reusable kites by Pebbles Lee and seconded by Beth Woodcock. Motion passed unanimously.

COMMITTEE REPORTS

- 6. DISCUSSION:** Receive a Report and Hold a Discussion with the Events, Marketing, and Education (EME) Committee

Events, Marketing, and Education (EME) Committee reported upcoming clean-up events. They will plan KAB's clean-up event in conjunction with the City's "Cupid's Kite Fest" on February 17, 2024, and for the "ACU Day of Service" on March 2, 2024.

- 7. DISCUSSION:** Receive a Report and Hold a Discussion with the Grants Committee

Grant committee reported as discussed in Item 3.

- 8. DISCUSSION:** Receive a Report and Hold a Discussion with the Executive Committee on the Future Governance of KAB.

Executive committee reported that they have been working on finding an attorney for KAB's restructuring, as reported in Item 4.

ADJOURNMENT: At 5:00 pm.



Getting Ready for Spring Cleanups

January 31, 2024



*Kirsten Sorensen
Research and Cleanups Program Manager
Keep Texas Beautiful*

GREAT AMERICAN
CLEANUP[®]
KEEP AMERICA BEAUTIFUL[®]

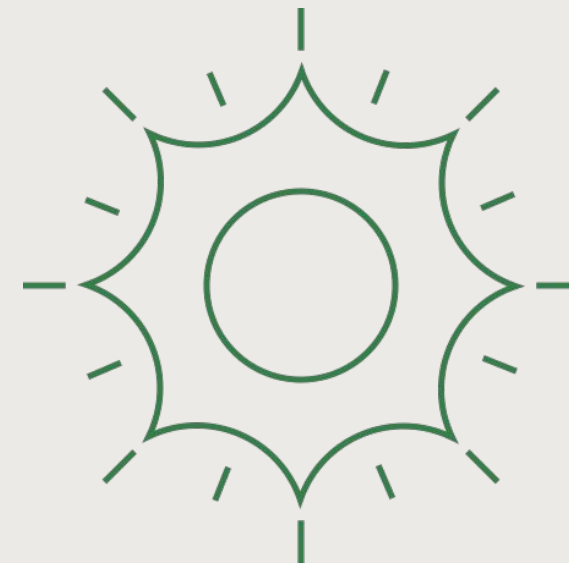


HOUSEKEEPING



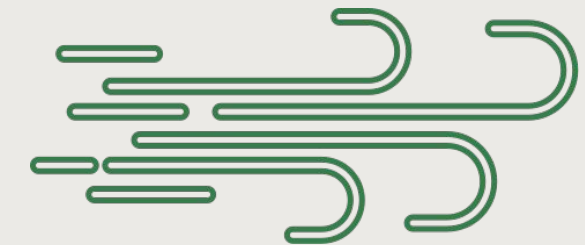
WEBINAR RECORDED

recording and slide deck will be shared via email with all registrants



KTB TRAINING CREDIT

affiliates will receive one hour of training credit toward their recognition requirements for attending live webinar



SHARE YOUR QUESTIONS

Type out your questions in the Q&A Box at any point during the presentation, and we'll discuss at the end of the presentation

AGENDA

2023 Results

2024 Timeline

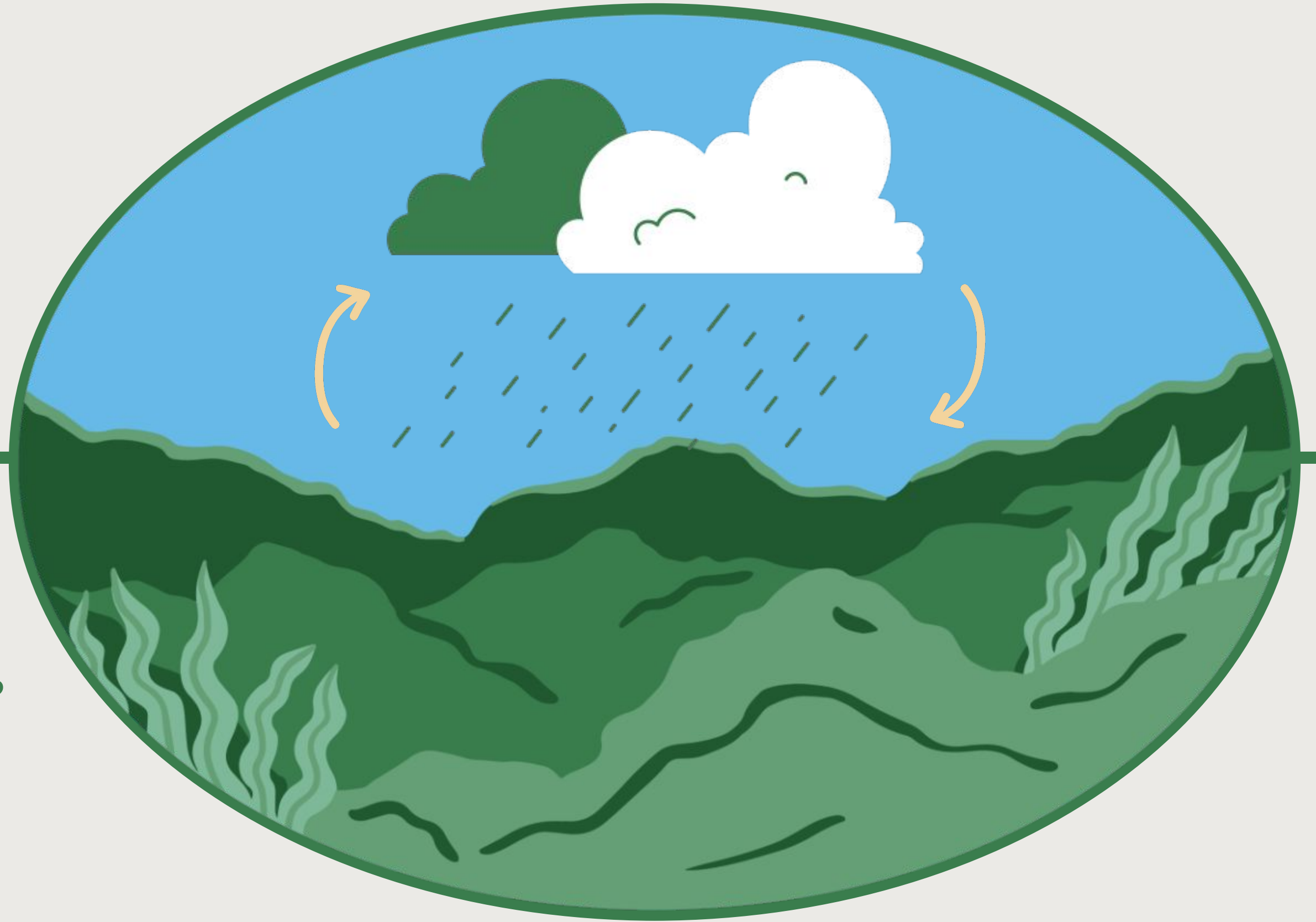
Supplies

Available Resources

Reporting

Q&A





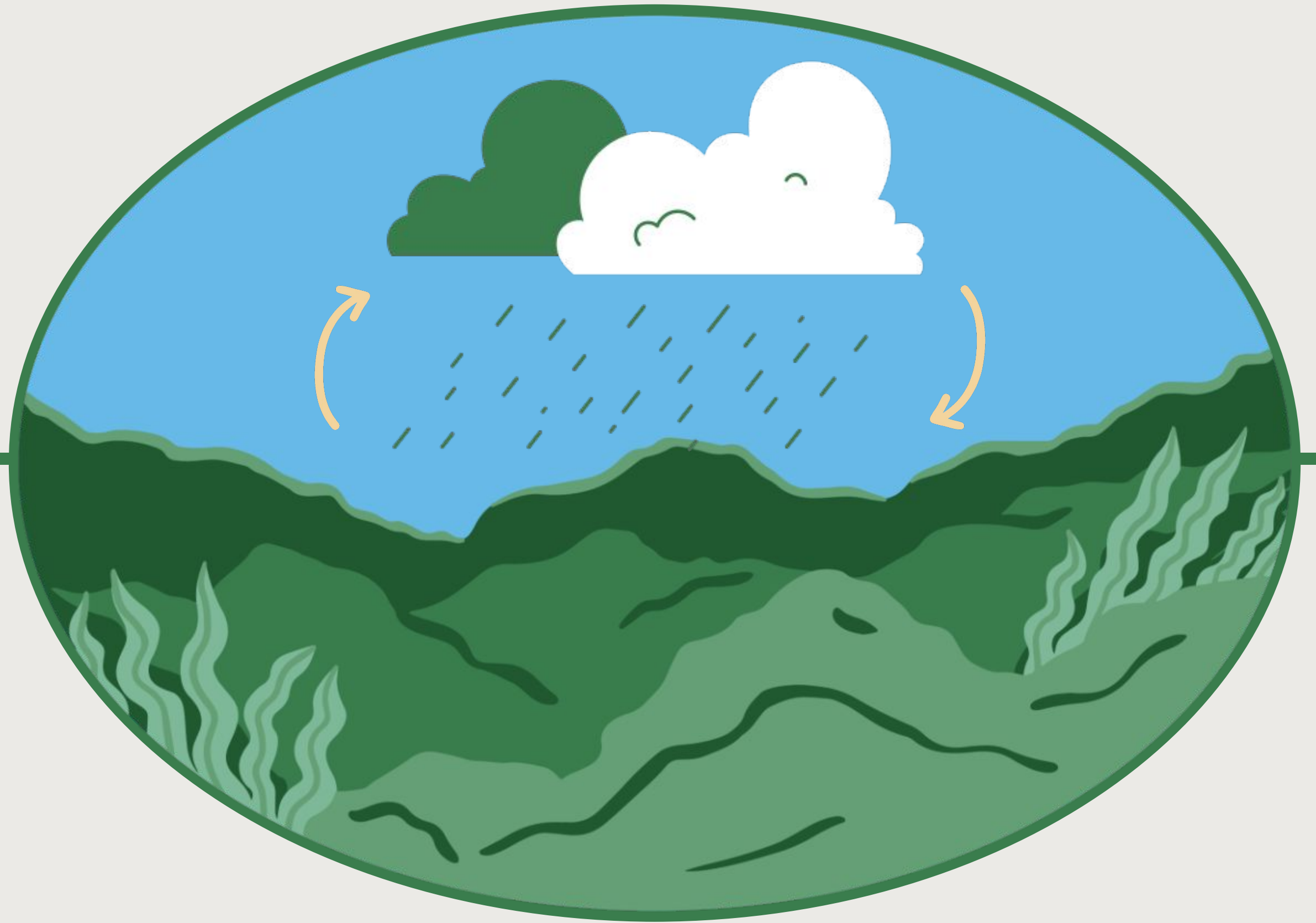
2023 Results



2023 IMPACT

Great American Cleanup

The data in the following infographic includes activity performed between March 1 – May 31, 2023 and reported to KTB.



Timeline



Great American Cleanup – 2024 Timeline

February 5 – May 10

Supply Requests Open

March 1 – May 31

Great American Cleanup

April 1 – 30

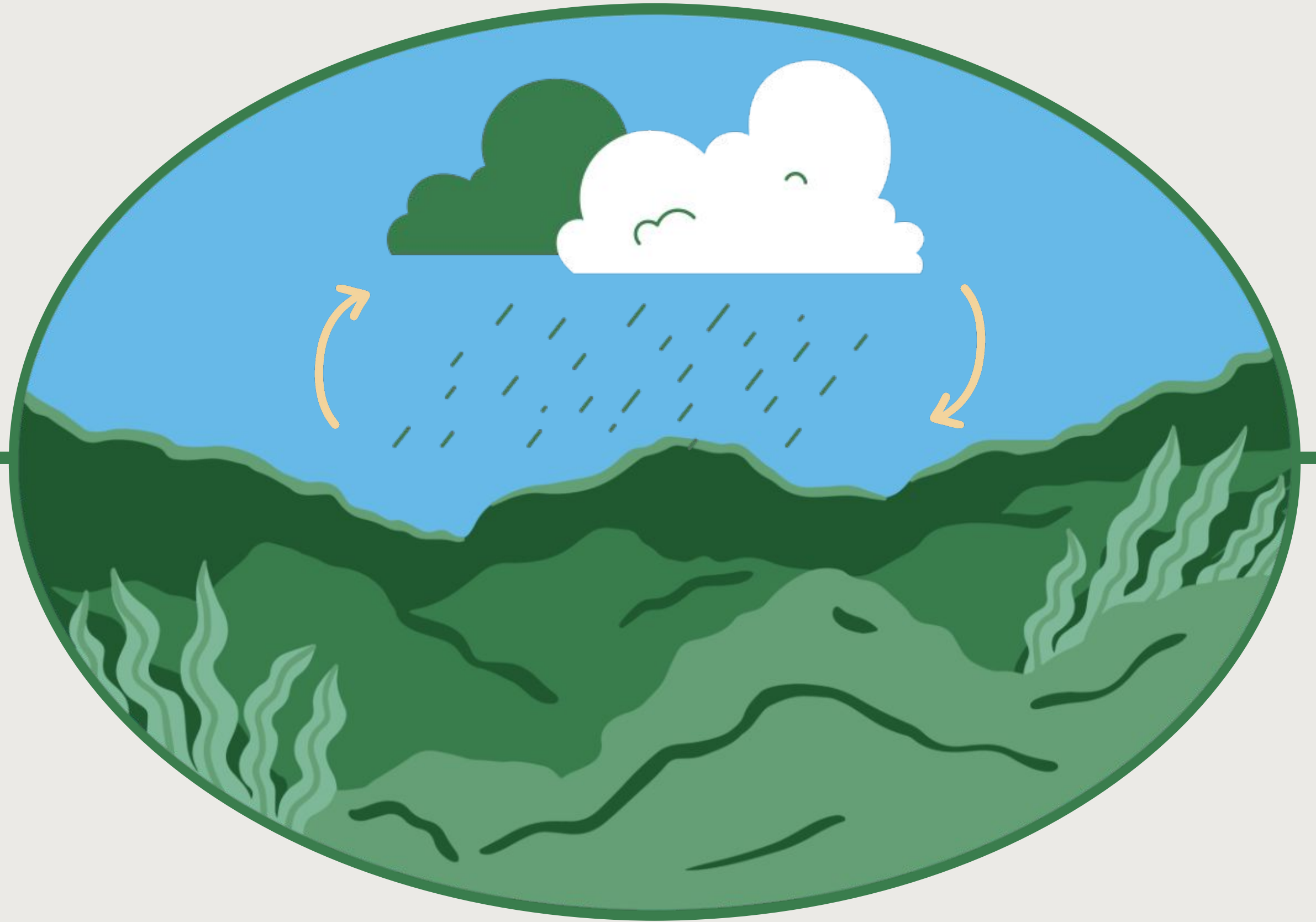
Don't mess with Texas™ Trash-Off

March 27

Reporting Your Data Webinar

June 14

Reporting Due



Supplies

Types of Cleanup Kits

Available for Order February 5

Community Cleanup Kit



[Order Kit](#)

Waterways Kit

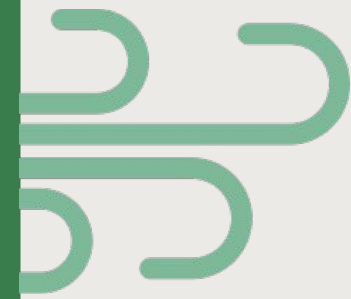


[Order Kit](#)

TxDOT Kit



[Order Kit](#)



Community Cleanup Kit



Who's Eligible?

Only KTB Affiliates are eligible to receive Community Cleanup Kits at this time

Where/How Can They Be Used?

Community Cleanup Kits may be used to clean up a neighborhood, park, greenway – anywhere that is not a waterway or TxDOT state-maintained roadway

Community Cleanup Kit Contains:

- 13-Gallon Trash Bags (75-100 count)
- 40-Gallon Trash Bags (25 count)
- Gloves (100 pairs)
- Hand Sanitizer (24 2-oz bottles)

Community Cleanup Kit



How to Order

Look out for link in KTB Affiliate Newsletter on February 5, or visit our website to place a supply request when they open:

<https://ktb.org/our-work/great-american-cleanup/>

Can I Order Additional Kits?

Every KTB Affiliate may receive one Community Cleanup Kit at no charge - additional kits may be purchased for a shared shipping cost of \$15 per kit

Great American Cleanup (GAC) 2024 Community Cleanup Kit Supply Requests



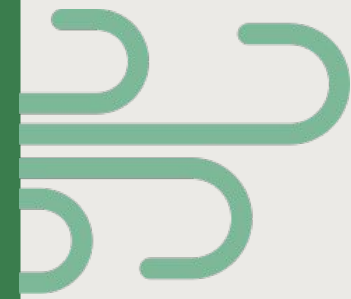
All affiliates of Keep Texas Beautiful are eligible for one free Community Cleanup Kit for the GAC 2024 season; additional kits may be requested for a cost-sharing fee of \$15 per kit.

Community Cleanup Kits contents:

- 13-Gallon Trash Bags (75-100 count)
- 45-Gallon Trash Bags (25 count)
- Disposable Gloves (100 pairs)
- Hand Sanitizer (48 ounces)

If you are not an affiliate of Keep Texas Beautiful, you are not eligible to receive a Community Cleanup Kit for GAC 2024. Please check our [Affiliate Map](#) for support with your cleanup, or to join their existing cleanup efforts.

You do not need to be a KTB affiliate to participate in the types of cleanups below; for requirements, and to find out if you are eligible to receive free supplies, please visit the following links Cleanup on a state-maintained roadway ([TxDOT Kit](#)), Cleanup on a waterway ([KTWC Waterways Kit](#)).



Waterways Cleanup Kit



Who's Eligible?

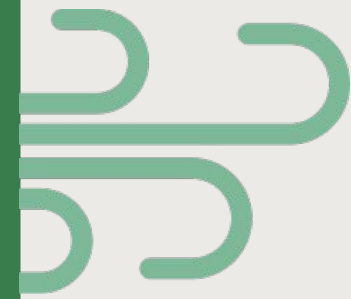
Anyone cleaning up a waterway within 30 miles of an eligible waterway may receive a Waterways Cleanup Kit (you do not have to be a KTB Affiliate to receive a kit)

Where/How Can They Be Used?

Waterways Cleanup Kits must be used at a waterway cleanup location within 30 miles of an H-E-B, Central Market, H-E-B Plus, Mi Tienda, or Joe V's Smart Shop

Waterways Cleanup Kit Contains:

- 13-Gallon Trash Bags (75-100 count)
- 40-Gallon Trash Bags (25 count)
- Gloves (100 pairs)
- Hand Sanitizer (24 2-oz bottles)
- Mesh Onion Bags (40 count)
- Bug Spray (1 bottle)
- Sunscreen (25 count)



Waterways Cleanup Kit

How to Order

Look out for link in KTB Affiliate Newsletter on February 5, or visit our website to place a supply request when they open:

<https://ktb.org/our-work/keep-texas-waterways-clean/>

Can I Order Additional Kits?

Any group can request up to three total Waterways Cleanup Kits



All groups cleaning a waterway within 30 miles of an H-E-B, Central Market, H-E-B Plus, Mi Tienda, or Joe V's Smart Shop store year-round in 2024 are eligible to receive Waterways Cleanup Kits from KTB (you do not have to be a KTB Affiliate to receive supplies). Waterways can include coast, lakes, rivers, streams, and even municipal drainage systems that connect to larger waterways in your area.

TxDOT Kit



Who's Eligible?

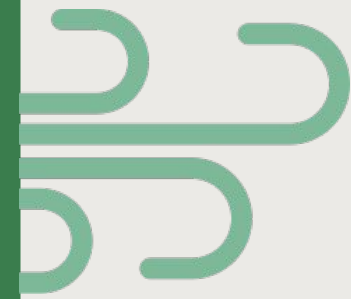
Anyone cleaning up a state-maintained TxDOT roadway is eligible to receive a kit (you do not have to be a KTB Affiliate to receive a kit)

Where/How Can They Be Used?

TxDOT Kits must be used to clean up litter from a state-maintained TxDOT roadway

TxDOT Kit Contains:

- 13-Gallon Trash Bags (75-100 count)
- 40-Gallon Trash Bags (25 count)
- Gloves (100 pairs)
- Hand Sanitizer (24 2-oz bottles)
- Mesh Onion Bags (40 count)
- Bug Spray (1 bottle)
- Sunscreen (25 count)
- Litter Grabbers (25 count) - **not in every order**
- Safety Vests (25 count) - **not in every order**



TxDOT Kit

How to Order

Look out for link in KTB Affiliate Newsletter on February 5, or visit our website to place a supply request when they open:

<https://ktb.org/our-work/dont-mess-with-texas-trash-off/>

Can I Order Additional Kits?

Any group can request up to three total TxDOT Kits

Don't mess with Texas® 2024 TxDOT Kit Supply Requests

Don't mess with Texas®

TRASH-OFF

2024

All groups cleaning a [state-maintained roadway](#) between March 1st - May 31st 2024 are eligible to receive TxDOT Cleanup Kits (you do not have to be a KTB Affiliate to receive supplies).

A Note About TxDOT Kits

Litter Grabbers and Safety Vests

Litter Grabbers

- TxDOT is no longer be providing funding for Litter Grabbers
- Remaining Litter Grabbers will be included in eligible orders on a first-come, first-served basis (once we run out, we will not restock)
- If you received Litter Grabbers during Fall Sweep 2023, you will not receive grabbers in this order

Safety Vests

- TxDOT is shifting their focus to providing safety vests in your supply orders
- If you received Safety Vests in your Fall Sweep 2023 order, you will not receive vests in this order





A Few More Notes About Supplies

Available February 5 - May 10

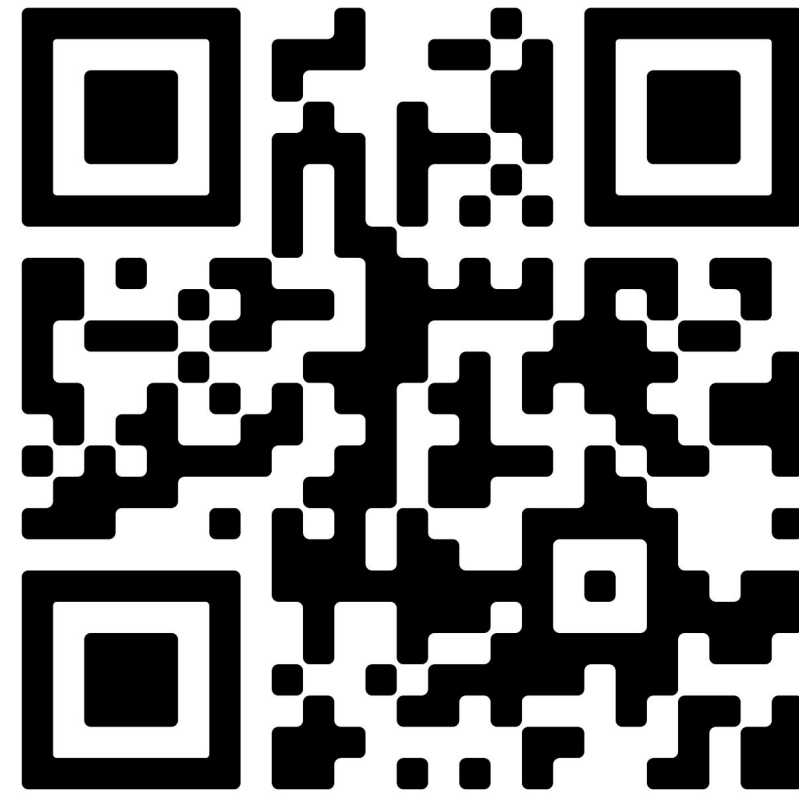
- Supply requests open on February 5, and close for the season on May 10
- Don't mess with Texas Trash-Off only occurs during April 1 - 30, but you can elect to conduct a TxDOT roadway cleanup anytime during the Great American Cleanup (March 1 - May 31)

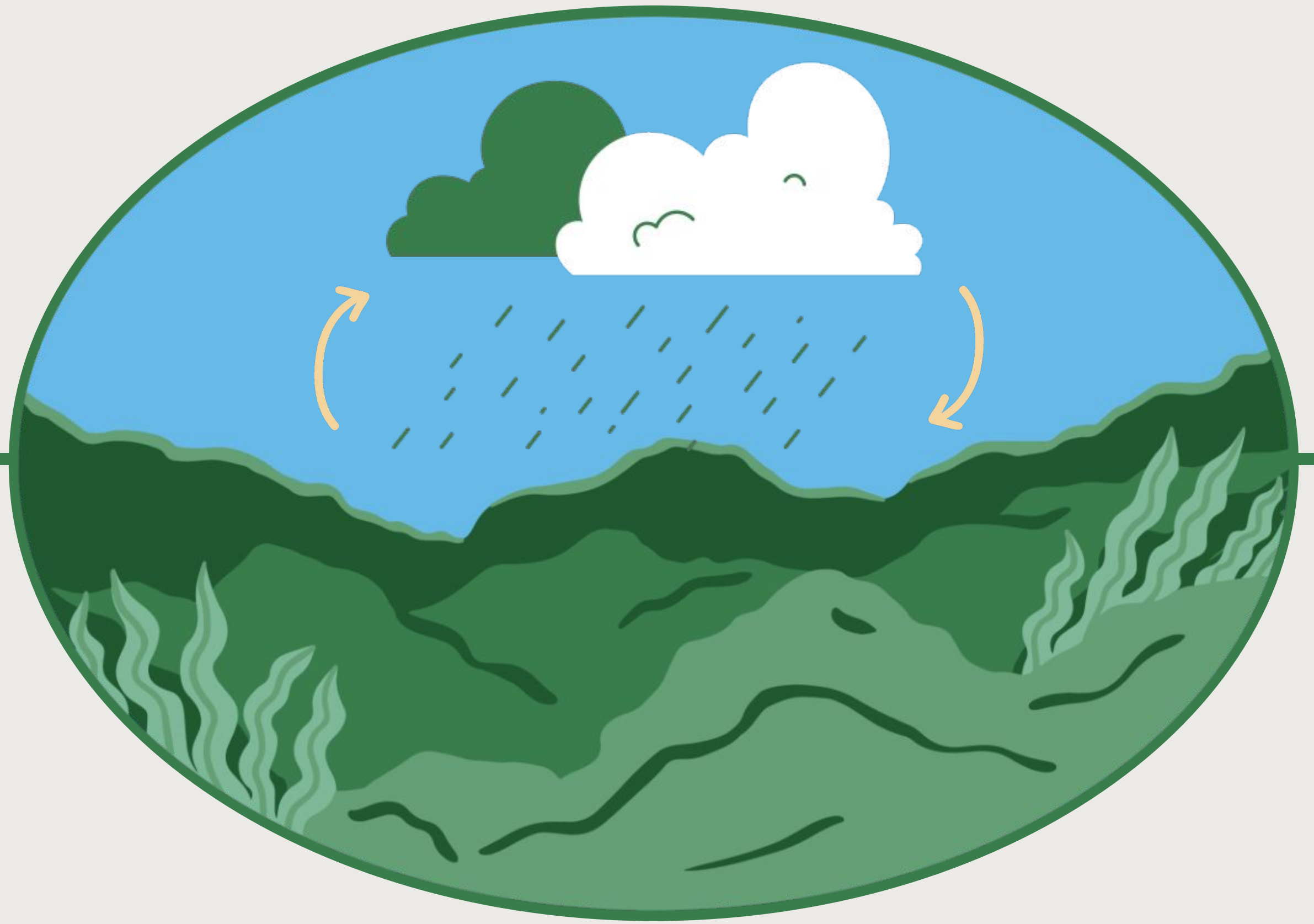
Supply Requests

- **ALL SUPPLY REQUESTS** must be submitted no later than 3 calendar weeks before your scheduled event (if you submit in a shorter timeframe your request will be denied without exception)
- If you did not complete your Fall Sweep 2023 reporting requirements with KTB, you are not eligible to receive supplies for GAC 2024

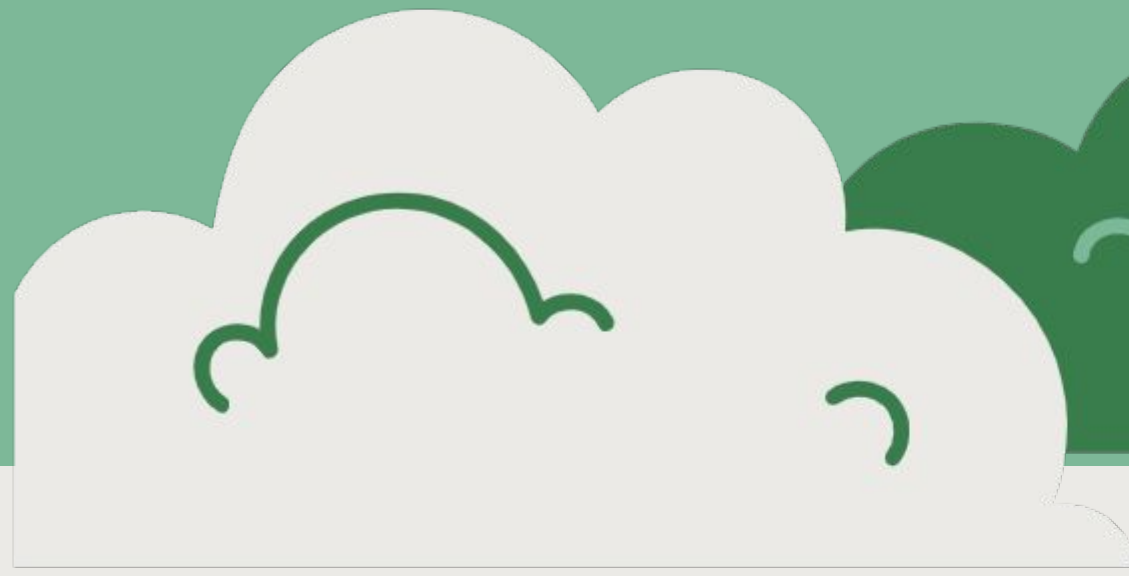
*How do these
changes impact you?
We want to know!*

*Share your feedback
about the changes to
our supply policy at
this link*





*Available
Resources*

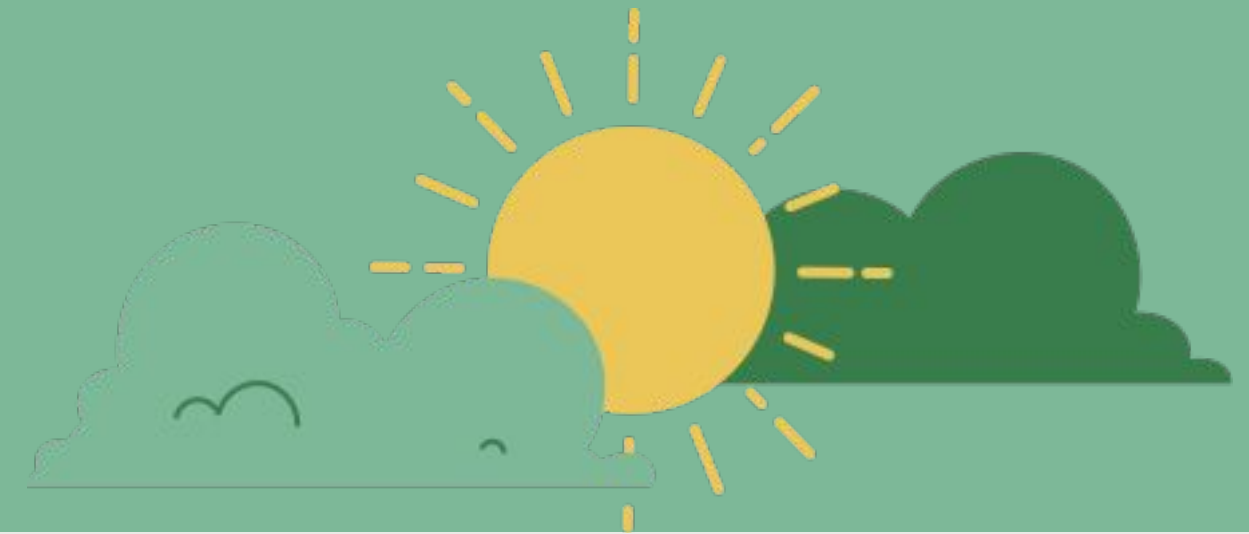


Event Planning Toolkit

PDF with tips on scheduling, promoting, and executing your cleanup event (available in English and Spanish)

Social Media Toolkit

Guide on how to engage your community, including social media hashtags, timelines, and more (available in English and Spanish)



Reporting Guides

Field guides that you can print and take with you that will help you accurately document your cleanups for easy reporting to KTB

Event Planning Toolkit

Before Your Event

- choose a site & schedule
- recruit volunteers
- promote your event
- plan logistics

During Your Event

- setup and welcome
- giving instructions

After Your Event

- report your results
- thank your volunteers



2024 TOOLKIT

March 1 - May 31

BEFORE YOUR EVENT

It's helpful to scout out your location, consider community involvement, and plan logistics and contingencies ahead of time. Here are some things to consider:

SCHEDULE YOUR EVENT

- **What communities have agreed to participate?** Consider local businesses, schools, civic groups, and other community groups with existing volunteer bases
- Cross-check other community calendars and event schedules to ensure everyone has a chance to participate

CHOOSE A SITE

- Will your cleanup take place at **one central location, or at multiple sites?** If at multiple sites:
 - Is there a central location to meet?
 - Will transportation be provided to other locations?
 - How will volunteers pick up and return supplies and offload trash?
- Will you need to **secure permissions** or request a permit for your location?
- What **safety concerns** might you need to plan for? Examples might be wildlife, temperatures, proximity to busy roadways, etc.
- Is the cleanup site **accessible**, or are there physical challenges in the terrain that potential volunteers should know about?
- What does **parking** look like? Will volunteers have access to **restrooms**?
- How will **supplies** be distributed at this site?
- How will **trash be picked up** or offloaded during this cleanup?

Social Media Toolkit

Contact Your Community

- spread the word

Add Event to KTB Calendar

- promote your event on KTB's community calendar

Social Media Timeline

- create a Facebook event
- send reminders
- use hashtags to promote your cleanup



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SOCIAL MEDIA KIT

March 1 - May 31

So you're hosting a cleanup event or are helping promote one in your community? This social media kit is designed to help your community plan and execute a successful cleanup event with KTB's guidance and support.



CONTACT YOUR COMMUNITY

- **Spread the word!** Use emails, e-vites (such as Eventbrite), flyers, and of course, social media.
- Get in touch with your local friends, colleagues, newspaper, schools, libraries, small businesses, and organizations to share and get involved.

ADD YOUR EVENT TO THE KTB CALENDAR

- **Share your event on our statewide community calendar**, so our audiences can learn about your event right from our website.
- Check out our website to add your event to our calendar.

CREATE A FACEBOOK EVENT FOR YOUR CLEANUP

Creating a FB event allows you to **invite your connections and potential volunteers** to attend your event in a click of a button. It also allows them to **spread the word through their social networks, and invite their friends to participate.**

Don't forget to communicate event details!

Reporting Guides

Trash Report

Printable Trash Report

- categories of information requested in the Texas Litter Database, laid out in correct order

Use to Track in the Field

- write down data as it comes in, or hand out to volunteers to track their trash pickup

Note: only an aid to assist you, you will not submit this sheet to KTB



Trash Report - Texas Litter Database

This collection sheet lists out the fields requested in the Texas Litter Database in the order you will fill out your trash report. Please fill out one of these trash reports for each separate cleanup location. You can click on the following link to enter your trash report, or enter the event code below - [GAC Trash Report 2024](#) (you will be prompted to log in).

Please note: DO NOT create a new event for your cleanups, as these will not count toward your Great American Cleanup reporting requirements. For any difficulty, please see the [User Guide](#), or reach out to ktbcleanup@ktb.org. Finally, you can join Research and Cleanups Program Manager Kirsten Sorensen on Wednesday, March 27th from 12:00 - 1:00 PM for a [Reporting Your Data for Spring Cleanups Webinar](#), for more detailed instruction and with ample time for Q&A.

* are the only required items but please collect as many of the following fields as possible.

Report Info

* Event ID: enter code for Great American Cleanup: **E-se**

Reporting Guides

Wrap Up Report

Printable Wrap Up Report

- record information about your events for easy summarization later

Submit your Wrap Up Report

- use this information as your guide to submitting your wrap up report to KTB

Note: only an aid to assist you, you will not submit this sheet to KTB

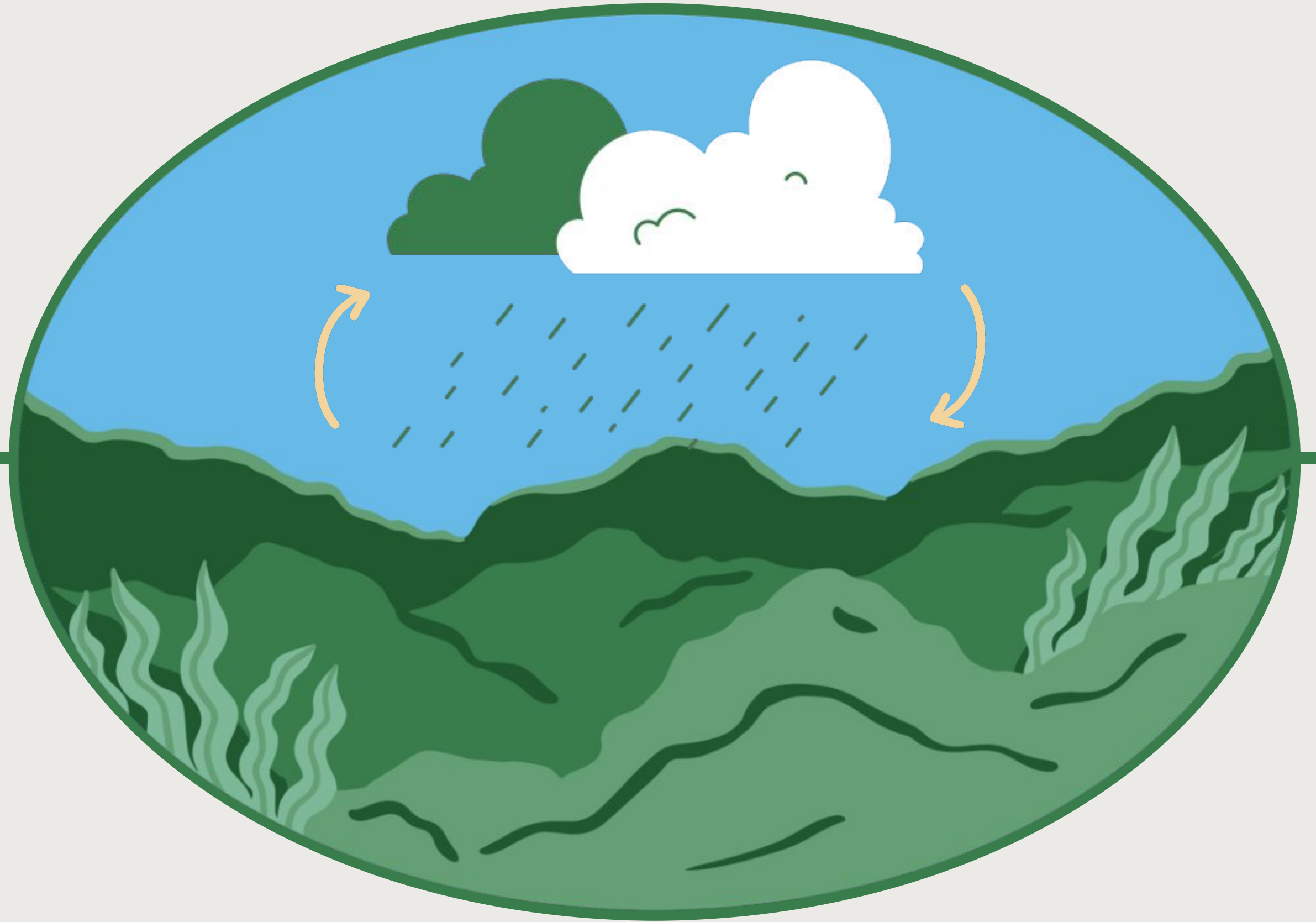


GAC/DMWTTTO DATA COLLECTION SHEET

Name of Event: _____ Event Date: _____

Volunteer Information

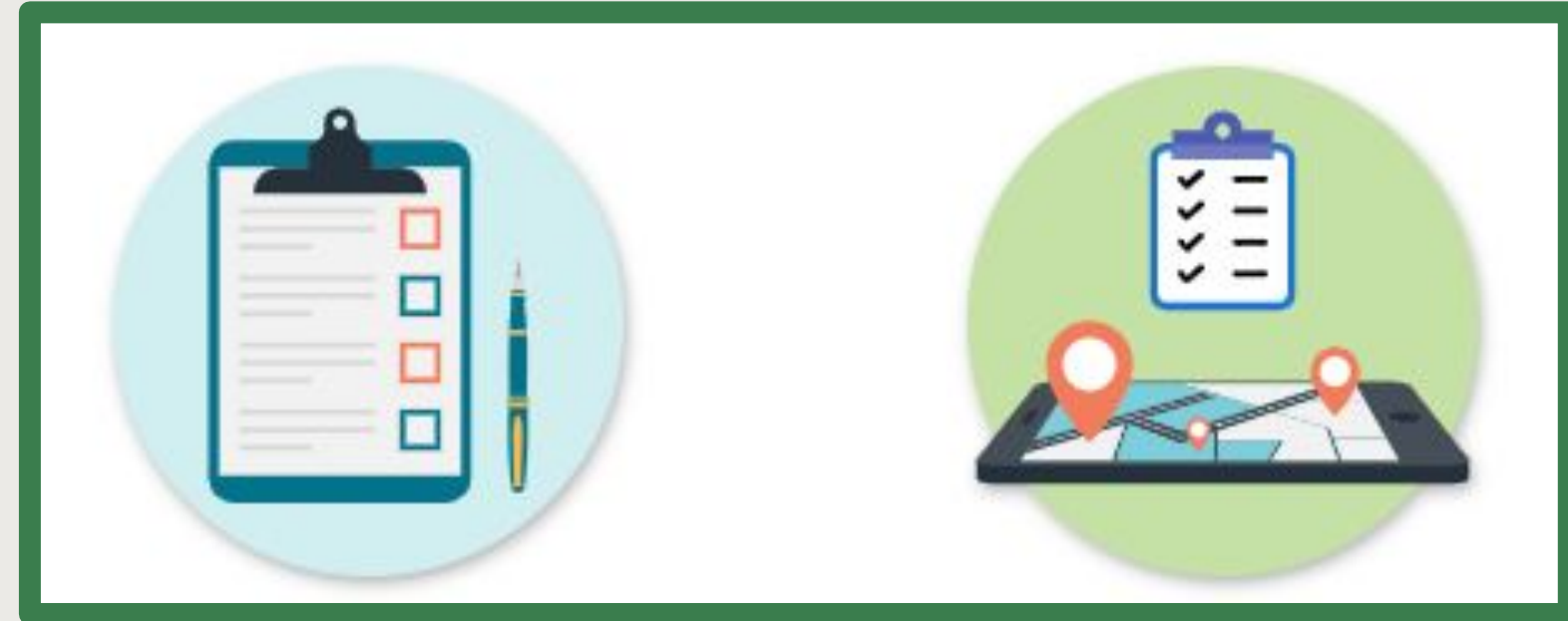
# of Volunteers	_____	# of Volunteers under age 18	_____
# of Sponsor Staff	_____	# of Govt/Affiliate staff	_____
# of CSW	_____	# of Add'l Participants	_____
# of Groups	_____	# of Communities	_____
# of Events	_____	Total # of Volunteer Hours	_____



Reporting

Reporting Requirements

The following requirements are for everyone participating in the Great American Cleanup and/or Don't mess with Texas Trash-Off



1. [Trash Reports](#) submitted to the Texas Litter Database
2. [Wrap Up Report](#) summarizing all of your activity during the season

Texas Litter Database

www.txlitter.org

Submit Your Trash Reports

- each separate litter cleanup requires a separate trash report
- remember to upload a trash report to the existing event “Great American Cleanup 2024” with Event Code E-se (do NOT create a new event)

New Trash Report


Related Event

ID: E-se

Name: Great American Cleanup 2024

Start Date: 03-01-2024

Organization: Keep Texas Beautiful

 Update

STOP: Texas Litter Database

Every Piece Counts!

1. Track a **line** (enter in distance below, say 100 ft) and pick up every single piece of trash you see (if you did a Take 2 bottle count, use the same location).
2. Try to get any piece of trash the size of a cigarette butt or larger.
3. Record the number of individual items.

* On fragments, there may be just too many broken bits to count. You can do a visual estimate in those cases.

Wrap Up Report

[Report Link](#)

Submit Your Wrap Up Report

- fill out the wrap up report form with detail about all of your GAC 2024 events
- here is where you can include details about beautification efforts and roundups (HHW, electronics, tires), tree plantings, etc
- you can also upload photos and share anecdotes with KTB about your experience



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Thank you for participating in the Great American Cleanup/Don't mess with Texas Trash-Off 2024!

Please fill out the required information below in order to fulfill your reporting requirements for 2024. Please also share any anecdotes, photos, or anything else you would like KTB to know about your experience!

Please email ktbcleanup@ktb.org with any questions you may have about completing this report.

All wrap-up reports are due June 14th, 2024. Those who have not submitted their data on time will not be eligible to receive free supplies from KTB until February, 2025 (no exceptions).

Please complete this form and check your email to make sure you received a confirmation of your submission. If you do not receive a confirmation email, then your submission is not complete.

All Reporting Due:

June 14, 2024

Join Kirsten for a demonstration of correct reporting, and for ample Q&A time to troubleshoot filling out your reports

Reporting Your Data for Spring Cleanups

Wednesday, March 27th 12:00 PM



Time for Questions!

Share your questions in the Q&A Box



Upcoming Events (Mark Your Calendars)

Feb 5 - Supply requests open
BTA nominations open

Feb 15 - GCAA applications close

Mar 27 - Reporting Your Data webinar

email ktbcleanup@ktb.org with any questions

Thank you!

Have a great cleanup, and join
us for these upcoming dates!

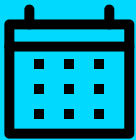


Keep Abilene Beautiful

BOARD MEMBER TRAINING

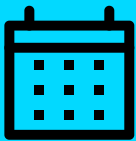
Class Options

MON



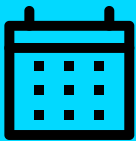
FEB 26
3:30PM

TUE



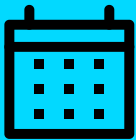
MAR 26
12 PM

WED



APR 24
3:30 PM

THU



MAY 23
12 PM

Questions? Email:

jennifer.pacheco@abilenetx.gov

The Details

WHO: Up to 4 Board Members
Per Class

WHAT: KAB Board Member
Training

WHERE: KAB Conference Room
The Armory, 2641 S.9th St.

WHEN: Choose ONE class option
from the dates available

WHY: Gain an understanding of
the programs, affiliations,
and responsibilities of
KAB to the community