

Admiral Heights Improvement Association  
Board of Directors  
May 17, 2022 · Meeting Minutes

Board Attendees: Shivaugn Ahern, Jayme Brooks, Scott Gibson, Cat Marucci, Cindy Radulovich, and Amy Skinner joined the meeting in-person. Joe Flasher, Grant Garcia, John Leupold, and Liz Uehlinger joined the meeting via phone.

Board Absences: Michelle Greenhalgh

Other Attendees: Martha Thorn

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A quorum being present, Ms. Ahern called the meeting to order at 7:05PM.

Ms. Ahern asked for unanimous consent to amend the agenda to take up the Treasurer's Report after committee reports; without objection the change to the agenda was approved.

### **Approval of Minutes**

Upon motion duly made, seconded and unanimously carried, the minutes of the March Board Meeting and March General Membership meeting were approved.

### **Committee Reports**

#### **Executive Committee**

Ms. Ahern reported that the Executive Committee did not meet, but will be meeting to establish an administrative checklist that addresses items like reviewing insurance coverage, business registrations, etc..

#### **Communications Committee**

The Communications Committee proposed a new logo, which incorporated feedback provided by members between meetings. Notably, the committee took care to ensure that the 5-star cluster with consistent with the 5-star Admiral Insignia. Upon motion made by Ms. Uehlinger, seconded by Mr. Gibson and unanimously carried, the new logo was adopted.

The Committee then proceeded to recommend transitioning from a printed newsletter to a digital newsletter noting that it would reduce costs. It was further noted that ad revenue was not sufficient to cover current newsletter costs. Upon motion made by Ms. Skinner, seconded by Ms. Marucci and unanimously carried, the Board approved transitioning to a digital newsletter.

Lastly, the Committee discussed the goals of the website refresh and the process that would be used to achieve those goals. The goals can be summarized as:

1. Remove and archive unnecessary information;
2. Update information that we want to keep;
3. Add content that we think is missing and necessary; and
4. Develop a clean, easy professional look.

The process can be summarized as:

1. Outline current information architecture;
2. Determine desired information architecture;
3. Propose layouts;
4. Determine what we can do versus what needs to be outsourced;
5. Testing; and
6. Switch over to new site/sunset old site.

### Grounds Committee

The Grounds Committee is actively pursuing a number of projects including: Landscaping Contract RFP (current contract expires at the end of the year), addressing the sink hole at Halsey Park, and addressing trees needing work.

Due to changes in priorities, the development of the Cedar Park Road Sign Park is now less of a priority. Upon a motion made by Mr. Garcia, seconded by Ms. Marucci, and unanimously carried the Board reconsidered its approval of the Cedar Park Road Sign Park project. That approval is now rescinded.

### Social Committee

The Social Committee announced a number of planned events including:

- A Third Thursday Happy Hour to start in September;
- A block party with pumpkin painting and activities for the kids on October 15; and
- Santa visits on Sunday December 11 (not to be confused with Santa Run).

### Treasurer's Report

Mr. Leupold reviewed the finances noting that AHIA had 125 paid members, but that he expected that to increase with the newsletter distribution. Upon motion duly made, seconded and unanimously carried, the Board accepted the Treasurer's report.

### Other New Business

The Chair discussed the ongoing work to address the trees on AHIA property that were illegally cut by others without AHIA permission.

There being no further business before the Board, the meeting adjourned at 8:24 PM.

The next meeting is scheduled for Tuesday, June 21, 2022 at the home of Michelle Greenhalgh (1608 Cedar Park Road).

Respectfully submitted,

Scott Gibson, Secretary