

Admiral Heights Improvement Association
Board of Directors
April 13, 2023 · Meeting Minutes

Board Attendees: Shivaugn Ahern, Jayme Brooks, Liz Uehlinger, Cindy Radulovich, Amy Skinner, Michelle Greenhalgh, John Leupold, Matt Allen, Elizabeth Robb Janney, Chris Sheesley, and Jim Masterson.

Board Absences: Cat Marucci

A quorum being present, Ms. Ahern called the meeting to order at 8:01 PM.

Ms. Ahern, as incumbent president, introduced the new 2023-2024 board. Each board member took a few moments to introduce themselves.

Approval of Minutes

Upon motion duly made, seconded, and unanimously carried, the minutes of the March 2023 board meeting were approved and added to the general membership meeting minutes.

Treasurer's Report:

Mr. Leupold, incumbent treasurer, emailed the updated treasurer's report before the start of the meeting for board member review. Mr. Leupold, being present, went over any questions and contextual information to assist new board members.

Mr. Leupold provided the board with a history of the AH Boat Club and the dock repairs that were completed. In 2019, AHIA renegotiated the contract with the AH Boat Club and came up with a solution to do repairs on AHIA owned dock space in the future. The resulting agreement was that the boat club would pay AHIA \$1 each fiscal year for rental of the property. In addition, each year the AH Boat Club and AHIA both would contribute \$750 individually to a capital repair fund. The idea being, in the future, AHIA and AH Boat Club could fund future repairs docks as needed.

Mr. Leupold made a motion on the floor to transfer the \$750 to the repair fund as soon as possible.

The motion was revised by Ms. Greenhalgh to also include reaching out to Commodore of the Boat Club, Jim Golden, to obtain a current list of AH Boat Club members to ensure that members are current on their AHIA dues. Mr. Leupold should also ask the AH Boat Club to initiate the same transfer.

Upon motion duly made, seconded, and unanimously carried, the revised motion was approved.

Election of Officers:

Ms. Ahern turned the board's attention to the election of officers of the board. According to Article III, Section 2, of AHIA's Constitution and By-Laws, the board of directors of this Association shall elect of their own number the following officers of this Association: President, Vice President, Secretary, Treasurer.

Dr. Masterson made a motion on the floor to keep all incumbent officers in their standing positions for the upcoming 2023-2024 year.

Upon motion duly made, seconded, and unanimously carried, the motion was approved.

Elected Officials:

President: Shivaugn Ahern

Vice President: Cindy Radulovich

Secretary: Jayme Brooks

Treasurer: John Leupold

Assignment of Duties and Committees:

This being the first meeting of the new elected board, it was a priority to assign duties and committee work to incumbent and new board members. Incumbent board members provided a summary of what each committee does to assist new board members in choosing an area that would best fit their skills.

Priority positions to be filled included:

1. Kayak Rack Rental Management
2. Communication assistance
3. Succession plan for Treasurer: Mr. Leupold has requested that there be a succession plan for the treasurer so that he can step away from the board and resign at the end of this year.

KAYAK RACK MANAGEMENT: Ms. Uehlinger volunteered to be the main point of contact and take over Kayak Rack Rental Management from Mr. Flasher (resigned 2023). Kayak rack rental management system as well as the contract for kayak rack rental should be updated. Open rack slots should also be filled as soon as possible. Ms. Uehlinger should ensure that those who have kayak racks have also paid their dues, that boats are currently seaworthy or should be removed, and that there is no squatting in racks. To continue to encourage kayak use, rather than storage, it was discussed that AHIA should institute a time period where kayaks are removed for cleaning and maintenance of the area. This will be something that the board will look to do in the future. In addition, those who are currently on the waitlist for a kayak rack also need to be up to date on their AHIA dues.

Motion on the floor was made that if it is not currently a requirement for waitlisted persons on the kayak rack to pay AHIA dues, that AHIA make it a requirement. Upon motion duly made, and unanimously carried, this motion is approved.

TREASURER APPRENTICE: Mrs. Janney volunteered to be a treasurer apprentice for the 2023-2024 year, overlooking treasurer duties, learning finances, and overseeing responsibilities. In addition, Mrs. Janney should plan to listen into the legal and operational conversations with the executive committee.

COMMUNICATION COMMITTEE: Mr. Sheesley volunteered to assist Mrs. Greenhalgh with communication, coming up with a marketing plan and strategy, converting mail open rates to members, and taking on managing our social media platforms. Mrs. Greenhalgh will also partner with Ms. Uehlinger to communicate on social events. Mrs. Brooks has volunteered to stay on as webmaster.

- **INCUMBENT:** None

GROUNDS COMMITTEE: Dr. Masteron volunteered to assist Ms. Skinner with the grounds committee. The grounds committee will focus on solidifying the landscaping contract for the upcoming year. The grounds committee should also focus on doing AHIA's fiduciary responsibility to the common areas that we own. The grounds committee will handle discussions from residents on how our common properties look and are maintained. Mr. Grant Garcia (resigned 2023) has volunteered to assist as a non-board member volunteer.

- INCUMBENT: Mr. Garcia received a contract from UpperCuts to share with the new grounds committee. Ms. Skinner, Dr. Masteron, and Ms. Ahern will meet as soon as possible to discuss the contract and further action for the committee.

SOCIAL COMMITTEE: Ms. Uehlinger will stay on as the main point of contact for the social committee. Ms. Uehlinger proposed the continuance of happy hours and sponsorship opportunities. All board members were in favor. Ms. Uehlinger would also like to plan a block party this year. Ms. Ahern spoke with the pool board who is interested in doing a food truck event at the pool parking lot this summer. This is something all would like to move forward with; AHIA will help with disseminating information.

- INCUMBENT: The next happy hour is on Thursday, April 27 at 6:00pm at The Graduate Hotel.

NEIGHBORHOOD SAFETY (new): Mr. Allen has volunteered to be the main point of contact for our connections with the Annapolis Police Department, Anne Arundel Police Department, and Annapolis Fire Department. Mr. Allen will be introduced via email by Ms. Ahern to contacts including Corporal Smikle, or community safety officer. Mr Allen will also manage communication between APD and AFD for the events in our community that they attend (Santa Run, 4th of July Bike Parade, safety meetings, etc).

WEEMS CREEK: Ms. Ahern and Ms. Marucci currently co-chair this committee with 2 non board-member neighborhood volunteers. There is no further assistance needed at this time.

- INCUMBENT: Weems Creek Matters Committee is partnering with Luminus Health to do a creek clean up next week.

Scheduling of Yearly Board Meetings:

According to our bylaws, Section 3, Article 6: The board of directors shall meet at least once each calendar quarter. Mrs. Brooks, as secretary, reminds the board of the minimum requirements of our association. A simple majority or quorum of the board is 6 members.

Mrs. Janney offers a motion on the floor to do bi-monthly board meetings. The opinion is that having meetings quarterly would cause board members to lose momentum.

Ms. Uehlinger offers a revision to the motion: If the board goes two consecutive meetings without a quorum, then the board should reassess and make adjustments to the proposed calendar of meetings. The revision also includes having a meeting in May, June, and July, skipping August, and reassessing in September.

The motion on the floor is passed with the adopted revision. Ms. Greenhalgh from communications will send out a calendar invite to all board members a week before our board meeting.

Meeting Finalization and TO DO Items:

- New board members have shared emails. All communication should now include new board members. Board members' unanimous preferred method of communication is text message. Treasurer Reports and Agenda Items/Minutes should be sent via email and we should discontinue the use of the Google Groups.
- Communication: Build a strategy for communication and draft a letter to membership on the new board meeting and the introductions/committees of each.

- Grounds: Meet and discuss landscaping bid and form plan.
- Webmaster: Update website with alias emails and committee assignments.
- President: Introductions for Mr. Allen for neighborhood safety.
- Treasurer: Transfer \$750, communicate with boat club.
- Kayak Rack Management and updating
- Secretary: Update March minutes on website and committee assignments

There being no further business before the Board, the meeting adjourned at 9:32pm. **The next meeting is scheduled for Thursday, May 11 at 8:00pm at Michelle Greenhalgh's house (1608 Cedar Park Road).**

Respectfully submitted,

Jayne Brooks, Secretary