

KEEP MONTGOMERY COUNTY BEAUTIFUL

APRIL 10, 2015 BOARD MEETING

BY CONFERENCE CALL

3:00 pm meeting called to order.

PRESENT ON LINE: Charlotte Harris, Phyllis Stegen, Glenn Buckley

MINUTES: February minutes approved.

FINANCIALS: Phyllis doing reconciliation and working on following Brenda's standards and format.

PLANT SALE:

- Unanimous agreement that plant sale will be our non-taxable event for 2015
- Plan for Fall Sale

ONGOING PROJECTS:

Greenway

- IRS approved 501c3 status
- Had meeting with Trust for Public Lands, Conroe Tourist Bureau, Conroe Parks as first step in developing a Greenprint program for the Lake Creek and West Fork Jacinto R. areas

Library

- Waiting on county. Elisha has been contacted

Inclusive Area in City Park

- Developer may fund prep work and make ready for installations
- Working on bringing city and county on board.

Flower Beds at City Hall

- Girl Scout leader not interested
- Talking to Paul about redesigning the wet area and adding plants and covered bench.
- Also talked to Paul about city maintaining the area.

Recruiting

- Charlotte will write a membership recruiting letter to go to new and continuing members.

NEW BUSINESS

Audit

- Need to audit 2013/2014.
- Phyllis will ask Brenda or Gerry.

Fiscal Sponsorship

- Opportunity to act as umbrella organization for other nonprofits with similar objectives.
- Would allow forming a Keep Magnolia Beautiful non-profit with the state, but collecting tax deductible donations through KMCB for beautification projects as long as missions are compatible and meet IRS requirements.

- If successful could be a template for other parts of the county such as Woodlands and New Caney.
- Requires registering with KTB.
- Charlotte requested that each board member read the materials provided by KTB in order to be fully informed about options so a decision about how to proceed can be made at the next Board meeting.

Keep Magnolia Beautiful

- Charlotte will follow up with Christine to see if she will design a logo.

Woodlands

- Charlotte was approached by a gentleman in the Woodlands about partnering on a project to be defined. Charlotte will follow up for more details

Source of Trees

- Phyllis has identified a source of trees for the park. Phyllis will follow up for more detail.

ADJOURN

3:52 PM

Submitted By

Glenn Buckley, Secretary

KEEP MONTGOMERY COUNTY BEAUTIFUL

May 15, 2015 BOARD MEETING

Location:

3:08 pm meeting called to order.

PRESENT: Charlotte Harris, Phyllis Stegen, Glenn Buckley

MINUTES: April minutes approved.

FINANCIALS: Per Phyllis' notes. Phyllis still working on understanding past books.

KEEP MAGNOLIA BEAUTIFUL: Discussed forming a with designKMB under KMCB umbrella, but concerned with incremental cost until gain more local support (city currently not invested).

Agreed to continue working on recruiting and reevaluating periodically. In addition, agreed to work on a design for a logo. Will approach Chrstine to see if willing to help.

ONGOING PROJECTS:

Support: Discussed making a more concerted effort to engage Scout Troops and youth.

NEW BUSINESS

Planning Meeting – Discussed inviting all member/Scouts and residents of the community to help identify significant projects that will get the attention and interest of the community. Two projects discussed were the library and Trash Bash/Recycling.

Publicity

➤ Discussed the need for a newsletter – deferred pending additional support.

Mail Box – Glenn noted that could share our mailbox with the new Lake Creek Greenway Partnership and share cost. Agreed by unanimous vote.

ADJOURN

4:07 PM

Submitted By

Glenn Buckley, Secretary

KEEP MONTGOMERY COUNTY BEAUTIFUL

June 26, 2015 BOARD MEETING

4:07 pm meeting called to order.

PRESENT: Charlotte Harris, Phyllis Stegen, Glenn Buckley, Avery Stup

MINUTES: Searching for May Minutes. Approval deferred to next meeting.

FINANCIALS: Phyllis reported balance of 6819.73. Still reconciling portion on balance that is committed to specific projects. Charlotte reviewed the history of grants and projects to set stage for strategic plan.

MEMBERSHIP: Avery will submit membership application. Recruiting new members will be a priority once resolve KMB status.

PLANT SALE:

- Have 50-60 tree and alovera. Proceeds to be dedicated to grants.

ONGOING PROJECTS:

Recycling/Litter – Charlotte is working with city on Adopt-A-Spot program

Beautification Program – Phyllis and Charlotte met with Girl Scouts on Gazebo and Library beautification projects. Follow up

+ Volunteer Landscaper donating his services in developing a plan.

+ waiting on Girl Scout Planning Board to determine level of commitment

+ If goes will be major project for the year.

Greenspace and Waterways

+ Glenn reviewed the Greenprint Process an how will impact Greenway

+ Also reviewed status of Preserve nature and canoe trails.

NEW BUSINESS

Calendar of Events - Agreed that there is a need for a calendar of events and that it should be posted on the web. Glenn will design place on one of the pages once it is ready.

KTB Conference – Support for the Adopt-A-Spot program and establishing a Keep Magnolia Beautiful organization as soon as possible.

Strategic Plan –Discussed the strategy of setting up a Keep Magnolia Beautiful organization under the Keep Montgomery County Beautiful umbrella and 501c3 tax status. Before move forward with that action need the following:

+ Recruit a number of committee and Board members from the Magnolia area.

- Send a letter to potential members in Magnolia area (Charlotte will type up discussion points)
 - Phyllis will prepare a contact list
- Determine how organization will be funded.
- Develop near term strategy

NEXT MEETING

July 11

- Charlotte requested that each board member read the materials provided by KTB in order to be fully informed about options so a decision about how to proceed can be made at the next Board meeting.

Keep Magnolia Beautiful

- Charlotte will follow up with Christine to see if she will design a logo.

Woodlands

- Charlotte was approached by a gentleman in the Woodlands about partnering on a project to be defined. Charlotte will follow up for more details

Source of Trees

- Phyllis has identified a source of trees for the park. Phyllis will follow up for more detail.

ADJOURN

3:52 PM

Submitted By

Glenn Buckley, Secretary

KEEP MONTGOMERY COUNTY BEAUTIFUL

July 25, 2015 BOARD MEETING

19603 Timber Ridge , Magnolia Tx., 77355

2:02 pm meeting called to order.

PRESENT: Charlotte Harris, Glenn Buckley, Avery Stup

MINUTES: May/June Approved as corrected- unanimous

FINANCIALS: No Report

MEMBERSHIP: Deferred pending discussion of relationship to Keep Magnolia Beautiful

PROJECTS:

Recycling – Action on HEB and Union Pacific Grants are priorities. Rest of projects are on hold.

- Glenn will check on reporting obligations of Union Pacific Grant
- Charlotte will pursue possible article on Recycling Center

Beautification – Held meeting on Library with Charlies Riley. Attended by 5 GS and 3 adults.

Landscaper volunteered time to draw up plans for the project. Charlie supportin with sprinklers and lighting. Next meeting later in August date TBD. Currently preparing a materials and resources list. Charlie will decide what he can commit to one a a task list and budget has been developed. The Girls would like a patch to recognize the activity.

Greenbelt – Boardwalks have been restored from flood damage. 3 additional sections of boardwalk

under construction. Work under way to clear trail of debris and hog damage and trim spring growth. Article on the preserve and related greenway is coming out in the next issue of community Impact Newspaper.

CALENDAR OF EVENTS: Charlotte is developing for the KMCB web site

KEEP MAGNOLIA BEAUTIFUL:

Structure - Relationship between KMCB and KMB. Charlotte reviewed three operational options.

Agreed that option C where we were responsible for oversite to make sure that 501c3 requirements for activities and expenditures were adhered to was the most desirable, although there may be certain cases where KMCB would work with K MB and administer a project directly.

Web Site – Charlotte has purchased the web name keepmagnoliabeautiful.org

Logo - Avery will examine possible options

State Registration as Non Profit Corporation – Glenn will register with state

Articles of Incorporation – Need to check on what is needed to register.

Other Actions:

- Charlotte will draft the following documents
 - Bylaws
 - Physical sponsorship
- All recruit Board members from Magnolia areas who are passionate about objectives
- Charlotte will talk to Charlie about Elisha as contact.
- Resolve potential conflict of interest between boards.

Next Meeting
August _____

ADJOURN
4:00 PM

Submitted By

Glenn Buckley, Secretary

KEEP MONTGOMERY COUNTY BEAUTIFUL

August 5, 2015 BOARD MEETING

19603 Timber Ridge, Magnolia Tx., 77355

6:00 pm meeting called to order.

PRESENT: Charlotte Harris, Glenn Buckley, Avery Stup, Beverly Leday

MINUTES: Deferred

FINANCIALS: Deferred

MEMBERSHIP: Deferred pending discussion of relationship to Keep Magnolia Beautiful

PROJECTS:

Recycling – Discussion Deferred

Beautification (Library Project) – Agreed that there should be a permanent sign in front of library listing major contributors. Agreed to a planning meeting at the library on the 13th

Greenbelt – Discussion Deferred

KEEP MAGNOLIA BEAUTIFUL:

1. Launch KMB with Library Project
2. Meeting at Avery's house to develop ByLaws on 13th after meeting at library
3. Agreed on 5 member initial Board
4. Outstanding issues need to be resolved related to membership on KMCB and KMB boards.
5. Logo deferred until next meeting
6. Treasurer – Avery checking with friend; Phyllis checking on CPA she knows
7. Plan a rollout to community at the end of the month (August 30 vs weekday evening)
8. Need articles for community newspapers and a roll out plan for Rotary, Chamber

Incorporation in State as Non-Profit – Glenn to check on what is needed to register.

Other Actions:

Next KMCB meeting deferred from 14th to later in month after library and KMB meetings.

ADJOURN

7:00 PM

Submitted By

Glenn Buckley, Secretary

**KEEP MONTGOMERY COUNTY BEAUTIFUL &
KEEP MAGNOLIA BEAUTIFUL COMBINED
BOARD MEETING**

**2427 Blue Lake Dr., Magnolia Tx
10-23-2015**

7:15pm: Called the meeting to order

PRESENT: Charlotte Harris, Adrienn Parsons, Beverly Leday

MINUTES: Deferred until next meeting

FINANCIAL REPORT: Deferred pending Adrienne and Charlotte meeting and bringing records up to date.

STATE AND FEDERAL REPORTING

IRS – Adrienne has letter from IRS requesting a response on 2014 filing by November 4 – URGENT ACTION REQUIRED

STATE – Franchise Tax report required for 2014 – currently late

KTB MEMBERSHIP – Charlotte will send membership dues for KMB (\$100)

MEMBERSHIP – Discussed need for some form of recognition – no decision

MEETING DATES

November 14 (day before library project) at Beverly's

December 4 at Glenn's

WEB SITE – Beverly checking on possibility that college may take on as credit project.

FACEBOOK- Beverly will set up

LOGO – Beverly will check to see if one of college departments will help.

LIBRARY PROJECT – Total Project \$16,000

Funding Sources: \$ 9645 in kind from county

\$ 1000 from Magnolia Commu-ty Foundation

\$ HEB grant (pending)

\$ Unidentified Source \$625

Girl Scouts developing a participation patch

Landscape Architect (Tom Richards) working pro bono

Donna is checking on porta potties

Beverly will check with WCA about becoming a sponsor

Charlotte will prepare a press release

Volunteers being coordinated by Michelle Waynbright

mjwaynbright@charter.org;

505-905-6023

MAIL: Glenn to Check mailbox on Saturday

ADJOURN 8:15

Submitted By _____

Glenn Buckley

KMCB MINUTES

December, 2015

This is the email that will be the minutes for a KMCB Dec meeting. I don't think Adrienn responded but with Glenn's responses it is a majority for any votes.

Charlotte Riser Harris
19603 Timber Ridge Dr
Magnolia TX 77355
281.252.9540 home
832-567-3404 cell
713-496-5256 work

----- Forwarded Message -----

From: Glenn Buckley <grbuckley419@comcast.net>
To: 'Charlotte Harris' <crstharris@sbcglobal.net>; 'Adrienn Parsons' <adriennp30@gmail.com>
Sent: Sunday, December 6, 2015 6:44 PM
Subject: RE: KMCB status and thoughts

From: Charlotte Harris [<mailto:crstharris@sbcglobal.net>]
Sent: Sunday, December 6, 2015 2:49 PM
To: Glenn Buckley <grbuckley419@comcast.net>; Adrienn Parsons <adriennp30@gmail.com>
Subject: KMCB status and thoughts

I'm developing a set of composite minutes for 2015 to include on our web site. I'll add these once I have all responses.

We are overdue for a board meeting but with all the activity and work around the library project, year end activities and some much in flux with KMB planning I think we can have a board meeting by email and have a phone conference call if necessary. If okay with everyone, I'd like to consider this email and discussion associated with it our December board meeting.

Here are my thoughts and the status on some things for consideration and discussion:

1. I have a meeting set in the morning (Monday, Dec 7th) with Gina Clark, a CPA in Magnolia who I understand specializes (or at least is interested in and handles) non-profits. I will get info from her about how to work as a fiscal sponsor in our situation. I'll also find out what it would cost and involve for us to hire her as our CPA/accountant. I think once we have some clarity about how best to structure and operate, most everything else will fall into place. My main concern is memberships for KMB .and how those funds can/should be used and how KMCB will have enough operating funds if it does not have its own members.

Agree. This is my concern also which is why I'd like to see a base operating budget for KMCB overhead.

2. I have a list of 11 individuals who have expressed interest in being involved in KMB. I would like to have a 'get to know us' meeting in January and am ready to send out a Doodle poll to determine the best Sat or Sun for that. We can meet at the Chamber on 1488 and I'm planning on 2 hours. Let me know if you have any input on this (time block options are morning and afternoons on Sat and after 2:30 on Sun afternoons)

Sunday afternoons may be better for me since Scout projects in the preserve are generally on Saturday.

3. We are still waiting on some checks from sponsors of the library project and receipts from Tom for his expenses. As soon as I have those I will prepare the final account. We may have to use some of the old HEB grant money but probably not all of it. There are still some drainage issues in one section of the bed so we may need to buy some more crushed granite and compost. In the spring we will probably have to purchase some replacement plants. Tom has purchased what is needed for the lighting and will be installing that in the next couple of weeks.

Sounds reasonable

4. Plant sale - I'd like to consider doing the plant sale and art contest in 2016. If we do it, we'll need to select a plant pretty soon in order to get the art contest going. I'll reach out to Regina and see if she is willing to handle the art contest and see if she thinks doing it in Jan - Feb is okay.

Ok

5. Adrienn and I are delaying our meeting to do the books until January. At that time we will close out the books for 2015, figure out the tax and other reporting that needs to be done, and put together a proposed budget for 2016. I understand from Glenn the IRS form acknowledging the change from Phyllis to Adrienn was received.

I'll scan and send a digital copy.

6. I would like to make a motion that the officers for KMCB for 2016 be as listed below. Please respond to this email to all with your vote.:

1. Charlotte Harris - Chair
2. Glenn Buckley - Secretary
3. Adrienn Parsons – Treasurer

Agree. Glenn

I think that's all; please respond to all to this email with comments and any other items to be discussed.

Glenn, will you include the last email in our minute books as minutes for the Dec 2015 meeting? respon

I will once I have responses.

Thanks all and happy holidays!

Charlotte

Charlotte Riser Harris
19603 Timber Ridge Dr
Magnolia TX 77355
281.252.9540 home
832-567-3404 cell
713-496-5256 work