

Admiral Heights Improvement Association
Board of Directors
May 11, 2023 · Meeting Minutes

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

Board Absences: Cat Marucci, Amy Skinner, and Chris Sheesley

A quorum being present, Ms. Ahern called the meeting to order at 8:04 PM.

Approval of Minutes

Upon motion duly made, seconded, and unanimously carried, the minutes of the April 2023 board meeting were approved.

Treasurer's Report:

Mr. Leupold emailed the updated treasurer's report before the start of the meeting for board member review.

Updates: There are 150 paid members of AHIA as of May 11. We are $\frac{2}{3}$ of the way to our annual budget. In reviewing the Boat Club contract, both AHIA and the Boat Club should be raising dock repair contributions by a compounded fee each year. Both parties have until July 1 to pay contributions. Ms. Ahern received an outstanding Easter Egg hunt receipt from Keren Lotfi. Pending receipt will be sent to Mr. Leupold for payment distribution.

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

Committee Updates:

EXECUTIVE COMMITTEE: Ongoing conversations are taking place for improvement of communication and membership growth. No other update at this time.

KAYAK RACK MANAGEMENT: Ms. Uehlinger is requesting landscaping for May, July, and September to improve the functionality and cleanliness of the kayak rack area. Ms. Uehlinger has contacted everyone on the kayak rack list to communicate expectations, dues, and to claim kayaks that are not authorized. There are 8 people on the current kayak list that have not responded to communication from Ms. Uehlinger. All parties have until May 31 to pay AHIA dues and kayak rack payments (\$95 total) before being evicted from racks. Ms. Uehlinger also discovered 6-7 boats in the area that were not authorized or secured to a rack. Unauthorized kayaks have been placed under the lamp post for the time being. Unclaimed kayaks will go to the curb for donation or absorption into AHIA on May 31. 2 members are off the waitlist and have been given racks for the season. There is one rack that needs further repair. Mr. Allen has offered to assist Ms. Uehlinger with repairs needed.

WEBMASTER: Ms. Brook has updated the website with three new partner links: Severn River Association, Water Quality Alerts, and Oyster Farming. Ms. Brooks has also noted a concern with our server, GoDaddy. GoDaddy is having an ongoing issue with their forwarding and email alias services. Therefore, Ms. Brooks is unable to create aliases for new board members. For now, all communication is being funneled to info@admiralheights.org. This email account recently underwent an overhaul by Ms. Brooks and Ms. Ahern, and is organized and ready for use. Ms. Brooks also explored payment options for dues and fees beyond PayPal. Ms. Brooks reports that Venmo, Zelle, and Wix Payments do not meet our current needs for a variety of reasons. Ms. Brooks will work on making PayPal a better and more clear option for the future of the AHIA website.

COMMUNICATION COMMITTEE: The education of neighbors on how to pay dues, website functionality, and our role in the neighborhood should be a top priority for the communication committee. The communication committee brought to the board thoughts about a welcome committee/wagon, and the Facebook clean-up project. Further planning is necessary for all ideas presented. Mr. Sheesley and Ms. Greenhalgh will work on developing a clear path forward and present a communication plan to the board in the next 1-2 months. Ms. Janney has offered to be an additional administrator for the Admiral Heights Facebook page. Ms. Ahern would like it to be a budgeting goal to have logoed cards and materials for the communication committee next fiscal year.

GROUNDS COMMITTEE: Ms. Skinner and Dr. Materson have contacted Jason from UnderCuts to do a walk through of AHIA owned properties before solidifying our contract. We have no other competing bids and would like to further nurture our ongoing relationship with UnderCuts. Even though we do not have a renewed contract, UnderCuts is still maintaining our common areas at this time. Dr. Masterson offered to reach out to Annapolis Tree Company to place wood chips on our common properties as needed.

SOCIAL COMMITTEE: The last social in April had a lower attendance than prior events. We are in the spring and summer season and therefore can likely expect a lower turn out than in previous months. The idea was brought to the table that neighbors/members are interested in a Captain's Crawl on Fridays during the summer months. Sign making, preparing, and a plan forward is needed to further implement.

NEIGHBORHOOD SAFETY: Mr. Allen will reach out to Corporal Smikle to make introductions and meet for coffee. Ms. Ahern and Mr. Allen collaboratively will be working on a social media post and email to thank Alderwoman Karma O'Neill and the Annapolis Police Department for the monitoring of Windell Ave, Cedar Park Road, and Farragut Road, the immediate routes surrounding our community.

WEEMS CREEK: The Weems Creek committee continues to build relationships with the Severn River Association. There was a recent clean up at the head of Weems Creek in partnership with Luminus Health. Ms. Marucci attended SRA's annual meeting where SRA made it known that

Weems Creek is a high priority and that they are looking forward to the continued partnership with AHIA. We have 2 neighborhood volunteers in addition to two board member volunteers on this committee that are active in continuing to investigate ways to clean and maintain Weems Creek for our neighborhood.

New Business:

The board will have one upcoming vacancy due to a board member moving out of the neighborhood.

Meeting Finalization and TO DO Items:

1. WEBMASTER: Update website with kayak information/eligibility and work on PayPal for website clarity. Make Ms. Janney admin of Facebook group.
2. COMMUNICATION: Build strategy and communication plan to include: draft letter to membership on the new board and committee assignments, Facebook plan of action, and MailChimp turn over from Ms. Ahern.
3. SAFETY: Reach out to Corporal Smikle to make introductions and in the next few months solidify APD and AFD for 4th of July bike parade. Draft email and social media thank you to Alderwoman O'Neill and APD for the continued monitoring of the neighborhood (Ahern assist).
4. TREASURER: Transfer additional contribution for dock renovations.
5. ALL: All board members should consider possible candidates for appointment to the vacant board position.

There being no further business before the Board, the meeting adjourned at 9:44pm. **The next meeting is scheduled for Thursday, June 15 at 8:00pm at Liz Uehlinger's house (1704 Nimitz Road).**

Respectfully submitted,
Jayme Brooks, Secretary