OAKRIDGE NEIGHBORHOOD ASSOCIATION
Monthly Board Meeting
Tuesday, May 6, 2025, 6:00 P.M.

Board Meeting Minutes

CALL TO ORDER: 6:12 PM. Called to order by President, Vickie Litton, at North Garland Library meeting room.

Attendees: Vickie Litton, Joetta Harris (arrived after start of meeting), Cecile LaBossiere, Katie Fleming, Star Toups, Charles Leonard, Lee Litton, Yvette Bonavita (via Zoom), Joan Nichols and guest, Megan Vernon, Vice President nominee.

BOARD UPDATES AND DISCUSSION

Presentation of 2025-2026 ONA Nominees from Joan Nichols for Board approval:

President	Yvette Bonavita
Vice President	Megan Vernon
Treasurer	Sarah Freeman, Incumbent
Secretary	Vickie Litton
District 1	Emma Stevens
District 3	Jackie Reynolds
District 5	Kendra Herod
District 6	Mike Devanney
District 7	Joetta Harris, Incumbent

Approved by ONA President

Events	Jillian Henderson
Social Media	Kate Fleming (part of Communications team)

Vickie requested Board approval for the Nominees that are to be presented to the General Membership at the annual meeting for their approval. The Board unanimously approved.

Minutes for April 1, 2025 -- Approved by Board members prior to this meeting via email (Cecile LaBossiere, Oliver Harter, Yvette Bonavita, Charles Leonard, Joetta Harris, Star Toups, Lee Litton, and Joshua Lamb). April 1, 2025, Minutes are attached.

Financial Summary

Sarah Freeman presented the Financial Summary as of April 30, 2025. Vickie will have Jack Catalano post the Financial Summary to the ONA website. Sarah also presented the ONA Annual Budget for 2025-2026 for approval by the Board. Sarah pointed out that three of our largest monthly expenses are ONA Newsletter printing, utilizes, and distribution and lawn care. Sarah asked if we could bring the distribution of the newsletter back in-house. Cecile advised that the issue with bringing back in- house is the distribution center that was located on Jupiter is no longer there. We would have to bring the mailing to the distribution center located in Colleyville. The Board was given a breakdown of the Sir Speedy service (printing, sorting, delivery, and postage). We are not getting good service plus the cost has dramatically increased. Sarah also asked everyone to research a new printer and distribution company. Joetta said that she has a contact through a Minute Man company for the printing and distribution that she will contact to get a bid for the newsletter production and distribution.

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Sarah advised that her data for the budget was based on previous history; however, she feels that the Goodbee charges and utilities should be reduced with the completion of the Vitality Grant in the fall. We also discussed getting additional advertising that would bring in additional revenue.

Sarah gave us a breakdown of the last Sir Speedy invoice for the February 2025 newsletter , which was seven hundred twenty dollars ($720) for the preparation of the newsletter, two hundred ninety dollars ($290) for postage and one hundred ten dollars ($110) for the sorting, preparation and delivery of the newsletter to the distribution center. We also discussed the possibility of reducing the number of times that we prepare and send the Newsletter. This reduction would help decrease this expense. Star Toups will research this matter and advise.

The storage expense as well as the size of the unit was discussed and what is stored in the unit. Sarah was not certain about the size of the ONA unit. She will get this information when she contacts Extra Storage Space and then send her husband, Ross, out to get bids from the storage facilities located in the Oakridge area.

This is the 2025-2026 Budget that will be presented at the Annual Meeting unless Sarah receives different data from Board Members.

Both the 2024-2025 ONA Actual vs Budget as of 4/30/2025 and ONA Annual Budget for 2025-2026 are attached.

Membership
Cecile LaBossiere a report with the current 2025-2026 membership data. She gave specifics about our operating year to Megan and Katie as they are new to ONA. The operation year (fiscal year) is June 1 to May 31. Cecile pointed out that we are ahead of our numbers from this time last year. Last year we had 27 Supporters and this year 2025-2026 we have 69 Supporters. Discussion ensued about sending a reminder email(s) via MailChimp, which is a free feature. Discussion also ensured about automatic renewal, which we have through PayPal. Cecile will research the PayPal feature to automatically pay annually.

Popups for different districts was discussed and agreed that this matter would be addressed by the new Board members after the Annual Meeting.

If the ONA form is filled out, then the Supporter will get on the email list that MailChimp has.

Cecile has drafted a letter to the owners of homes who do not live in the neighborhood inviting them to be a Supporter of the ONA. She is donating the postage for the letters so that there will not be a cost to the ONA. There is a total of one hundred forty (140o) owners.

<u>Communications</u>
Star Toups will send an email to Sarah asking her to send the latest Sir Speedy invoice to her so that she will have a copy for negotiations with other printing companies.

Star prepared a letter/flyer with specifics regarding advertising on the ONA Facebook and sent the draft of letter/flyer to the Board via remail for them to review and approve for distribution. Star wants this letter/flyer posted in the ONA Newsletter. Star asked Katie about the status of the newly rolled out ONA Facebook. Katie said that it was going well and that we have about fifty-five (55) people who have joined. Vickie volunteered to be an administrator for Facebook if Katie needed assistance. Katie said that she is currently receiving maybe seven (7) people joining per day and that administrators are not needed yet.

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There is a timing issue in the deadline for submitting articles for the May 22nd Annual Meeting about who will be on the Board that would submit articles for June 2025 newsletter.

Star advised that she will be traveling for a couple of weeks in May and will not be at the Annual Meeting, but that she can manage everything online. Vickie asked approved Nominees to prepare their articles and have them submitted to Star by Friday, May 16, 2025. Same scenario for the Annual Meeting presentation. Star will need all slides, articles, etc. by May 16, 2025.

Crime Prevention & Safety
Lee Litton relayed that we are in District 23 of the Garland Police Dept – 2 beats – west and south of us. We had two reportable crimes. We are in beat #7 with 0 reportable crimes. He is the only person doing Citizens on Patrols (COP) City is not doing classes at the present time and will probably pick up again in NOV/Dec. However, Office Murphy, NPO told Lee that he can train anyone interested and then he would be with him a couple of times and be certified. Megan asked about the length of the patrols. Lee advised that it is at each COP schedule. Lee normally does 2 hours, but one hour would be fine as well. Lee did advise that you cannot carry when you do patrols. To Observe and report is the job of the COP. COP will have a number to contact if they do see something. This is an uncomplicated process with no set schedule. Vickie mentioned that Dan and Joan will continue to patrol as they walk and report their hours. Lee said that the patrol can be on foot, on bicycle or auto. Proof of insurance is required for the individuals' auto. There is nothing to identify a COP when walking or biking. We do have signs for automobiles.

Lee also discussed the Garland Police Citizens training and if anyone is interested in this training to let him know and he can get them the information.

Environmental
Cecile presented updates for Joshua Lamb who was unable to attend the meeting. The Vitality Grant contract is ready to be signed so we need to sign it. The ONA is considered the Project Manager. This project is on a reimbursement basis. We pay the vendors first and when the City receives the invoice from the ONA, we get reimbursed. The City would like to reimburse ONA one time. The ONA would fill out a request form along with copies of the invoices to submit to the city for reimbursement.

Cecile and Joshua will have to collaborate with vendors on this payment matter. City advised that we need to have a "sign in/sign out sheet need receipt of for any personal equipment volunteer hours have entry working on with date, time in and time out along with pictures showing progress. Once we sign the contract, we have one yar to begin the contract. At the present time, the contract is waiting on us. We will address issue again when the new Board is in place. We do not have a credit card. If individuals buy supplies, etc., we should use the ONA debit card.

Events
Jackie Reynolds was ill. Vickie will present for Jackie. She has asked the Board to approve the Oakridge garage sale on Saturday, June 7, 2025, as she has had eight individuals who have requested this event. Jackie will oversee this event. The Board approved but asked Jackie to relay the information to Jillian Henderson who will assume the role of Event Director June 1, 2025. Jillian has no responsibility for event; but Jackie would be able to transfer knowledge to Jillian. Jackie would like the event posted on ONA Facebook. Vickie will let Jackie know that the event is approved.

Director District 7
Joetta Harris had no updates. Addresses to Cecile for two houses that Vickie reported to eAssist.

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Director District 4

Oliver Harter – traveling not in attendance.

Director District 2

Charles Leonard has no updates. He did have a question about soliciting advertising and was told that anyone can solicit advertising. Star will send all of us how we should solicit the advertising. Once we have this from Star we can also post on the ONA website. Katie can post to the ONA Facebook as well. Vickie follow up with Star and then send what needs to be posted to Jack Catalano. We need to add this same information to the newsletter.

Events

The Spring picnic is scheduled (party trailer has been reserved) for Sunday, May 4th. The cul-de-sac at Rocky Trail and Loan Oak Trail is available if Vickie is not able to get the approval of residents on Golden Oaks to use their street for the event. The Golden Oaks location is larger than the other area and would be able to accommodate the fire trucks and police vehicles, etc. to be present at the event. Vickie will go door-to-door to ask the residents living on Golden Oaks Drive for permission to use the area for the picnic. Vickie applied for the city grant requesting $300 for the Spring Fling Picnic for food and drinks. She advised that we had to give the City proof of purchases with copies of receipts.

Discussion

Feedback on Spring Fling Picnic. Everyone loved it and the location. Cecile did receive comments about the distance to walk from Diamond Oak to the event on Golden Oaks Drive. Lee Said that the police and fire department loved the venue. Felt like they were in the neighborhood and fire loved being able to hook up the fire hoses to hydrant. Also advised that the fire dept can fill someone's pool with water. Lee has a friend that has a 4 -eater golf cart to transport seniors to the event from Diamond Oak. Lee also complimented our neighbors who cooperated by having their cars off the street. People who attended did comment that they would have liked more shade. Vickie responded saying that we thought that we had enough canopies, being our first time using this location. For future events, we will add additional canopies for the next event.

Next Meetings:

General Membership Meeting, Thursday, May 22, 2025, at 6 pm at the North Garland Library.

Next Board meeting will be determined by the newly elected President and location, date, and time will be sent to the Board Members after the Annual Meeting. Vickie advised that she has been working with the City of Garland to get an exemption status for the ONA so that we can use Holford Park's recreation room at no cost. Vickie relayed this information to Yvette who will decide on the next meeting (location, date, time).

Adjournment: Vickie asked for a motion to adjourn. Cecile motioned and Joetta seconded. Meeting adjourned at 7:27 pm.

AS APPROVED BY BOARD AT JUNE 3, 2025