



## Old Englewood Village Association (OEVA)

### Board Meeting Minutes

**Date:** August 16<sup>th</sup>, 2021

**Location:** 325 West Langsner Street.

Present:

Robert Reil, President, [Rob@OldEnglewood.com](mailto:Rob@OldEnglewood.com)  
John Watson, Treasurer, [John@OldEnglewood.com](mailto:John@OldEnglewood.com)  
Todd Tracy, Secretary, [Todd@OldEnglewood.com](mailto:Todd@OldEnglewood.com)  
Les Bernstein, Director, [Les@OldEnglewood.com](mailto:Les@OldEnglewood.com)

**Directors Absent:** Evelyn Dales, Vice President, [Evelyn@OldEnglewood.com](mailto:Evelyn@OldEnglewood.com)

**Guest:** None.

President Robert Reil, called the meeting to order at 3:38 pm.

**Approval of 7/19/21 Minutes:** Todd motioned to approve the minutes; Les Bernstein seconded the motion. The Motion passed unanimously.

### **Committee Reports:**

#### **Executive Report – Robert Reil:**

Robert noted that after a conversation with the CRA manager, it was decided there are no concerns with the County or the CRA about OEVA's continued use of our logo.

Robert asked Marie LaForge for help in designing an OEVA business card, she agreed.

Robert requested that the Officers reports be sent to him no later than 48 hours in advance of the meetings so he can include them in the agenda.

#### **On-line Motions:**

On 7/27/2021, a motion was circulated: "Les made the motion to hire Elyssa Clement for the purpose of handling OEVA's social media, Facebook, Instagram, and others as determined for a period not to exceed the end of Sept. 2021, at a cost not to exceed \$ 500.00. We will evaluate her progress at each board meeting and extend or terminate our agreement as required."

The motion was seconded online by Evelyn. The motion passed online unanimously.

### **IT Report – Robert Reil:**

Robert noted that OEVA’s communications still need to be streamlined and consistent. Robert talked to the CRA manager about the County’s social media outreach. The CRA is no longer posting to any social media per a county directive. Robert suggested that OEVA could assume that role posting community updates.

An OEVA blog was discussed as a possible outlet for the news. To avoid any informational conflicts or liability, names like “Rumors, Hearsay and Bullshit” were discussed. No action was taken.

Robert would like the Policy and Procedures manual and updating process be updated, clarifying that OEVA roles are not “person based”, but “role based”, so that any change of management, officers, or responsibilities, can be as seamless as possible.

Robert noted that the IT password management was difficult and suggested an on-line tool would help. No action was taken.

### **Membership Report – John Watson:**

John noted that several new non-paying members joined OEVA through the web site last month for newsletter subscriptions, but there were no new dues paying members.

John agreed to write a brief volunteer request notice that will be circulated to the members of OEVA. It was also discussed that the Secretary role could be managed by a volunteer, or a fellow board member.

### **Treasurer Report – John Watson:**

John reported that the bank account balances are similar to last months, the largest expense this month was the annual renewal of the PO Box at the UPS store.

### **Events Report – Les Bernstien:**

Les attended one EAD meeting on Evelyn’s behalf, as agreed.

Les suggested that the board should commit to the Halloween Safe Walk regardless of the possible construction on the street. The board agreed, a notice will be drafted and released.

Les noted that the street construction delays, and their uncertainty were a real concern for OEVA annual Arts Festival. He was going to investigate OEVA’s CRA events scheduling options.

### **RCTOD / Englewood Arts District (EAD) Report - Evelyn Dales:**

None, Evelyn is traveling.

### **New Business:**

John noted that he just received an \$ 1,800.00 grant from the Englewood Chamber of Commerce for his own Food Pantry outreach. The board congratulated John on his projects grant.

Robert noted that he has found a senior project manager / website programmer / Microsoft 365 administrator overseas that is extremely qualified to manage and facilitate the project of updating the OEVA internal (Microsoft 365) and website framework to be more feature filled and he is willing to keep us updated with status reports and accountability.

**Motion:** Made by John, seconded by Les, to “authorize a budget not to exceed \$5,000.00 for the service of project management, staffing, design consulting, updating, development, and documentation of OEVA’s IT infrastructure. Said services are to add additional client facing services such as a Blog (for town update status reports and social media funneling to it), automated on and off boarding of staff, and risk management to our entire digital environment. A formal agreement between all parties will include itemized goals, processes, progress and reporting requirements, and payment schedules will be established before any disbursements are made.” The motion passed unanimously.

Robert noted that Bobaba (Matthew) Beebe (a new IT committee member) was tasked with a “feasibility study for creation of a user friendly interactive OEVA policy tool”. No action was taken.

Les noted that the Farmers Market management is being reviewed by the CRA. Les will attend the meeting and suggest that OEVA have a co-management role of the Plaza.

**Old Business:**

Les noted that recently there have been some press releases / newsletters published without being approved by the board. Everyone agreed to follow the review process from here on.

**Motion to Adjourn:**

Made by John, seconded by Les, passed unanimously.

The meeting ended at 6:15 PM.