

Great Northwest Community Improvement Association
Regular Board of Directors' Business Meeting | 6:30 p.m., March 16, 2023
Callanen Hall, 8809 Timberwilde Dr., San Antonio, TX., 78250

Welcome

Presentations and Delegation

Orlando's comments

1. Establish Quorum

Quorum was established with the following Directors present: Chairman Brian Stives, Vice Chairman Essy Lechon, Directors- Gabe Briones, Efrain Sosa, Elias Ackerman and Rene Lucio. Director Alvarez was present telephonically. Staff Present: Jose Morlett- Acting Community Manager, Eva Lopez- Admin Manager; Jake Pena- Rec Manager, Mark McLean- Maintenance Manager; and Accounting Manager- Liz Garcia

Members Voice

Meeting was called to order at 6:38 PM, Chairman Stives acknowledged that he had overlooked the Members Voice Section, referred back, and allowed Members Voice input.

Bill McDonough

Mr. McDonough spoke and encouraged the Board to have a "meet the candidate's night" and expressed his concern about the pending HR-related issue. He spoke about previous HR issues, specifically regarding firing Community Managers, and warned of the repercussions of doing so. He ended with the statement "I trust that you do right, but so did they, and we paid dearly."

Andy Greene

Mr. Greene expressed concern over dates on previously approved minutes, from the Feb 16 meeting. The approved minutes of the previous meeting should have reflected Feb 2, not Feb 16. It was agreed that minutes would be amended and approved at the April 2 meeting. Mr. Greene also expressed concerns about the process used to retain an outside consultant to investigate a related item. He felt the item should have been posted to the agenda prior to the meeting and vote. Item was passed as a "consent" item outside of a regular Board meeting, due to the nature, HR related and time sensitive, of the item. Mr. Greene cited the By-Laws, and his opinion that the action may not have been done in accordance with them. Chairman Stives pointed out that the item was done in accordance with the By-Laws, and a legal opinion was obtained stating the action was appropriate, and well within the law.

Donovan Rodriguez

Mr. Rodriguez spoke about Elections, and questioned what is considered the "ballot?" The ballot included a page with candidate bios, and he asked if the bio page could be removed. The Board answered yes, the bios are a separate attachment. He also spoke of his candidacy for the Board, and his concern about how decisions are made, and how money is spent.

At the conclusion of Member Voice, Chairman Stives explained the process for adding any items from those statements to the agenda for discussion, by either adding to the night's agenda (which is generally not done, per state law), or by adding to the following meeting's agenda. Director Briones made a motion to add the Consent Agenda Process (Mr. Greene's comments) to the following meeting's agenda. There was no second, and the motion died.

Chairman Stives asked if Mr. McDonough's point about "meet the candidate's night" could be discussed as part of the agenda item discussion on the annual meeting. Mr. McDonough, and the Board, were receptive to that request, and it was agreed. Director Lechon then made a motion to move the item "Approval of Acquisition of JotForm Enterprise" from the consent agenda to "New Business, item 6.A", due to the drastic increase in cost of the service versus the estimate originally provided by staff.

MOTION: I motion to move **Consent Item 6.A- Approval of acquisition to JotForm Enterprise, to New Business** under 5.D
MADE BY: Director Lechon
SECONDED BY: Director Lucio
OUTCOME: Passed unanimously

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2. Approval of Minutes from past meeting- Executive Business Meeting March 2, 2023

MOTION: I move to approve the minutes of the March 2, 2023, Executive Business meeting as submitted

MADE BY: Director Briones

SECONDED BY: Director Lucio

OUTCOME: Passed unanimously

3. Reports

- A. Events: Director Ackerman briefly spoke about the success of the Soccer Parents' meeting with over seventy (70) attendees.
- B. Government & Public Relations: N/A
- C. Recreation: Discussed in the Rec Manager's report.
- D. GNWatch: Director Briones noted the cancellation of the meeting due to the absence of speakers from ACS and SAFFE. The former dealing with the city investigation into the most recent fatal attack by pit bulls and the latter being on vacation. Coffee with Cops was noted as being cancelled as well.
- E. Community Manager & Financial: As the acting Community Manager Jose Morlett did not have a CM report published by the time of the meeting, resident Greene asked if Community Manager Bachran was absent, to which Chairman Stives stated that Jose is the *acting* CM. Andy Greene then asked if the Board had removed the Community Manager to which there was no response. He then stated that the Board needs to read the Bylaws.
 - a. DRACO- N/A.
 - b. Events and Recreation- Rec Manager Jake Pena spoke about the now-closed soccer sign-up; 203 registrants- 70% Res and 30% Non. His coaches and parents meeting were noted as having great turnouts. He touched on the April 25th Spring Yard Sale selling out on all parking spaces, with four (4) no-shows and a net income of \$770. He is in talks with Raising Cane's and Marco's Pizza for swim and soccer sponsorship. The latter sponsoring/underwriting \$800 in exchange for display of a Marco's Pizza banner on site and online. Mr. Pena also highlighted the soccer fan experience promo with SAFC (San Antonio Football Club) for soccer families. Summer swim signups is slated for April 10th via *Swimtopia*. He also informed of the postponement of the Home Improvement Showcase which was slated for March 25th, 2023, due to low interest and no signups. Monday, March 27th was noted as being the Easter egg filling event; volunteers were requested. It was also noted that the Easter Egg hunt is scheduled for April 1, starting at 11am, with the egg hunt at 1130.
 - c. Communications- N/A
 - d. Administration & Accounting- Accounting was asked to speak regarding her dept, but the Account Manager had no comment. Admin was not asked to speak on behalf of the department.
 - e. Maintenance- N/A
 - f. Financials- A draft of the financials was provided for the Board but was not discussed.

4. Old Business

A. 2023 Annual Meeting

Para. 2 Ref to Sec 5.5, add: The Board assured Mr. Greene that an Election Officer had been appointed, and that election helpers would be appointed in writing, per the By-Laws.

5. New Business

A. Neighbor Awards

Chairman Stives asked the Board to look over the provided list of categories and to have a list of nominees ready for the next meeting.

B. Scholarship Applications

Vice Chairman Lechon stated that as he was not provided the scholarship application to review for edits or additions, he would discuss the process at the next meeting. Admin Manager Lopez addressed the Board to state that the March 6th email chain which included the Neighbor nominations, also had the requested Scholarship Application. Chairman Stives asked that the acting communications team of the Rec Manager and Admin manager have the *Neighbor nominations* available online for acceptance of community submissions. The scholarship application will be added once reviewed and accepted.

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C. Pool Maintenance

Maintenance Manager Mark Mclean addressed the Board regarding the approval of the chlorine tablet expenditure, but as pool maintenance was already budgeted, he did not in fact need to have approval by the Board. Chairman Stives asked if he would like to speak on the soccer field lighting, but Mr. McLean stated that it wasn't on the agenda, the Chair asked if he'd like to have it added to the upcoming April 6th meeting. He stated that he would and at that time, he was thanked and dismissed from the meeting.

D. Approval of the acquisition of JotForm [Enterprise Version]

After confirming EO Cecilia (CeCi) Alvarez was still connected telephonically, she was asked if she has access to JotForm and if she was aware of which staff members do as well. She responded by stating that only Lexi and Jake have access. As the bid from the JotForm company is substantially higher than anticipated, Chairman Stives asked if spending \$7500 for the Enterprise version would be beneficial for Ceci to have a separate account login or if she should have sole access to the account and lock out the staff, as he stated that the election data was more important than the associations signups. The Rec Manager then asked if it would be best to have a separate "basic JotForm" account for the EO. It was asked that he connect with EO Alvarez to set up the account.

6. Consent Items

MOTION: I motion to approve the hiring of a consultant to address potential HR issues.

MADE BY: Vice Chairman Lechon

SECONDED: Director Ackerman

OUTCOME: Passed unanimously

Mr. Greene and Mr. Lopez requested to discuss consent items. Chairman Stives explained that, as a consent item (items discussed outside of a regular Board meeting) are allowed per Sec 209.0051, Texas Property Code, The discussion of items has already been accomplished by the Board, and approved in a unanimous vote, the reason for the item on the agenda is to simplify codify, in meeting minutes, the Board's decision. Mr. Greene and Mr. Lopez (resident) request to discuss. Request was denied based on the HR related nature of the action, and because the decision had been approved by the Board, IAW above cited TPC.

Adjourn to closed Executive Session: Personnel Discussion

MOTION: Adjourn to closed session to discuss Personnel Discussion

MADE BY: Director Briones

SECONDED: Vice Chairman Lechon

OUTCOME: Passed unanimously

The Chairman reported on two items decided in closed session.

The approval to pursue foreclosure proceedings on one property.

The Board voted unanimously to terminate the Community Manager due to "a loss of confidence in her ability to effectively lead the organization", based on the findings of the independent consultant.

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7. Adourn closed Executive session back to regular meeting

MOTION Adjourn closed Executive session and reconvene to Regular Business Meeting

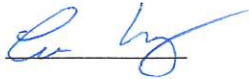
MADE BY: Director Lucio

SECONDED BY: Director Ackerman

OUTCOME: Passed unanimously

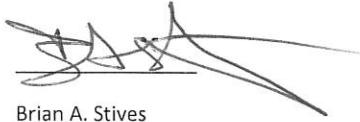
The meeting adjourned at 9:38 PM

Submitted by:



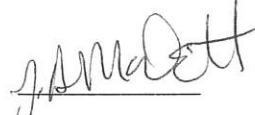
Eva Lopez
Admin Manager

Board Approved:



Brian A. Stives
Chairman, Board of Directors

Board Approved:



Jose Morlett
Acting Community Manager, Secretary,
Treasurer