

Board of Directors

Fort Clark Springs Association, Inc.

Regular Meeting

April 16, 2016



The Board of Directors of Fort Clark Springs Association, Inc., met in regular session on Saturday, April 16, 2016, in the Board Room, Fort Clark Springs, Kinney County, Texas. The meeting was called to order at 9:00a.m. by President, Myrna Cassel. Roll call established a quorum with the following directors present: Bill Herman – Vice President, Dan Sullivan – Secretary, Sandra Hagen – Treasurer, and Ann Barron – Director. Also present was Richard Lawrence – Executive Director and Monique Jensen – Executive Secretary.

ANNOUNCEMENTS/CORRESPONDENCE: Cassel welcomed Dan Sullivan who is the newly elected member of the Board of Directors.

APPROVAL OF MINUTES: Sullivan moved to approve the minutes as submitted for March 19, 2016 meeting. Barron seconded the motion. *Motion passed.*

SECRETARY'S REPORT: Sullivan will in the future give this report which will consist of any communications intended and/or received for the Board including communications put out by the Board. Sullivan noted changes to the format of the agenda are in accordance with Robert's Rules.

TREASURER'S REPORT: Hagen read aloud the bank balances as of April 13, 2016. She continued with the actual bank transfers for March 2015 and 2016 and the estimated April 2016 bank transfers.

APPROVAL TRANSFER OF FUNDS: Hagen moved to approve the transfer of funds estimated for March 2016. Herman seconded the motion. *Motion Passed*

DAILY OPERATIONS REPORT:

Lawrence noted that he has been on the job for 30 days. He thanked the membership for the warm welcome he received. The Board gave him 100 days to set goals and objectives in his job. He noted that he has already found areas he would like to address first. 1) Emergency preparedness by having an emergency management plan and coordinating with local authorities. He would like to work with the County, and City to bring forth what is called a CODE RED which will be a method of alerting the community for emergency situations. 2) Budget and finance with review to the current budget at midterm to determine if changes are needed and to learn about internal control. 3) Structure, organization and professional development of staff to make sure we are giving the best customer service possible. He is thrilled to work with such a dedicated staff. He would like to create a vision or mission statement with core values. This may require working on job descriptions, staff training and education. A lot of this will take time, but needs to start now.

COMMITTEE AND ORGANIZATION REPORTS:

Architectural Committee: Phylis Giblin gave a reminder that two seats will open up for the committee in June. If anyone is interested they just need to submit their request to the Front Desk. She gave thanks to Lawrence, Herman and Barron for attending the last meeting. In the last month 52 permits were submitted. Permits submitted consisted of 36 permits for repairs, new construction of carports, shingle roofs to metal, sprinkler system installation, and a new double wide in Unit 27.

Golf Committee: No formal report was given due to the Las Moras Tournament taking place. Hagen thanked all involved in the planning, preparing and execution of the Tournament to include Philip Garcia, Maintenance, Golf Maintenance, Motel and Restaurant staff.

Preservation Committee: Phylis Giblin reported the committee meets every month on the second Wednesday. She stated all projects are on hold due to the damage done by the hail storm. A letter of concurrence was received for the door at Dickman Hall for repairs.

Recycle Committee: Judy Winchell reported the Recycling center has been busy. All gaylords are full and a pick up is scheduled for Wednesday. Newspaper and mixed paper will no longer be separated. Volunteers are still needed especially for Saturdays. Hours for Thursday during the summer will be 4:00 p.m. – 6:00 p.m.

RV Committee: Report was read by Hagen. Winter Texans have "flown the coop." Woodcarving and quilting are still going.

Recreation: NO REPORT.

Airport Advisory Committee: Ray Goodson reported the property is in good shape with the runways being mowed regularly. The doors to the hangar have been worked on and they open and close easily. Coordination

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with Fort Clark Historical Society is getting windows replaced on the hangar. Volunteers and donations are needed for the window replacement project. Working with Community Council to accept donations for windows to be able to use their 501(c)3 status.

COMMUNITY COUNCIL REPORT: Norma Rowland stated that Community Council is not a committee of the Board. This council is the place for Membership to bring complaints and concerns to be heard. In turn the Council takes those issues to the Board for possible solution or action. Reported at the last Community Council meeting items of concern were brought up regarding ATV's speeding on regular roads, Turkey hunt, and some items for Security. She reminded the membership that Community Council meets on the second Saturday of every month except for July and August. The new Facebook page and Fort Clark Days website were also discussed. Suggestions through Facebook are welcomed. This Saturday night the First Movie and Soup night will start at 6:00 p.m. for soup and socializing with the movie to follow at 7:00 p.m. Community Council has received \$600 for windows for the Hangar.

PRESENTATION: Russell Nowell – Update on Dickman Hall

Russell Nowell reported that after joining forces with the Association to use the Historical Society's 501(c)3 to get started with collecting money for the project, the former Director of Operations left within a week of starting work. Nowell had already committed to working on the floor and didn't want to see the project halted so he worked closely with the Interim Operations Managers Philip Garcia and Monique Jensen to keep the project going. Purchases and decision making have been a coordinated effort and has been kept well within the \$10,600 that was originally raised. Anyone is welcome to stop in take a look at the process. For Dickman Hall to get back into business it would bring in more tourism, therefore it is a very important project to keep moving forward.

ACTION ITEMS:

Title Name Change

Sullivan moved to change the title of Executive Director to Executive Officer, the position now held by Richard Lawrence. Barron seconded the motion. *Motion passed.* Sullivan stated that it is very common for organizations to give the name Executive Officer so as to give distinction from manager. Cassel brought this change forward.

Re-Cap of Declaration Workshop

Hagen reported that members were presented a copy of the Declarations that had a combination of Board input with the Ad Hoc committee's recommendations proposed and were given the opportunity to review and make comments. She reminded the membership this was not the final version. It was suggested that the Board meet with Ad Hoc committee prior to the next workshop, and this date will be determined by availability of those members. The next workshop will be May 14, 2016 immediately following the Community Council meeting in the Board Room. The current proposed copy is available on the website or available at the Front Office.

OLD/UNFINISHED BUSINESS:

Cassel made an apology for not including a title for Policy Resolution 2016-01 on last month's agenda. She also stated the Board is able to make decisions by e-mail due to urgency of issue, but actions and results will always be reported at the next meeting.

Sullivan added the purpose of old business is for items or motions that were tabled from previous meetings.

NEW BUSINESS:

Establish Finance Advisory Committee

Hagen suggested open discussion for determining the need for establishing a Finance Advisor Committee. Today's discussion is to determine the need, purpose, and importance of establishing such committee. Cassel stated this would only be an advisory committee to Hagen and Lawrence and would assist in working on and proposing a budget. Sullivan agreed with Hagen.

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Wildflower Project Discussion

Barron stated that a coordinated effort between Mary Partlow, the Garden Club and Lawrence was made to determine areas on the Fort to allow wildflowers to get established. It was determined that it would help our maintenance department save on fuel and not adding to their duties with all the mowing from all the rain. Mowing will begin on June 1 to allow time for the wildflowers to go to seed. The Garden Club may be willing to donate money for seeds to add to the wildflowers. The goal is to create a beautiful Fort and to be in line with Texas tradition. There will be signs posted designating areas for wildflowers.

15-Minute Discussion Period

Woodie Trotter: Requests from the Board to make a decision today regarding access to her property in Unit 1.

Jan Metcalf: Will there be Coffee with Richard on Monday? Chamber of Commerce would like to know when groups are coming in. She also wanted to remind the membership to go online and fill out the survey for

TexaNet. www.fortclark.texanet.com Allison Watkinson: A suggestion or compromise about one item of concern brought up at the most recent Community Council meeting were regarding hunting areas being closed every holiday, can the hunt be held on the 400 acres during holiday weekends?

RECESS OPEN MEETING TO GO INTO EXECUTIVE SESSION: TIME: 11:04 a.m.

RETURN TO OPEN SESSION – Oral Summary of discussion held: TIME: 12:58 p.m.

Executive Session discussion consisted of member issues and employee issues. Also, a letter of intent was signed between FCSA and TexaNet Internet. There will be another workshop for the Declarations Compliance on May 14, 2016 immediately following the Community Council Meeting held in the Board Room.

CONFIRMATION OF NEXT REGULAR BOARD MEETING, TIME AND DATE: The next regular board meeting will be held on May 21, 2016, at 9:00 a.m. in the Board Room.

WITH NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED AT 1:00 p.m.

Myrna Cassel, President

Dan Sullivan, Secretary