

KEEP MONTGOMERY COUNTY BEAUTIFUL BOARD MTG.
Thursday January 26, 2012
Held at offices of Caliche Ltd, 200 Brantley Lane, Magnolia, TX
MINUTES

CALL TO ORDER: 6:05

PRESENT: Charlotte Harris, Brenda Biggerstaff, Glenn Buckley, Gerry Luther and Christine Leard.

Guests: Elsie Dillow, Phyllis Stegen, Dakota Stormer

MINUTES: Christine proposed accepting the November minutes with proposed corrections. Seconded by Charlotte and accepted unanimously.

TREASURERS REPORT: See Brenda's January summary. Key points:
Balance of \$3670.14 (\$1465.37 is restricted to grants)
Glenn proposed accepting as presented, seconded by Gerry and accepted unanimously.

YOUTH REPORT: Dakota Stormer reported on desire to establish a plastic bottle recycling program at Magnolia West HS. He has approached Deborah Rose Miller on the school board.

ACTION ITEMS

- 1.) Talk to WCA waste haulers regarding costs associated with such a program. - Dakota**
- 2.) Develop a marketing and education - Dakota**
- 3.) Get KMCB on the list of organizations approved for youth service hours at the schools. - Charlotte**

NOMINATING COMMITTEE: Proposed Charlotte as president, Gerry as Vice President, Glenn as Secretary and Brenda as Treasurer. Christine proposed accepting as presented, seconded by Glenn passed unanimously.

BUDGET REVIEW: Prepared a draft budget for 2012 (attached). Glenn proposed accepting as revised, seconded by Brenda and approved unanimously.

ACTION ITEM:

Christine will prepare a proposed budget for the 2012 recognition dinner to serve as a basis for seeking outside funding.

AUDIT: Gerry agreed to audit the 2011 records.

MEMBERSHIP: Agreed that we need a more aggressive approach to recruiting and retaining members.

ACTION ITEMS:

- 1.) Christine will put together information about options for raising funds based on our extensive discussion of approaches and considerations. We will consider these options at the February meeting.
- 2.) Glenn will write a letter to members regarding renewing and including what we have done and why our strategic plan calls for focusing on Magnolia in the near term.

NOMINATIONS TO KTB:

Charlotte asked for ideas, but suggested that any candidates need to be well documented otherwise we may want to defer until next year.

MONTGOMERY/PCT 2 FOCUS:

Agreed that need to meet with a number of community leaders to better determine priorities and get community buy in. We also agreed that individual interviews would be most appropriate.

ACTION ITEMS:

- 1.) Charlotte will put together a straw man set of questions for use in interviews.
- 2.) We will get with the following community leaders:
 - Police Chief –
 - Council Members -
 - Mayor
 - Pct 2 Commissioner – Glenn
 - Alisha Roberts - MACC

FUNDRAISERS:

Brenda made a motion that Growing Green Plant Sale will be our single tax free fundraiser seconded by Christine and passed unanimously.

Plant Sale – Agreed that we will only sell at the PCT 2 recycling center.

ACTION ITEM: Glenn will contact Tonya Osgood to see if she will coordinate.

Meeting locations were discussed. Efforts are being made to get permission to meet at Magnolia City Hall. Charlotte has initiated contact with Paul Mendes, City Administrator, about this. Backup location can be Caliche.

ACTION ITEM: Phyllis will follow up with Paul Mendes about KMCB meeting at City Hall.

ADJOURN: 9:40 pm

Submitted By: _____

KEEP MONTGOMERY COUNTY BEAUTIFUL BOARD MTG.
Thursday February 23, 2012
Held at offices of Caliche Ltd, 200 Brantley Lane, Magnolia, TX
MINUTES

CALL TO ORDER: 6:15

PRESENT: Charlotte Harris, Glenn Buckley, Christine Leard.
Guests: Dakota Stormer and Cameron Wilde

MINUTES: Glenn read minutes for January. Waiting on quorum to approve.

TREASURERS REPORT: See Brenda's January summary. Key points:
Balance of \$3462.00 (\$1465.37 is restricted to grants and an additional 1,216.92 is restricted in use).
Acceptance deferred awaiting a quorum.

MEMBERSHIP: Glenn reported that a draft letter to membership has been prepared and will be sent out next week as soon as comments are incorporated.

ACTION ITEM:

- 1.) Modify and send out membership notices next week.**

HGAC MEETING ON REGIONAL PLANNING: Glenn reported that the Conroe meeting was disrupted by a group opposed to regional planning. Meeting order was eventually restored. Most ideas presented would be considered desirable by reasonable citizens. Needed more relative ranking to set priorities where funds are limited. Least popular item was related to preserving history and enhancing cultural diversity.

MARKETING: Christine reviewed a number of options including one where she had identified a company willing to cosponsor the promotion. The seeded mailers and filtering water bottles received the most interest. Decision to try both a seeded mailer and selling water bottles at a limited level initially to gain experience.

ACTION ITEMS:

- 1.) Christine will put proposal together that splits approach between seed paper mailing and water bottle sales.**
- 2.) Dakota will check with school to see if sales possible at school.**

KTB: Charlotte discussed her visit to KTB to review the Governor's application. Very little of the material we gave Sylvia was included in the packet. Will eventually require follow up.

LOVE BUG FESTIVAL: Charlotte reported that the Festival will give us \$750.00 for handling the clean-up. Dakota said that the Interact Club was interested in helping and Charlotte mentioned one or two other youth groups.

ACTION ITEMS:

- 1.) Charlotte will prepare a draft Entergy Grant application for signs, recycling & trash bins & t-shirts for clean-up teams**
- 2.) Charlotte will prepare a schedule for groups to sign up for the festival and split the \$750 by hours worked by each group.**

RECYCLING AT Magnolia West High School: Ms Maddox is arranging a meeting with Cecil Bell. Mr. Stewart has already approved the project. The Interact Club is working on an educational program.

LEADS ON ORGANIZATION TASKS: Charlotte reviewed all tasks that need a lead person. Many slots remain to be filled by membership or other Board members.

ACTION: ALL- Identify leads for the following positions: Sponsorship, sales, grants, GAC, Love Bug Festival (LBF) clean up and Low Impact Events, presentations, Chamber/Community liaison.

ADJOURN: 8:20pm

**Submitted By: _____
Glenn Buckley**

KEEP MONTGOMERY COUNTY BEAUTIFUL BOARD MTG.
Thursday March 22, 2012
Held at offices of Caliche Ltd, 200 Brantley Lane, Magnolia, TX
MINUTES

CALL TO ORDER: 6:25

PRESENT: Charlotte Harris, Glenn Buckley, Christine Leard, Phyllis Stegen , Cameron Wilde and Dakota Stormer.

Guest: KC Tuckness

MINUTES: Charlotte made motion to accept, seconded by Christine and Approved unanimously.

TREASURERS REPORT: Christine made motion to accept s submitted by Brenda, seconded by Phyllis and approved unanimously.

MEMBERSHIP: Glenn reported that he had send out 64 membership notices and so far have 16 members.

ACTION: Glenn to compare 2010, 2011 and 2012 membership to determine who has not renewed so we can consider contacting them personally; board members to make list of possible new members.

MARKETING: Christine presented samples of seeded mailers, water bottles and tote bags as possible promotion activity and fund raiser. Discussed possible sponsors including Brookshire Brothers.

ACTION: Agreed to purchase a supply of 200 that would purchase 200 tote bags with our logo at \$438.70 and 250 puzzle mailers @ about \$622, depending on success in finding sponsors.

ACTION: Also agree to investigate the purchase of \$100 filtered water bottles if we can find a sponsor for sale at the Montgomery HS. Bottles would have our logo, Magnolia ISD logo and sponsor logo. If no sponsor we would purchase 50.

ACTION: Phyllis will put together a proposal to take to sponsors.

LOVE BUG FESTIVAL: Discussed status of plans for Love Bug Festival.

ACTION: KC will pursue possibility of Perry the Platypus coming to the Houston area and the festival as well as look into other possibilities.

RECYCLING AT MAGNOLIA WEST HS: Charlotte talked to Holly Hudlar at Waste Mmanagement and they can put a bin behind HS to collect recycleablesrecyclables.

ACTION: Dakota will get with Holly @ Waste Mmanagement and set up a meeting with Ms Maddttox related to the recycling program.

NEW BUSINESS:

Charlotte made a motion to remove Sarah Hilburn as Board member due to change in status, seconded by Christine and approved unanimously. Agreed that Sarah is was welcome to rejoin if her conditions changestatus changes.

Glenn made a motion to add KC Tuckness as a Board member, seconded by ChrisitneChristine and approved unanimously.

ADJOURN: 8:30pm

Submitted By: _____
Glenn Buckley

KEEP MONTGOMERY COUNTY BEAUTIFUL BOARD MEETING
Held @ Magnolia Community Center, Magnolia, Texas
April 26, 2012
MINUTES

MEETING CALLED TO ORDER @ 6:20

APRIL MINUTES: Christine made motion to approve as corrected. Seconded by Phyllis and approved unanimously.

FINANCIALS: See Brenda's April financial report. Glenn noted that he deposited an additional \$340 for 3 memberships plus a donation that do not show on the report. Charlotte noted that we are still waiting on \$270 for plant sale, \$50 from Glenn for plants and \$80 for mulch. There are 10 plants left. Glenn made motion to accept as updated. Seconded by Charlotte and approved unanimously.

MEMBERSHIP: Glenn reviewed 2009 vs 2011 membership to identify possible follow up. Charlotte asked for a copy of the lists.

ACTION: Glenn to send Charlotte 2009 and 2011 membership lists.

DESIGNATION OF MULCH SALES: Agreed to set aside mulch sales for 2013 recognition dinner (conditional on not obtaining a sponsor for the dinner).

GATEWAY KTB AFFILIATE SIGNS: Charlotte proposed purchasing 6 signs @ \$75 each as requested by Charlie Riley for a total of \$450. Motion to approve by Phyllis, seconded by Dakota and approved unanimously.

ACTION: Brenda to advise where the money should come from (board proposed \$250 from budget and a \$200 grant).

KTB CONFERENCE: Budgeted \$500, but discussion as to how much money is available as total approved budget exceeded available monies.

ACTION: Relook at approved budget and revise relative to reality. Some monies may need to be approved conditional on a funding source.

OPERATING FUND RAISERS: Glenn made motion that we authorize up to \$250 to purchase 100 tote bags with our logo for sale at events. Seconded by Charlotte and unanimous. Agreed on mix of purple, green, orange, yellow and blue (20ea) from Proforma.

RECYCLING: To start next Tuesday at Magnolia West HS.

LOVE BUG FESTIVAL: Charlotte requested a plat of activity area so she can lay out location of bins and set up shifts (1 adult and 4 youth/shift).

ACTION: Charlotte needs point contact for each group so she can set up a training session.

Needs help as to what we will need in the way of banners such as "Litter Free Zone."

Phyllis will check on a possible storage site for materials.

SPONSORSHIP COMMITTEE:

Action: Charlotte called for a meeting at her house at 6:30 on the following Thursday. Phyllis and Dakota agreed to serve on the Sponsorship Committee.

ADJOURN: 8:00 pm

SUBMITTED BY:

Glenn Buckley, Secretary

KEEP MONTGOMERY COUNTY BEAUTIFUL BOARD MEETING
Held @ Magnolia Community Center, Magnolia, Texas
May 24, 2012
MINUTES

MEETING CALLED TO ORDER @ 6:15

PRESENT: Charlotte Harris, Glenn Buckley, Gerry Luther , Christine Leard
Guests: Cynthia and Jerry Hinson

APRIL MINUTES: Deferred pending quorum.

FINANCIALS: See Brenda's May financial report.

ACTION: Charlotte noted that need to reallocate \$200 from 8102 to grant program.

FUND RAISER:

Made \$2249 gross from plant sale. Have 5 plants left. Need to work our net profit for grant program.

MEMBERSHIP: Glenn reported that membership is at 7 organization and 17 individual memberships.

CONTACTS FOR SPONSORS: Need board members willing to contact one or two businesses as possible sponsors.

GATEWAY KTB AFFILIATE SIGNS: Charlotte purchased 6 KTB Affiliate signs and will give to Charlie when they arrive.

LOVE BUG FESTIVAL: Need adults to staff table and work with adults (4 teens and 1 adult per session). Also receiving 70 trash bins from WCA. Charlotte has purchased 5 stamps with love bug logo and don't be a litter bug. Charlotte also noted that will have shopping bags at \$3.00 each and samples of Christmas decorations at \$22 ea.

ACTION: Sign up for time at festival. Need help setting up on Friday and break down on Sunday.

GREENWAY: Glenn noted little progress with Woodforest, but had met with Land Trust Biologist and possible volunteer group to cut trail.

ADJOURN: 8:00 pm

SUBMITTED BY:

Glenn Buckley, Secretary

KEEP MONTGOMERY COUNTY BEAUTIFUL BOARD MEETING
Held @ Magnolia Community Center, Magnolia, Texas
June 28, 2012
MINUTES

MEETING CALLED TO ORDER @ 6:15

PRESENT: Charlotte Harris, Glenn Buckley, Brenda Biggerstaff, Christine Leard

MAY/JUNE MINUTES: Add Christine to June attendance and correct spelling of Gerry's name..
Deferred approval pending quorum.

FINANCIALS: See Brenda's June financial report. Discussion of whether Jerry Henson's check was recorded. Brenda has filed the 990N with the state. Charlotte made two recommendations noted under actions.

ACTIONS:

1. Allocate \$525 of money from Love Bug Festival to Interact Club and \$125 to ACADEC and remaining \$100 to KMCB general fund.
2. Shopping bags to go under fund raiser budget item

MEMBERSHIP: Glenn reported that membership is at 7 organizations and 19 individual memberships. Discussed the need to make special effort to increase membership-especially in Magnolia/Pct 2.

ACTION: Develop a membership recruiting drive plan to be presented to Magnolia community & Pct2 organizations.

MAGNOLIA BEAUTIFICATION PROJECT: Volunteers have scheduled a day to remove an abandoned building that has been a source of crime and drug dealing in a Magnolia neighborhood. The Chief wants us there with a booth for public education. We can also handle collecting recyclables. Tear down day is scheduled for July 14 with a pre meeting on July 5.

FUND RAISERS/GRANTS: Charlotte has acquired 4 2012 Christmas Ornaments. Charlotte discussed several grants that she learned of while at the KTB conference including one from the Union Pacific.

ACTIONS:

1. Glenn to redesign the ornament order form for 2012.
2. Glenn check on UP as a source of money for the recognition dinner.
3. Charlotte will look into HEB grants.

LOVE BUG FESTIVAL: Had 139 volunteer hours at the festival. Youth groups generally performed well with several going beyond expectations. Next year need more help for set up and break down. Some confusion developing due to competition between WCA and WM.

ACTION: Charlotte will look research which is the best company to work with in the long run as it affects our ability to operate efficiently and effectively.

WEB SITE:

ACTION: Glenn to check on functionality of Pay Pal

VOLUNTEERS: Need to improve our member involvement.

ACTION: Charlotte will check with Elyse about how to best approach members.

STORAGE UNIT: Glenn noted that we are starting to acquire more materials than can easily be stored in people's houses.

ACTION: Charlotte will check with Phyllis on availability of a storage unit.

MEETING DAY: Charlotte will check with the Board about meeting at 6:30 in the third Wednesday of the month to avoid other conflicts.

ADJOURN: 8:00 pm

SUBMITTED BY:

Glenn Buckley, Secretary

KEEP MONTGOMERY COUNTY BEAUTIFUL BOARD MEETING
Held @ Magnolia Community Center, Magnolia, Texas
July 18, 2012
MINUTES

MEETING CALLED TO ORDER @ 6:45

PRESENT: Charlotte Harris, Glenn Buckley, Brenda Biggerstaff, Christine Leard, Cynthia Hinson, Jerry Hinson, Phyllis Stegen and Dakota Stormer

MINUTES: Motion to approve May and June minutes as corrected. Proposed by Charlotte and seconded by Brenda. Unanimous

FINANCIALS: See Brenda's July financial report. Corrections as noted below:

CORRECTIONS:

KTB Conference - \$371.62 in expenses at conference to be reimbursed to Charlotte which includes hotel and parking expenses plus the purchase of four 2012 KTB ornaments @ \$15.00 each. Travel expenses, meals and miscellaneous expenses were not submitted for reimbursement.

KTB Conference Expenses - 2012		
item	cost	comments
Conference Fees	\$0.00	paid by scholarship (\$260)
Hotel/Parking	\$371.62	\$40 paid by scholarship
Ornaments	\$60.00	
	\$431.62	

Love Bug Festival – received \$750 for handling trash, recycling and litter
\$525 to Interact club
\$125 to ACADEC
\$100 to KMCB general fund

Cynthia proposed accepting with corrections noted, seconded by Phyllis and passed unanimously.

MEMBERSHIP: Glenn reported that membership is the same as last month at 7 organizations and 19 individual memberships. Considerable discussion related to the need to be more aggressive in recruiting members even at the minimum level as membership is an indication of community support. We are nearing the end of the first year of a three year strategic plan to focus on one area before applying lessons learned to other areas. While we have made significant progress membership remains well below what is needed. Agreed that more visibility is a key to increasing membership.

ACTIONS:

1. Phyllis will approach the Community Impact News editor about possibility of an article on KMCB
2. Cynthia will work on a program/activity related to plastic bottle that can be used at event to increase visibility.

MEETING SCHEDULE:

After discussion it was agreed to change the schedule to meet on the third Monday of each month at 6:00pm as the best compromise related to board members' schedules.

GRANTS:

Union Pacific – First attempt for funding for recognition dinner was rejected as not as one of the categories supported. Reapplication for funding for materials to support litter free events and related education will be prepared.

HEB – Grant money is available.

KTB Christmas Ornaments – Cynthia's revision of the order form received unanimous support. Request made to add instructions that allow PayPal payment.

ACTIONS:

1. Glenn will complete the phase one application of the UP resubmission. If successful he will complete the phase 2 application before leaving on vacation around August 1.
2. Charlotte will have information on the HEB grant by the next meeting.
3. Cynthia to revise order form with instructions for paying by PayPal.
4. Glenn to work with web provider to redesign form for easier PayPal payment for Christmas ornaments when he returns from vacation.

WEB SITE:

ACTION: See above

VOLUNTEERS: Need to improve our member involvement.

ACTION: See above.

STORAGE UNIT: Phyllis reported that her original idea for a storage unit is no longer an option, but there may be a possibility of sharing one with another non profit.

ACTION: Phyllis will check on possibilities for a shared storage unit.

ADOPT A ROAD: Charlotte noted that she has a meeting scheduled with Charlie Riley for Friday at 9:00 to discuss how to proceed on our Adopt A Road initiative.

MEETING LENGTH: Discussion was held of the need to develop an agenda with only 2-4 major items to improve efficiency of meeting and try to limit to 1 1/2 hours. This will also make it easier for the minutes to be accurate. Also agreed that it was helpful to maintain the full list of issues as before, but pull only key items that need action from that as focal points for each

meeting. General information can be handled by email. Limiting discussion will not preclude some discussion on other issues after the meeting has been adjourned.

ADJOURN: 9:02 pm

SUBMITTED BY:

Glenn Buckley, Secretary

KEEP MONTGOMERY COUNTY BEAUTIFUL BOARD MEETING
Held @ Caliche Ltd., Magnolia, Texas
August 20, 2012
MINUTES

MEETING CALLED TO ORDER @ 6:25

PRESENT: Charlotte Harris, Glenn Buckley, Brenda Biggerstaff, Phyllis Stegen and Dakota Stormer.

GUESTS: Pam Fairchild, Jill, Gabriel, Summer Foltz

RESIGNATION: Motion to accept resignation of [Cindy and Jerry Hiensons](#). Proposed by Glenn, Seconded by Phyllis pass unanimously.

MINUTES: Accept July Minutes with corrections to be submitted by Brenda proposed by Brenda, seconded by Charlotte accepted unanimously.

FINANCIALS: See Brenda's August financial report. Dakota proposed accepting as presented, seconded by Charlotte accepted unanimously.

MEMBERSHIP: Glenn reported that we had no new members in the past month.

RECENT & COMING EVENTS:

Roy Street Demolition – Phyllis reported that the event was excellent and accomplished it's goals with good community support.

Stroll – Had large crowd (1500-2000 present which was an increase from last year).

Unfortunately it was called due to rain and lightening.

Renaissance Festival Events

- September 22 Hacienda San Jorge – fund raiser for Magnolia Community Foundation

- Next Magnolia Event September 29 – [Stroll Through the Renaissance](#)

ADOPT-A-ROAD: Charlotte reported that 3-4 groups are ready to adopt.

COMMITTEE LEADS:

Art Contest – Regina Michaels

Grants & Scholarships – Glenn

[Anti- Litter Campaign - Charlotte](#)

Volunteer Dinner – Christine

Event & Project Schedules & Program Speakers – Phyllis

Volunteer Coordination – Elyse

Law Enforcement Liaison [Liaison](#) – Phyllis/Jill/Summer

Web Site – Glenn

School Recycling Program/ Environmental Education – Jill/Summer/Pam

Awards Coordinator – Open

ReLEAF TEXAS: TFS has a \$2511,000 grant to support a program to distribute 500-600 5-10 gallon trees that will be distributed to replace trees killed by drought and fire and increase awareness of the environmental services of trees. Anheuser Bush is supplying the trees provided the grant and will consider continuing and expanding the program if the first phase is successful.

ACTION: Charlotte and Phyllis will attend a planning meeting on August 31st _____.

FUND RAISERS/GRANTS:

UP GRANT – Application accepted. Awards will be announced in February of 2013

HEB GRANT – Charlotte will pull together budget and work with Pam and Dakota helping define the project and application.

TRF TICKET SALES – Meeting of participating non profits will be on August 30th – Glenn will attend

PLANNING MEETING: Need to organize a 4 hr planning meeting for 2013 in November/December.

ACTION: Charlotte will send email to confirm a date.

MEETING SCHEDULE: Tentatively second Monday of the month.

ACTION: Charlotte will check with Board to confirm best meeting day.

STORAGE UNIT: Phyllis reported that we could share a 10x10 with The Magnolia Community Foundation _____ at \$27.50/month.

WEB SITE: Members need to report needs for updates/additions to Glenn. Also need to investigate cost of adding Pay Pal to all payment options.

ACTIONS: Glenn will make the following changes:

- Add BYLAWS, Minutes and Financials to About KMCB Web Page
- Add Page for Renaissance Festival along with on line ticket order option
- Add Page for ReLEAF
- Add updated order form for Christmas Ornaments

ADJOURN: 8:00

SUBMITTED BY:

Glenn Buckley, Secretary

KEEP MONTGOMERY COUNTY BEAUTIFUL BOARD MEETING
Held @ Magnolia Community Center, Magnolia, Texas
September 108, 2012
MINUTES

MEETING CALLED TO ORDER @ 6:20

PRESENT: Charlotte Harris, Glenn Buckley, Phyllis Stegen, Christine Leard and Dakota Stormer.

GUESTS: Sharon Craig, Ms. Mattox

MINUTES: Defer Approval of August Minutes until next meeting.

FINANCIALS: See Brenda's August financial report. Defer approval until next meeting.

MEMBERSHIP: Glenn reported that we had no new members in the past month.

COMING EVENTS:

ReLEAF: – 1000 trees (500 in fall and 500 in spring) will be available for distribution to those affected by the area fires. The trees will be 10 gal for individuals and **one 25 gal tree for each of the three locations for a public planting. In addition 10% of the total trees will be available for public locations such as schools, parks. for cities.**

ACTION: Glenn has a meeting with John Warner on Tuesday to discuss the ReLEAF page on our web site.

ADOPT-A-ROAD: Charlotte now has a map hard copy map of the county roads. Teams constituting 2 teens and an adult will visit area businesses. Contracts are for one pick up **per quarter – four per year/mo.** Follow up visits are planned. Charlotte **talked with TxDot** met with the state and there is a possibility of signs w/KMCB and name of adopting party. Question as to how much area to cover in first phase –

Do we want to involve Magnolia East at this time? Dakota suggested that training of involved groups should focus on leaders who can then train their club members.

ACTION: Charlotte will organize a training program. Dakota will talk to debate team about helping recruiting groups to adopt roads.

Stroll Through Renaissance on October 29: **Charlotte w**Will be out of town, but is organizing volunteers to cover the event.

Public Lands Day: Glenn will have a booth for Keep Montgomery County Beautiful and the Texas Stream Team. Since the event runs from 8am to 4pm he could use some relief.

Magnolia Methodist Church October 20: Will have a booth with recycling focus

Williams Elementary on October 26: **Fall Festival – KMCB will make it a litter free event and will have the booth**

Recognition Dinner on February 23 2013:

FUND RAISERS

HEB Grant: Charlotte has a draft of grant proposal that requests funding for bins and shipping for Magnolia West High School recycling and recycling education project.

ACTION: Charlotte will email write-up for comment and will need letter of support for from Williams Elementary and Magnolia West HS for inclusion in grant application project.

TRF : Some orders are in, but Charlotte was not able to get the same level of support from employer this year due to conflict with another program. On line ordering through KMCB web site is available.

Plant Sale: Mixed support for the proposed plants.

ACTION: Charlotte will make selection tonight and let us know which plant we will promote sell.

ADJOURN: 7:16

SUBMITTED BY:

Glenn Buckley, Secretary

DRAFT

KEEP MONTGOMERY COUNTY BEAUTIFUL PLANNING MEETING

Held @ 2427 Blue Lake Drive, Magnolia, Texas

November 17, 2012

MINUTES

MEETING CALLED TO ORDER @ 9:36

PRESENT: Charlotte Harris, Glenn Buckley, Brenda Biggerstaff, Dakota Stormer and Phyllis Stegan by text..

GUEST: Sharon Craig

NEW BOARD MEMBER: Charlotte proposed to accept Sharon Craig as new Board member, seconded by Dakota and passed w/Phyllis by text.

MEMBERSHIP: Glenn reported 14 new members bringing our total to 33 individuals and 7 organizations.

FINANCIALS: See Brenda's summary for detail. Charlotte noted that monies from the Love Bug Festival should go toward the recognition dinner. Brenda will check and revise as appropriate. Glenn proposed accepting with revision noted, seconded by Sharon and accepted.

COMING EVENTS:

ReLEAF:– ~ 400 tree orders on the web site to date. Will plant 10 gal tree at Commissioner's new office in Unity Park on December 6. Distribution on December 8 at Magnolia City Hall.

ADOPT-A-ROAD: Training program is set for December 1. 9 people signed up for training. Charlie Riley plans to attend. Plan to have an adult and two students for each presentation. 6 groups are ready to receive a presentation. Need to make clear that this is a county program that we are supporting.

ACTION: Charlotte will contact everyone who has signed up to schedule.

SCHOOL RECYCLING: Interact now has bins in cafeteria. WCA picks up once a week.

ACTION: Glenn will set up a meeting with the school WM and KMCB.

FUND RAISERS/GRANTS

GCAA + KTB SUBMISSIONS: Will need to decide whether it should be county wide or focused on Magnolia/PCT 2.

ACTION: Charlotte will work with Phyllis on grant proposal.

HEB : Have received a \$1200 grant for Magnolia West HS and Williams Elementary.

ACTION: _____ will prepare a press release.

OFFICE DEPOT CARTRIDGE RETURNS: Charlotte has an account. Use Charlottes phone number when depositing cartridges.

PLANNING ITEMS

2013 FOCUS: Top issues for 2013 will be on Adopt A Road and Recycling directed at youth and community groups through outreach presentations.

LONGER TERM: Agreed that green space should continue to be a an objective with continued emphasis at a lower level as opportunities arise

ROLES AND RESPONSIBILITIES FOR 2013: See attached sheet.

2013 BUDGET: Charlotte proposed a budget of \$6300 seconded by Glenn and accepted.

ACTION: Brenda will submit detail to attach to minutes.

OFFICER NOMINATIONS: **ACTION:** Brenda will request nominations for Chair, Vice Chair, Secretary and Treasurer.

AUDIT: Gerry will handle.

ADJOURN: 12:05

SUBMITTED BY:

Glenn Buckley, Secretary

KMCB Board and Committee Assignments
2013

- A. Anti-litter Campaign (implement road adoption program; develop presentations and presenter teams; schedule presentations with potential adopter groups; coordinate groups through newsletter and annual event)
1. Scheduler and coordinator of presentations – **Dakota/Sharon?**
 2. Speaker Coordinator – **Dakota/Sharon?**
 3. Data coordinator - **Charlotte**
 4. Team Outreach coordinator – **Charlotte**
- B. Events/Projects (coordinate attendance/participation at events; promote litter-free events; and coordinate use of recycling bins and litter-free banners at events)
1. Event and Project Scheduler and Coordinator – **Phyllis**
 2. Event attendees (coordinated with Volunteer Coordinator)
 3. Plant Sale and Art Contest – **Charlotte/Regina Michael**
 4. Volunteer Dinner – **Christine**
- C. Educational Programs (develop speakers bureau; promote our educational presentations; develop suite of presentations to cover different topics and audiences; schedule presentations; work on media relations and articles for local papers)
1. Program and speaker Scheduler and Coordinator - **Phyllis**
 2. Speakers - **Charlotte/Glenn/others?**
 3. Media relations coordinator
 4. Authors – **Charlotte/Glenn/Dakota/Cindy** Newsletter - **Charlotte**
 5. Website - **Glenn**
- D. Law Enforcement relationship (determine priorities and needs that will enable enforcement of code and litter violations; provide educational resources and tools)
1. Liaison with MPD and CPA – **Summer/Phyllis**
 2. Program Coordinator– **Summer/Phyllis**
- E. School recycling program (work with PTO, school administration, student organizations to implement recycling. The education program person could work closely with this to get anti-litter and recycling programs into the schools. There are many existing resources through Don't Mess with Texas and KTB, such as the Litter Force program (anti-litter super heroes) and KAB's Recycling Bowl competition.)
1. School District liaison
 2. School Communications Coordinator
 3. Program identification and director
- F. Funding - grants, membership, sponsorships – We need someone to focus on how we raise funds; this person doesn't necessarily have to raise the funds themselves, but come up with the plans and present to the board. Ideally, this person will determine specific actions that can be taken by individuals (board members, volunteers, through presentations) to solicit memberships and sponsorships; identify and write grants (or ensure they are written); and stay focused on this important part of supporting our initiatives.
1. Membership
 2. Sponsorship – **Sharon**
 3. Grants – **Glenn/Sharon**
 4. Product Sales
 5. Texas Renaissance Ticket Sales – **Glenn/Charlotte**

- A. Volunteer coordinator - As our programs grow we will need someone to coordinate our volunteer resources to fill the needs for volunteers generated by the committees above. Elyse has agreed to do this and when we have a broader need, I'm confident she will do it and do it well. We also need to focus on recruiting volunteers (Elyse is not interested in this part of it) although that can be incorporated into our presentations and become self-fulfilling.
1. Volunteer Coordinator – **Elyse Taylor**
 2. Volunteer Recruiter – **all of us at events and as ambassadors**
- B. Awards Coordinator - identify and submit awards for KMCB, community organizations, projects, and individuals, including collection of materials throughout the year and drafting submissions.
1. KMCB Outstanding Volunteer Awards - **Glenn**
 2. KTB Awards – **Charlotte/Phyllis**
 3. GCAA – **Charlotte/Phyllis**
 4. Others as identified
- C. Financial Management
1. Treasurer - **Brenda**
 2. Prepare books for audit - **Brenda**
 3. Prepare and manage financial statements for monthly meetings - **Brenda**
 4. Ensure financial compliance for 501(c)(3) status - **Brenda**
 5. File tax returns - **Brenda**
 6. Audit financials annually - **Gerry**