

Admiral Heights Improvement Association
Board of Directors
September 7, 2023 · Meeting Minutes

Board Attendees: Shivaugn Ahern, Jayme Brooks, Liz Uehlinger, Cindy Radulovich, Amy Skinner, Chris Sheesley, Elizabeth Janney, and Matt Allen.

Board Absences: Michelle Greenhalgh (resigned), John Leupold, and Jim Masterson

A quorum being present, Ms. Ahern called the meeting to order at 7:11 PM.

Approval of Minutes:

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

Upon motion duly made, seconded, and unanimously carried, the minutes of the special convening of the board on 6/22/23, were approved.

Treasurer's Report:

No update at this time.

Committee Reports:

Executive Committee:

Ms. Ahern has been in touch with an attorney for non-profit guidance in the state of Maryland to decipher if AHIA can officially apply for 501(c)3 status given that AHIA is not a mandatory agency. Ms. Ahern is expecting a response with further information by this week or next week at the latest. If the recommendation is that AHIA can file for non-profit status, Ms. Ahern will create a motion to present at the next general membership meeting for vote. If AHIA decides to propose non-profit status to the general membership, the board will be called for a special convening. Non-profit status will allow AHIA to apply for grants for our common properties.

Kayak Racks:

To continue to provide a positive experience for kayak owners, the board has proposed additional signage, a clear audit of kayaks, and additional clean up at Dewey Dock. The board has requested a November volunteer effort to create clear rack numbers. The board has also proposed a full clean up in the spring to be tied into GreenScape. Prior to GreenScape, rack renters will be asked to remove all kayaks from the racks, so that volunteers can clean the area, weed, and build an additional transient rack.

Webmaster:

Lightbox has been working effectively to capture emails. Ms. Brooks presents domain options (Google and GoDaddy) to the board, given that AHIA's domain will be expiring on November 1. The board unanimously votes and agrees to keep the GoDaddy account current, and spend additional energy and funds on bringing increased traffic to our new website.

Communications Committee:

Mr. Sheesley has created a clear communication plan that he shared with the board prior to the meeting, in regards to pushing membership, and communicating AHIA events to the community. Mr. Sheesley also plans to create graphics that we can reuse for events and announcements on social media and our website. Mr. Sheesley is currently working on a direct mailer to be released immediately to PostHaste for distribution to the neighborhood. It was agreed that there should be information about the upcoming membership meeting, Fall Fest, and the next happy hour included. Mr. Sheesley also proposed the purchase and use of three trail signs to be installed in our common areas. The board will propose a motion for approval of purchase after receiving an updated treasurer's report. Ms. Robb also discussed the Admiral Heights Facebook page which she is the administrator for. Specifically, the board discussed the need for post approval vs no approval. After discussion, Ms. Robb agreed that keeping post approval on was positive as long as she was able to make judgment calls in the activity log to add posts back as necessary.

Grounds Committee:

Ms. Skinner asked for ideas surrounding the large trunk that was left after the tree cutting project that was recently completed. It was proposed that the tree trunk be turned into a bench and Ms. Skinner was tasked with getting a quote. Ms. Skinner is meeting with Undercuts on Saturday 9/9, for the ancillary items outside of the contract. Mr. Derek Lotfi, community and current AHIA member, has proposed the creation of a community garden at the Windell triangle. At his request, Ms. Ahern brings this idea to the board for discussion. The board expresses concern about the project and its ongoing maintenance. The volunteer energy is appreciated, but there are a lot of competing concerns. If Mr. Lotfi feels passionate about the continuance of this project, he should bring a full proposal with renderings to the general membership meeting in October for further discussion.

Social Committee:

Next Happy Hour Details: October 12 @ 6:30pm, The Graduate.

Neighborhood Safety:

No update at this time.

Weems Creek Matters Committee:

Continued conversation with SRA (Severn River Association) proves to be positive. Ms. Ahern plans to learn more about environmental planting and preparing communities and properties at SRA's next event. We have several volunteers within AH who are passionate and involved with the WCM Committee.

New Business

- Ms. Michelle Greenhalgh has resigned her position from the board, effective immediately. Vacant board positions (2) should focus on individuals who have

experience in financial management and/or those willing to assist with events, social media, and/or communication.

- Ms. Nedra Woodward, a community member, has requested the use of Halsey Park for neighborhood dog training. The board agrees that the use of Halsey Park would be positive and there seems to be a lot of neighbor interest in this proposal. Ms. Brooks has been tasked with responding to Ms. Woodward with request for further information including: a written statement of support from 5 neighbors, verification of AHIA membership, presentation of insurance for dog training, and cleaning the area of dog waste after use if all else is presented and agreed upon.
- Mr. Leupold and Ms. Robb are both committed to meeting before a December 1 deadline to initiate turn over the position of Treasurer.

There being no further business before the Board, the meeting adjourned at 8:43PM. **The next meeting is scheduled for Tuesday, September 26 at 7pm at 1708 Nimitz Drive.**

Respectfully submitted,

Jayne Brooks, AHIA Secretary