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**Keep Carter County Beautiful (KCCB) Board Meeting Minutes**

Chamber Conference Room, 615 W. Elk Avenue, Elizabethton & Zoom

June 26, 2024, at Noon

**Board Members Present:** Don Hlavaty, Ed Basconi, Lisa Vezzosi, Ed Jordan, Mike Simerly

**Board Members Absent:** Ross Garland, Simon Maddock, and Melinda Maddock

**Guests Present:** Mary Ellen Hlavaty and Dave Nanney

**Call to Order:** Don Hlavaty opened the meeting at 12:02pm. A quorum was present.

**Opening Prayer:** Ed Jordan

**Pledge of Allegiance:** Ed Basconi

**Approval of the Meeting Minutes:** A **motion to approve the meeting minutes from May 22, 2024,** was made by Mike Simerly, seconded by Ed Jordan, and unanimously the **Board approved**.

**Public Comments:** None.

**Next Board Meeting:**

* The **next Board meeting will be Wednesday, July 24, 2024**, at noon in the Chamber of Commerce Conference Room, 615 West Elk Avenue, Elizabethton, and available by Zoom.

**Board Elections:**

* Openings for new board members were discussed. There are three (3) board openings.
* A nomination for a new board member, Dave Nanney, was made by Don Hlavaty. A **motion to elect Dave Nanney as a new Board Member** was made by Ed Jordan, seconded by Mike Simerly, and unanimously the **Board approved**. As a new Board member, Dave Nanney is able to participate in the Officer elections.

**Officer Elections:**

* Nominations for officers of the Board were discussed. Elections for officer positions of President, Vice-President, Treasurer, and Secretary are open. Positions are all for two-year terms.
* Don Hlavaty wished to resign as President, opening this position. A nomination for Lisa Vezzosi was made by Don Hlavaty. A **motion to elect Lisa Vezzosi as President** was made by Ed Jordan, seconded by Ed Basconi, and unanimously the **Board approved**.
* The position of Vice-President was formally held by Ross Garland. A nomination for Ed Basconi was made by Don Hlavaty. A **motion to elect Ed Basconi as Vice-President** was made by Ed Jordan, seconded by Mike Simerly, and unanimously the **Board approved**.
* The position of Treasurer was formally held by Lisa Vezzosi. A nomination for Don Hlavaty was made by Lisa Vezzosi. A **motion to elect Don Hlavaty as Treasurer** was made by Lisa Vezzosi, seconded by Mike Simerly, and unanimously the **Board approved.**
* The position of Secretary was also formally held by Lisa Vezzosi. This position is not required to be a Board member under Tennessee law. A nomination for Mary Hlavaty was made by Don Hlavaty. A **motion to elect Mary Hlavaty for Secretary** was made by Ed Jordan, seconded by Don Hlavaty, and unanimously the **Board approved.**
* Lisa reminded the Board members that an annual confidentiality form is required per our corporate by-laws. The form is on the website and also was sent with this meeting’s documents. Everyone was asked to submit their form as soon as possible.

**KCCB Treasurer Report:**

* The May month-end balance is $16,009.10. A deposit of $8,899.82 was made from Keep America Beautiful as our reimbursement grant. Expenditures included $313.50 for Keep America Beautiful dues, $190.00 for pollinator gardens yard signs, and $616.96 for give-away of two types of stickers and custom ink pens.
* Lisa stated the KAB dues were normally paid by Carter County in the past. However, due to the invoice coming late, the bill was made to keep KCCB compliant and eligible for next fiscal year’s grant of $10,000.00. She suggested we not submit it to Carter County due to their funding problems. Ed Jordan said we should submit for consistency but understood their fiscal issues.

**Proposed Budget for Next Fiscal Year July 1, 2024 – June 30, 2025**:

* Lisa distributed a copy of the itemized expenses from our current fiscal year expenditures. This totaled $14, 957.90. However, the Keep America Beautiful grant allowed reimbursement for $8,899.82 that included four (5) line item purchases. These were 50 imprinted safety vests for $818.00, new trees (20) for $5,700.00, pollinator seeds and packet supplies for $445.11, Garbo grabbers (50) for $936.71 and give-away tarps (200) for $,1000.00. At this time, we are not sure if KAB will extend the reimbursement grant into our next fiscal year.
* The budget proposal for next fiscal year was discussed. A separate document of revenues and expenses so far was distributed for discussion. This is not the final fiscal year totals since June’s bank statement has not been added completely. Lisa expected another deposit in June from Benevity based on their website.
* Mike spoke about purchasing trees for next year and recommended Dave provide some direction on placement. The Tweetsie Trail areas have been exhausted which leaves open park areas or around public buildings. Ed Basconi stated that decisions should be made in the Fall since it is better to plant before winter. Don talked about the replacement of some of the dead trees. Ed Basconi stated he would review existing trees, do some trimming, and tag the dead ones. Lisa suggested we look at helping landscape city property, like the new Parks & Recreation building. Dave stated the city is looking into some landscaping refreshing at several buildings, like City Hall.
* Mike expressed his appreciation for the budget work and suggested we print tee shirts with the KCCB logo for events. He suggested PEP print shirts for our volunteers. Lisa reminded everyone that these must be give-away items and not for purchase due to tax limitations. A **motion to purchase KCCB shirts** was made by Ed Jordan, seconded by Mike, and unanimously the **Board approved**.
* Ed Basconi suggested we purchase more trash cans to distribute at Cook Park. Dave indicated there were 2 trash cans on order for Cook Park. Don suggested we buy five (5) more recycle bins for Parks & Recreation because of our Keep America Beautiful reimbursement. He stated the 5-pack of bins were $350.00 and the billboard signs were $85.00. A **motion to purchase 5 more recycle bins with the signs** was made by Mike, seconded by Ed Basconi, and unanimously the **Board approved**.
* Mike suggested we extend our annual seed project with the Elizabethton Library. The library has a bin with free seeds each year. He suggested the Elizabethton High School class create more seed packets so we can contribute some to the library. Lisa stated this year, we had 750 packets made, but we could increase it to 1,000. We have leftover envelopes.
* Ed Basconi suggested we give-away tree seedlings, like the Tennessee program for saplings. The program sells low cost saplings at Sycamore Shoals State Park each year. We could purchase and give-away.
* It was determined that our budget proposal will be voted on in the July meeting. This will give us a better understanding of our funding since our revenue is not finalized for next fiscal year. While Benevity and individual contributions are unclear, we should have determination on the Carter County and Elizabethton requests, as well as, if Keep America Beautiful will continue the reimbursement program.

**Review of Affiliate Requirements:**

* Don indicated the KCCB indexing information was entered into the affiliate website make us compliant with the President’s Circle requirements. Therefore, we would qualify for the reimbursement program next year if it continued. Mike suggested we post the results for membership to review. Mike and Ed Basconi explained the route and system to rank in the indexing process.

**Review of Previous Events:**

* Don reported the Great American Cleanup event was May 25th and well received. We distributed a KAB tee-shirt and a Jersey Mike gift card to volunteers. People appreciated the lunch at KCCB.
* Roan Mountain Recreation Foundation was given seeds for creating a pollinator garden. We also have yard signs for them when they create their garden.
* KCCB had a booth at the Elizabethton Farmer’s Market on June 18th. We had a limited amount of give-away items and information. We will be having a booth once a month for July & August.

**Status of Signage:**

* Lisa reported that pollinator yard signs were purchased and then distributed at our pollinator garden sites in Elizabethton. Pictures were posted on our website. We have several left if needed and will contact Roan Mountain Recreation Foundation to see if they completed their planting.

**Proposed Events & Projects:**

* The Northeast Community Credit Union Business Spotlight is scheduled for July at their Johnson City location.
* Lisa proposed KCCB have a booth at the Elizabethton 4th of July Festival. She asked Dave if he would give permission as we have done in previous years. Dave agreed and said he appreciated the help with information, lost & found, and first aid duties. The booth would again be located at the front of the park. We will set up at 3:00pm. Don suggested we place our recycle bins throughout the area and set it up at 10:00am. Dave agreed to all those suggestions.
* KCCB will have booth at the Elizabethton Farmer’s Market on July 16th and August 20th, as well. It is scheduled from 4:00pm-7:00pm on those dates.
* The Tarp Give-Away is not yet scheduled. Lisa will contact Chris Schlutter to schedule the event.
* The Milligan Adopt-A-Highway Cleanup is scheduled for July 20th, meeting at Happy Valley Elementary at 10:00am.

**New Business:**

* Lisa stated that the Elizabethton River Riders contacted KCCB regarding 32 people wanting to provide community service for 2-3 hours. Kiva Fuller discussed their request and Don suggested we use the group for a clean up event on Highway 321. Don called TDOT to discuss and they were delighted. They are reviewing their needs for a future date and will help coordinate the event. Mike indicated that the team is off on Mondays, and has games scheduled throughout July. Don & Lisa will coordinate the event. Due to the high volume of volunteers, we will schedule it for just these volunteers and not make it open to other volunteers.
* Mike suggested we ask the Elizabethton Fire Department to water our pollinator gardens due to the extreme heat and dry conditions. He will help coordinate that.
* The group thanked Dave Nanney for joining the Board.

**Adjournment:**

* A **motion was made to adjourn the meeting** by Mike, seconded by Ed Jordan, and the **Board approved**. The meeting was adjourned at 12:59pm.

Submitted by:

Lisa Vezzosi, Secretary/Treasurer