

Lincoln Terrace Neighbourhood Association
Board Meeting Minutes
11 December 2018
Jordan Residence ~ 625 NE 16th

Present: Jaime Baum; Jeanell Jordan; Brittany Leemaster; Laura Stone; Hannah Sutter; Rocke Tyler (guest, pre-term)

- I. Called to order at 6:22 p.m.
- II. Minutes – Brittany Leemaster moved to approve, seconded by Jeanell Jordan, and passed by voice vote.
- III. Treasurer’s Report – Financial information was presented, discussion of tasks for the new Treasurer position including annual budgeting for events and projects
- IV. Committee Reports
 - a. Social – Holiday Party was well attended and raised \$1,010 (\$450 in raffle, \$560 in dues); 2019 events will include Easter Egg Hunt, Summer Social (which can double as a welcome for new neighbors with a special invite), Fall Festival, and Holiday Party
 - b. Communications – Hannah will take on distributing Welcome Packets; newsletter to come out in December or January, Yard of the Month to go out same week as meeting with publicity
 - c. Beautification – No updates
 - d. Fundraising Event – No updates
 - e. Committee Chairs to be finalized at January meeting
- V. Old Business – None
- VI. New Business – Organizational handbook to be created as a reference guide for every officer, committee and chair, plus annual events notes and all online logins; Laura will start the organization of the handbook, but will ask various officers/chairs for help identifying key information; additionally, all information/documents will be housed in a central Google Drive folder accessible by all board members
- VII. Adjourned at 7:07 p.m.
- VIII. Next Meeting – January 8, 2019 at 625 NE 16th Street (Jeanell Jordan)