



## ***The Crescent Hill Community Council***

### **January 2016 Board Meeting Minutes**

2015 Board members present:

Tim Allen	Darrell Anne Driskill	Kathy King	Cynthia Thomas
Mona Ball	Jerry Fielden	Barb McGee	
Joyce Cossavella	Mark Gaff	Melissa Mershon	
Barry Creech	Diana Gautier	Greg Smith	

Guests:

Dee Allen	Daniel Krebs	Bill Sanders	Ronda Watson
Tammy Crandell	Taylor Mayer	Laura Stricklen	Mariel Young
Frances Hammers	Page Penna	Linda Thompson	

- The January 2016 meeting was called to order by new president, Mark Gaff, at 7:30 pm.
- A quorum (one third of the 26 filled slots) was determined to be present for the conduct of business.
- The agenda, distributed in advance, was **APPROVED**.
- Guests were welcomed to the meeting
- President Gaff reminded members that Board meetings are governed by parliamentary procedures as set forth in Robert's Rules of Order.
- Minutes of the November 5, 2015 Annual Meeting of the Crescent Hill Community Council were **APPROVED** as submitted. (see attachment 1)
- President Gaff presented the 2016 slate of Crescent Hill Community Council Board members for ratification by the 2015 Board, including: district

representatives, committee chairs, special representatives, task force chairs, and at-large members. The slate was **APPROVED**. (see attachment 2)

- President Gaff distributed a binder to all new board members and reviewed the contents, including:
  - CHCC 2016 Focus: *Volunteering with a Purpose*  
We are here to make a difference in our community. Let us strive to fulfill our mission with all we do. In 2016 we will focus on the following areas:
    - Define responsibilities for and gain commitment from all board members
    - Develop goals for all committee and special representatives
    - Streamline processes
    - Engage the community
    - Look to the future/learn from the past
  - CHCC Mission
  - Board Member expectations
    - Promote the mission of CHCC
    - Attend a minimum of seven board meetings per year
    - Strive to attend CHCC events
    - Volunteer to take an active role in the Fourth of July Festival (if possible) and one other event.
    - Review and adhere to CHCC Bylaws
    - Review CHCC Board member expectations (2016)
    - Develop annual goals for your area
    - Update procedures for your own area
    - Promote and represent CHCC to the Crescent Hill community
    - Read the agenda and previous board meeting minutes before each board meeting
    - Assist recruiting members and volunteers
    - Pay dues timely
    - Manage expenses within the current budget or get prior board approval for additional expenses
    - Prepare a budget for 2017 for your area by September 1, 2016
    - Act respectfully and courteously at all meetings and events.
  - 2016 Goals for each member
    - Each member will be asked to bring a completed goal-setting form to the February meeting. A copy of the form will be sent with the agenda.
  - Open positions:

- 2<sup>nd</sup> district rep for Chatsworth
  - 2<sup>nd</sup> district rep for Emmet Field
  - 2<sup>nd</sup> district rep for Fairview/Hillcrest
  - Two district reps for Kennedy Park
  - 2<sup>nd</sup> district rep for St. Joseph
  - Communications Committee chair
  - Sponsorships & Advertising chair
- Board Survey regarding challenges, opportunities and meeting times (collected by President)
- Treasurer's Report
  - Mona Ball, treasurer, presented information regarding:
    - Year-end account balances (See attachment 3): overall, we are up about \$1,400 over our starting balance for 2015.
    - 2015 Revenue (see attachment 4): Revenue was slightly over our expectations (by less than one percent)
    - 2015 Expenses (see attachment 5): Expenses were below budget by just under 4%
  - The Board **VOTED to receive** the Treasurer's Report.
- Unfinished Business:
  - Approval of the 2016 CHCC budget (see attachment 6): The Board **APPROVED** the 2016 budget.
- New Business:
  - Approval of additional check signers: The Board **APPROVED** Barry Creech as an additional check signer.
- Reports:
  - Fourth of July Festival planning meeting: Mark and Ronda (co-chairs) have been working on it. First overall meeting will be on February 4, after the Board meeting.
  - Communication Process and Newsletter deadline:
    - All communications are being directed through a single source to make sure all appropriate channels are being utilized to communicate with the board, council and neighborhood. All requests for communication assistance should be sent to [communications@crescenthill.us](mailto:communications@crescenthill.us).
    - Newsletter deadlines:

<b>Issue</b>	<b>Articles Due</b>	<b>In Homes (est)</b>
Spring	1/15/16	3/1/16
Summer	4/15/16	6/1/16
Fall	7/15/16	9/1/16
Winter	10/15/16	12/1/16

- Welcome Bags: Darrell Anne announced that 21 Welcome Bags are ready for delivery.
- Outdoor Cinema: Cynthia and Melissa are seeking help with the outdoor cinema. Please contact Cynthia if you are able.
- Assignments for the next meeting
  - Verify your contact information on the sign-in sheet. Inform Barry Creech of corrections.
  - Review Bylaws
  - Review Expectations
  - Develop Individual Goals
  - Meet with your committee
    - Develop Goals for Committee
    - Submit roster of committee members to Barry Creech
    -
- Meeting adjourned at 8:36 pm.  
Next meeting will be 7pm on February 4, 2016 at the Peterson-Dumesnil House

*Respectfully submitted,*

*Barry Creech  
2016 CHCC Secretary*

# The Crescent Hill Community Council

## Annual Meeting Minutes November 5, 2015 @ 7:30 PM



### Call to Order – President Greg Smith

- Determination of Quorum – Quorum was present
- Introductions – Guests from the Center for Neighborhoods introduced; Laura Strickland & John
- Adoption of Agenda – Melissa Mershon moved to adopt and Joyce C seconded; Motion passed
- Approval of Minutes (October, 2015) – Joyce moved to approve and Melissa Mershon seconded; motion passed.
- Review of Mission and Theme - Greg delivered to the tune of “Hotel California” (“you can check out any time you like, but you can never leave ☺ )

The mission of the Crescent Hill Community Council is to serve as an advocate for maintaining Crescent Hill’s quality of life by improving the civic, recreational, cultural and educational life of the Crescent Hill neighborhood, and by strengthening community pride and involvement through objective planning, preservation, and enhancement of its historic character and natural beauty.

- Speakers
  - LMPD 5<sup>th</sup> District Neighborhood Police Update from Officer Kevin Mumphrey; Reminded us to be smart, lock cars & report any incidents. Non-emergency number is 574-7111.
  - Louisville Metro Council 9<sup>th</sup> District : Councilman’s Report – Councilman Bill Hollander
    - Reviewed several items:
      - Potential issues with small cell antennas on top of telephone poles; when poles are not conveniently located, they are putting new poles in the ground. Metro Council wants to put in some restrictions.
- Treasurer’s Report – Mona Ball

Mona also presented the proposed budget for 2016; we will vote on it in January.
- Election of 2016 Officers – Nominating Committee
  - The slate of Officers nominated for the 2016 CHCC Executive Board
    - President - Mark Gaff
    - V.P. #1 - Cynthia Thomas
    - V.P. #2 - Joyce Cossavella
    - Secretary - Barry Creech
    - Treasurer - Mona Ball
  - Diana made the motion to approve the slate of officers as submitted and Barb seconded. Floor was open for any additional nominees. None were presented. Vote on slate as presented passed.
- Unfinished Business
  - Revision of By-laws – Barry made motion to approve updated By –Laws as submitted and Joyce seconded; motion passed.
  - Motion from last month regarding co-sponsorship of the Easter Parade (made by Joyce C. and seconded by Barb)
    - Joyce moved that the Crescent Hill Community Council join the Clifton Community Council and the Frankfort Avenue Business Association as

guarantors for the Frankfort Avenue Easter Parade for the three year period 2016-2018. By this action the CHCC would guarantee one-third of the funding needed for the parade, with a financial commitment not to exceed \$2,000 in each year.

- Motion was tabled last month because more than \$500. Joyce moved to accept motion as submitted last month, Mark seconded; motion passed.

- New Business
  - CHCC meeting temporarily suspended and meeting of the CHCC Forum commenced
  - Motion was made by Barry to approve new officers for 2016; seconded by Barb; motion passed.
- District Representative Reports
  - Dianna reported Halloween on Hillcrest was a success. She gave out over 3000 pieces of candy (1 per child); no arrests were made ☺
- Committee Chair Reports
  - Beautification
  - Budget & Finance – Budget presented with treasurers report.
  - Newsletter
    - Next newsletter is ready to go to the printer.
    - They've done lots of work planning out all copy in advance.
    - Working on calendar of events.
  - Fourth of July
    - Mark reported we have a new co-chair for the Fourth next year- Rhonda Watson
  - Membership
    - Judy reported we have just over 350 members. Lynn Dunbar has volunteered to go door to door to contact members who didn't join in 2015, but were members in 2014.
    - Discount card in the works.
  - Social
    - Chili night out was a success
    - Holiday Open House – December 10<sup>th</sup> 6-8:30
  - Welcome
    - Darrell Anne announced we'll do new bags when we have a new roster to include.
  - Volunteer Coordination
- Announcements
  - For the fourth year in a row, Louisville was selected as a model city for compassion.
  - China Berry vine clean up on November 11th from 9-11 at PD House
  - Supplies for events have been moved to the cabinet at the bottom of the stairs.

Adjournment

**Next meeting – January 7, 2016 at the Peterson Dumesnil House at 7:30**

Attachment 2

***Slate of Board Members for Ratification***

**District Representatives**

Chatsworth	Kathy King	VACANT
Cochran Hill	Van Gliessner	Josh Davis
Dumesnil House	Daniel Krebs	Mariel Young
Emmet Field	Darrell Anne Driskill	VACANT
Fairview/Hillcrest	Diana Gautier	VACANT
Kennedy Park	VACANT	VACANT
Reservoir Park	Jason Brice	Todd Abell
St. Joseph	Barb Bower	VACANT
Stilz	Cynthia Thomas	Daniel Blandford

**Committee Chair Persons**

Beautification & Sustainability	Tim Allen & Ellen Diebold
Budget & Finance	Barry Creech
Communications	VACANT
4th of July Festival	Mark Gaff and Ronda Watson
Membership	Judy Sanders
Nomination	Greg Smith
Outdoor Cinema	Cynthia Thomas
Social	Diana Gautier
Spirit Award of CH	Joyce Cossavella
Sponsorships & Advertising	VACANT
Welcome	Darrell Anne Driskill

**Special Representatives**

Compassionate Neighbor.	Terrian Barnes
Comprehensive Planning	Barb Sinai
Crime Prevention	Jon Glassford
Historian	Barb McGee
Institutional Liaison	Taylor Mayer
Parliamentarian	Greg Smith
Pedestrian Safety	Debbie Deatherage
Public Relations	Melissa Mershon
Social Media	Jack Tindal
Transportation	Shawn Dikes
Volunteer Coordination	Melissa Mershon
Website	VACANT

**Task Force Chair Persons**

Crescent Hill Connect	Jason Brice
The Next Generation	Rob Schenkenfelder
Communications Strategy	Page Penna

**At-Large Board Members**

Dee Allen  
Kathy Creech  
Jerry Fielden  
Linda Thompson



**Attachment 3**

<b>Account</b>	<b>12/31/14 Balance</b>	<b>3/31/2015 Balance</b>	<b>6/30/2015 Balance</b>	<b>9/30/2015 Balance</b>	<b>12/31/2015 Balance</b>
CHCC	11,015.33	12,882.03	21,616.62	25,832.29	23,304.95
CHCC CD	1,128.44	1,128.72	1,128.72	0.00	0.00
CHCC Forum	20,290.58	24,337.58	11,487.54	13,612.54	10,726.53
CHCC Forum Special Projects XX0830	356.00	356.00	356.00	318.14	318.14
CHCC Forum Tree Fund	246.05	196.05	196.05	196.05	96.10
Kennedy Court Park (Forum)	2,992.10	2,992.10	2,992.10	2,992.10	2,992.10
<b>TOTAL Bank Accounts</b>	<b>\$36,028.50</b>	<b>\$41,892.48</b>	<b>\$37,777.03</b>	<b>\$42,951.12</b>	<b>\$37,437.82</b>

**Attachment 4**  
**2015 CHCC Revenue**

REVENUE	2015 ADOPTED	Actual November	Actual December	Actual Year To Date	FY % Received
Cash Balance Forward	35,000.00			36,299.72	1.037
Fundraisers and Events	63,600.00	-	-	69,394.75	109.11%
4th July	63,500.00	-	-	69,346.75	109.21%
<i>Sponsors, Grants &amp; NDF</i>	15,000.00			12,200.00	81.33%
<i>Booth Fees</i>	10,000.00			11,980.31	119.80%
<i>Area Proceeds</i>	7,000.00			1,682.68	24.04%
<i>Food &amp; Vendor Proceeds</i>	19,000.00			43,298.76	227.89%
<i>Promotional Items &amp; Sales</i>	12,500.00			185.00	1.48%
Book Sales	100.00			48.00	48.00%
Newsletter Advertisements	7,200.00			3,783.20	52.54%
Foundation and Other Support	100.00	203.99		203.99	203.99%
Educational Donations & Grants	4,000.00	-	108.00	1,161.99	29.05%
<i>AIG Matching</i>	500.00			500.00	100.00%
<i>CSX Mowing</i>	3,000.00			-	
<i>Other</i>	500.00		108.00	661.99	132.40%
Interest income	19.00	0.96	0.97	10.25	53.95%
Membership Dues	5,250.00	530.00	1,030.21	6,349.55	120.94%
<i>Cash</i>	4,000.00	530.00	700.00	4,841.00	121.03%
<i>Paypal</i>	1,250.00		330.21	1,508.55	120.68%
	80,169.00	\$734.95	\$1,139.18	80,903.73	100.92%

**Monthly Accounts Total:**                      \$ 36,299.72              \$ 39,458.75                      \$ 37,437.82

<b>Starting Balances 1/1/15:</b>		<b>11/1/2015</b>	<b>12/31/2015</b>
Main Account	11286.55	23230.93	23304.95
Forum	20290.58	12721.53	10726.53
Forum Tree	246.05	196.05	96.10
Kennedy Court Park	2992.10	2992.10	2992.10
Special Projects	356.00	318.14	318.14
CD	1128.44	<i>closed</i>	<i>closed</i>

### Attachment 5 - 2015 CHCC Expenses

EXPENSES	FY ADOPTED	Actual November	Actual December	Actual Year To Date	FY % Expended
<b>Council Operation &amp; Expenses</b>	<b>5,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,100.03</b>	<b>0.93</b>
<i>Assorted Software</i>	1,500.00			2,177.28	1.45
<i>Web fees (website, meeting space, etc.)</i>	300.00			95.40	0.32
<i>Printing &amp; Postage</i>	300.00			50.96	0.17
<i>Office Supplies</i>	250.00			325.40	1.30
<i>Council Insurance Policy</i>	2,500.00			2,420.99	0.97
<i>Membership Other Organizations</i>	500.00			0.00	0.00
<i>Permits &amp; Fees</i>	150.00			30.00	0.20
<b>Committee Work and Events</b>	<b>72,346.00</b>	<b>3,850.96</b>	<b>366.30</b>	<b>70,725.38</b>	<b>97.76%</b>
<b>Beautification</b>	<b>6,500.00</b>	<b>164.00</b>	<b>0.00</b>	<b>902.00</b>	<b>13.88%</b>
<i>CSX Mowing</i>	4,500.00			164.00	3.64%
<i>Kennedy Park Mowing</i>	1,000.00	164.00		738.00	73.80%
<i>Neighborhood Projects</i>	1,000.00			0.00	0.00%
<b>Communication</b>	<b>11,200.00</b>	<b>2,220.00</b>	<b>0.00</b>	<b>10,405.00</b>	<b>92.90%</b>
<i>Constant Comment</i>	300.00			0.00	0.00%
<i>Newsletter Printing</i>	8,000.00	1,995.00		7,980.00	99.75%
<i>Newsletter Editing</i>	400.00			200.00	50.00%
<i>Newsletter Bulk Postage</i>	2,000.00	225.00		2,225.00	111.25%
<i>Publicity</i>	500.00			0.00	0.00%
<b>Comprehensive Plan</b>	<b>100.00</b>			<b>0.00</b>	<b>0.00%</b>
<b>Crime Prevention</b>	<b>100.00</b>			<b>0.00</b>	<b>0.00%</b>
<b>Education</b>	<b>100.00</b>			<b>0.00</b>	<b>0.00%</b>
<b>Finance &amp; Budget</b>	<b>100.00</b>			<b>17.49</b>	<b>17.49%</b>
<b>4th July</b>	<b>45,136.00</b>	<b>897.30</b>	<b>0.00</b>	<b>53,316.61</b>	<b>118.12%</b>
<i>AF-Expenses</i>	1,000.00	50.00		1,237.92	123.79%
<i>CH--Contingency(Cash Set up)</i>	2,000.00			3,100.00	155.00%
<i>CH--Fireworks inc Permit</i>	8,675.00			8,500.00	97.98%
<i>CH--Permits &amp; Fees</i>	2,500.00			175.00	7.00%
<i>CH--Pre-Meeting &amp; Post Mailing</i>	450.00			439.98	97.77%
<i>EV-Areas</i>	2,075.00			1,984.30	95.63%
<i>EV-Musicians</i>	2,000.00			275.83	13.79%
<i>FD--Booth Expenses</i>	8,000.00			15,837.62	197.97%
<i>LG--Setup &amp; Sound</i>	4,750.00			5,875.80	123.70%
<i>LG--Security</i>	2,200.00	80.00		1,370.00	62.27%
<i>LG--Sanitation &amp; Cleanup</i>	2,350.00	437.50		4,861.25	206.86%
<i>LG--Traffic</i>	1,200.00			2,422.78	201.90%
<i>MK--Promotion</i>	7,936.00	329.80		7,236.13	91.18%
<b>Historian</b>	<b>250.00</b>			<b>0.00</b>	<b>0.00%</b>

	FY	Actual	Actual	Actual	FY
EXPENSES	ADOPTED	November	December	Year To Date	% Expended
Membership & Welcome	4,450.00	0.00	44.10	1833.20	41.20%
<i>Block Parties</i>	500.00			250.00	50.00%
<i>Data Management Program</i>	1,500.00			0.00	0.00%
<i>Printing</i>	1,000.00			774.00	77.40%
<i>Office Supplies</i>	100.00			55.74	55.74%
<i>Postage</i>	1,000.00		44.10	396.90	39.69%
<i>Specialty Bags-Welcome</i>	350.00			356.56	101.87%
Outdoor Cinema	2,500.00	0.00	0.00	2093.86	83.75%
<i>Audio &amp; Video</i>	1,250.00			600.00	48.00%
<i>Licenses &amp; Fees</i>	1,250.00			1493.86	119.51%
Social Committee	1,660.00	265.72	322.20	1699.29	102.37%
<i>Annual Derby Party</i>	250.00			40.10	16.04%
<i>Chili Night Out</i>	350.00	265.72		265.72	75.92%
<i>Dessert with Mayor</i>	100.00			324.59	324.59%
<i>Easter Egg Hunt and Parade</i>	250.00			309.46	123.78%
<i>Holiday Open House</i>	450.00		322.20	589.52	131.00%
<i>National Night Out</i>	100.00			0.00	
<i>Photo Contest</i>	10.00			48.90	489.00%
<i>Spirit of Crescent Hill</i>	150.00			121.00	80.67%
<i>Tornado Reunion</i>	0.00			0.00	
Special & District Representatives	100.00			0.00	0.00%
Tree Program	50.00	303.94		457.93	915.86%
Volunteer Management	100.00			0.00	0.00%
Community Giving	2,323.00	0.00	0.00	1250.00	53.81%
FABA Events and Sponsorships	750.00			500.00	66.67%
Field Elementary	750.00			750.00	100.00%
St. Joes	0.00			0.00	
Other	823.00			0.00	0.00%
<b>TOTALS</b>	<b>\$80,169.00</b>	<b>\$3,850.96</b>	<b>\$366.30</b>	<b>\$77,075.41</b>	<b>96.14%</b>

-\$3,116.01

\$772.88

\$3,828.32

**Attachment 6**  
**Proposed 2016 CHCC Budget**

REVENUE	2016
Cash Balance Forward	38,000.00
Educational Donations & Grants	1,000.00
<i>AIG Matching</i>	500.00
<i>Other</i>	500.00
Fundraisers and Events	81,100.00
4th July	80,600.00
<i>Sponsors, Grants &amp; NDF</i>	15,000.00
<i>Artist &amp; Other Booth Fees</i>	10,500.00
<i>Event Proceeds</i>	55,100.00
Merchandise Sales	500.00
Interest income	20.00
Membership Dues	5,250.00
<i>Cash</i>	4,000.00
<i>Paypal</i>	1,250.00
Newsletter Advertisements	7,200.00
Non July 4th Sponsorships	2,000.00
<b>TOTALS</b>	<b>96,570.00</b>
This total does not include Cash Balance Forward.	
EXPENSES	2016
<b>Council Operation &amp; Expenses</b>	<b>10,000.00</b>
<i>Assorted Software</i>	1,000.00
<i>Capital Purchases</i>	4,750.00
<i>Monthly Meetings</i>	500.00
<i>Office Supplies</i>	550.00
<i>Officer Supplies</i>	300.00
<i>Council Insurance Policy</i>	2,500.00
<i>Membership Other Organizations</i>	250.00
<i>Permits &amp; Fees</i>	150.00
<b>Committee Work and Events</b>	<b>87,950.00</b>
Beautification	5,000.00
<i>Frankfort Avenue Mowing</i>	1,000.00
<i>Kennedy Park Mowing</i>	1,000.00
<i>New Projects</i>	2,500.00
<i>Tree Program</i>	500.00
Communication	11,000.00
<i>Newsletter Printing</i>	8,000.00
<i>Newsletter Bulk Postage</i>	2,000.00
<i>Advertising/Publicity</i>	1,000.00
<i>Web fees</i>	300.00

EXPENSES (Continued)	2016
Comprehensive Plan	100.00
Crime Prevention	100.00
Education	100.00
Finance & Budget	100.00
4th July	61,650.00
<i>Direct Expenses</i>	12,000.00
<i>Fireworks</i>	8,500.00
<i>Food &amp; Beverage Vendors</i>	23,900.00
<i>Logistics</i>	17,250.00
Historian	250.00
Membership	1,600.00
<i>Printing</i>	1,000.00
<i>Office Supplies</i>	100.00
<i>Postage</i>	500.00
Welcome	300.00
<i>Postage</i>	50.00
<i>Printing &amp; Specialty Bags-Welcome</i>	250.00
Outdoor Cinema	2,500.00
Social Committee	3,850.00
<i>Annual Derby Party</i>	200.00
<i>Chili Night Out</i>	300.00
<i>Dessert with Mayor</i>	200.00
<i>Easter Egg Hunt and Parade</i>	2,300.00
<i>Holiday Open House</i>	450.00
<i>Spirit of Crescent Hill</i>	200.00
<i>Other</i>	200.00
Special & District Representatives	100.00
<i>Block Parties</i>	1,000.00
Sponsorship Committee	200.00
Volunteer Management	100.00
<b>Community Giving</b>	<b>2,000.00</b>
FABA Events and Sponsorships	250.00
Field Elementary	750.00
Other	1,000.00
<b>TOTALS</b>	<b>99,950.00</b>