

Community Affairs Commission Minutes January 16, 2014

STATE OF TEXAS

COUNTY OF TARRANT

CITY OF BEDFORD

The Community Affairs Commission of the City of Bedford, Texas, met in regular session at 5:30 p.m. at the City Hall Conference Room, 2000-A Forest Ridge Drive, Bedford, TX on the 16th of January, 2014 with the following members present:

Sal Caruso	Gary Morlock
Ruth Culver *	Amy Sabol *
Dianne Doughty	Roy Savage
David Franklin	Cynthia Williams
Dave Gebhart	Aarius Yaites *
Mark Massey	

Others present:

David Miller – City Staff Liaison

Absent:

Mary Frazier

Michael Boyter – Council Liaison

Ascertaining a quorum – Vice Chairman Mark Massey called the meeting to order at 5:32 p.m.

1. 2014 Orientation for CAC members, Rules of order, Role & Mission – Chairman

Each CAC member spent 1-2 minutes introducing themselves, indicating background, experiences, and CAC interests. The CAC mission statement was reviewed, as available on the City website under Community Affairs Commission. Some CAC sub-committees were mentioned to outline organization. Meeting attendance standards were reviewed.

Quorums rules were reviewed – a majority of the members in attendance constitute a quorum; 12 Commission members need quorum of 7 to conduct meeting. New members were reminded to complete their City Certification program on-line ASAP, which covers Texas Open Meeting Laws. Mr. Miller reviewed the cautions about quorum violations outside regular meetings (e.g parking lot, restaurants, email lists, “walking quorums” (e.g. group to group). The section of the law on quorums will be distributed at the next CAC meeting for all to review.

2. Review and approve Community Affairs Commission minutes:

a) November 21, 2013 Regular Meeting (Exhibit A)

Motioned by Mr. Gebhart, and seconded by Mr. Savage, to approve the minutes.

Motion approved: 8 – 0 (* new 2014 CAC members - not voting on 2013 minutes)

3. Review the balance of the Commission budget (Exhibit B)

CAC budget balance is \$2,000. No expenditures have been made year to date.

REPORTS

4. Discussion and possible action related to Community Affairs Commission Sub-Committee activities:

a. Business Outreach – Cynthia Williams

No report – pending CAC member inputs to 2014 Plans.

b. Residential Outreach – Gary Morlock

Community Affairs Commission Minutes January 16, 2014

As previously approved, the Residential Outreach Committee (Morlock, Doughty, Chairman Grubbs) planned a Homeowners Association (HOA) Roundtable for Tuesday, Jan 21, 7:00 PM at the Bedford Library – South meeting room. The theme of the meeting is HOA Communications. The main speaker is a local HOA webmaster who will demonstrate his HOA website after explaining why it's needed, how easily it can be created, and at minimal cost. A tentative agenda was distributed to CAC members (**Exhibit C**)

The Roundtable meeting notice was placed on the City website and a City email was sent to HOAs. RSVP's to CAC indicate attendance of over 30 from over 15 different HOAs. Councilpersons Champney and Nolan plan to attend.

Assistance from CAC members was requested for room setup, sign-ins, and distribution of handouts. Caruso, Culver, Sabol, and Yaites agreed to help. And Savage and Williams will assist, schedules permitting.

c. Faith Based Outreach – Mark Massey - No Report

d. Energy Efficiency – David Franklin - No Report

e. Media and Marketing – Dave Gebhart

Mr. Gebhart was asked about current usage and locations of the portable sign purchased by CAC in 2013 to promote CAC events, with Shop Bedford First being the default CAC promotion. Discussion ensued on need for permission slips from property owners, 30 day limit for “each use”, “usage gaps”, and what City permits are needed. Mr. Massey mentioned prior sign placement at 7-11 Store (Brown Trail and 183 Freeway) and also Half-Price Books (Harwood and Brown Trail).

f. HEB Chamber of Commerce – Mary Frazier – Absent – No report

g. City Expo – Roy Savage

Mr. Savage summarized the previous CAC event held on a Saturday in Spring 2013 at the Old Bedford School. Each City Dept had a booth to demonstrate to the public what they do in an educational and fun way, with friendly competition for best booth awards. The Expo seemed to be a success in raising “morale of City Employees.” It is anticipated that this Expo may occur in two year cycles, the next being Spring 2015.

5. Guest/former Chair Steve Grubbs

Former CAC Chair Grubbs reported that a November 2013 CAC agenda item was not discussed due to early adjournment due to a weather alert nor at December CAC meeting which was cancelled due to lack of a quorum. Several residents approached Chairman Grubbs about presenting on-going City Code Compliance concerns at a CAC meeting to request the CAC to support their issues. A discussion ensued and pictures of perceived violations were distributed to the CAC committee members.

Motioned by Mr. Gebhart, and seconded by Ms. Williams, TO TABLE THE ISSUE to a future meeting. Motion approved (10-1-0). Mr. Franklin asked that his dissenting vote be noted in the minutes.

OLD BUSINESS

6. Discussion and possible action regarding CAC 2014 plans – Gary Morlock

No report – pending CAC member inputs to 2014 Plans.

NEW BUSINESS

7. Consider and act upon appointment of a chairperson, vice chairperson, and secretary to the Bedford Community Affairs Commission.

Nominations for Secretary:

Gary Morlock (Motioned by Mr. Massey, seconded by Mr. Franklin)

Election vote: unanimous (11-0)

Nominations for Chair:

Community Affairs Commission Minutes January 16, 2014

Mark Massey (Mr. Massey declined)

Cynthia Williams (Motioned by Mr. Savage, seconded by Mr. Franklin)

Election vote: unanimous (11-0)

Nominations for Vice Chair:

Roy Savage (Motioned by Ms. Williams, seconded by Mr. Franklin)

Election vote: unanimous (11-0)

Ms. Williams assumed the role as new Chair with some opening remarks:

Each CAC member brings enthusiasm and passion to the CAC. At the next meeting each member is asked to spend 2-3 minutes discussing an area of interest for 2014 CAC activities. The Chair has set a target meeting time of one hour for future meetings, to be extended to 1 ½ hours when needed. She requested committee members to be succinct in their discussions and that she anticipates the majority of the work of the CAC commission to be carried on by sub-committees, with a brief report to the entire CAC committee of actions recommended to be taken by each Subcommittee.

Mr. Caruso offered congratulations and thanks to outgoing 2013 CAC Chair Steve Grubbs for his fine leadership and accomplishments.

8. Discussion and possible action regarding a CAC event to be possibly held in 2014 – David Franklin and Cynthia Williams.

Discussion deferred to next meeting due to lack of time at this meeting and after it is ascertained what activities CAC members would like to occur in 2014.

ADJOURNMENT

Motioned by Mr. Savage, and seconded by Mr. Franklin, to adjourn the meeting at 7:03 p.m. Motion approved: 11 - 0 - 0.

Exhibit A

Exhibit B

Exhibit C

Approved
Cynthia Williams, Chairperson

Submitted by Gary Morlock, CAC Secretary
GM doc: CAC Minutes 2014-01-16 DRAFT 2