

**LAVACA NEIGHBORHOOD ASSOCIATION  
BOARD MEETING**

*TUESDAY, February 2, 2016 at La Frite*

**The meeting was called to order** by President, Selsa Gonzalez at 6:30pm. 9 people were in attendance (Selsa Gonzalez, Adriana Becerra, Darryl Ohlenbusch, Laurel Smyth, Jeff McPherson, Billy Lawrence, Elizabeth Ball, Gini Garcia, Miles Donnelly)

**Board Member Introductions.** This year's Board members introduced themselves and told a little bit about themselves.

**Zoning Commissioner, Siboney Diaz-Sanchez** introduced herself as our zoning commissioner and explained the process of zoning changes and what our responsibilities are as a neighborhood association.

**New Leigh Street Single Family Homes.** Billy Lawrence, Member At-Large, gave an update on the single-family homes that will be built on Leigh Street. The homes are in the design review process. The process is moving along however there are some issues with trees located in some of the lots. the Design Review board is working with owners of these lots.

**Board Member Roles & Responsibilities.** Reviewed each of Board member's roles and responsibilities (see attached LNA Board Roles & Responsibilities document).

**Suggestions/Comments from January 12, 2016 Annual General Meeting.**

- 3 out of 8 inputs concerned issues about lighting in the neighborhood — Miles Donnelly and Gini Garcia working this issue for the Board
- 1 request to have LNA support local artists during First Friday.
- Speeding / Parking / Streets. Many of these issues are outside the purview of the Board but the Board can advocate for the neighborhood.
- Historic street signs for the Lavaca neighborhood

**Light channels at the underpass at Florida and Carolina.** Eloy Rosales has requested a letter of support from the Board to install lighting artistically at this underpass. The Board discussed that we support lighting that promotes safety but must be sensitive to the impact these lights will have on the neighbors in the immediate vicinity of the underpass.

**Labor Street Park Playground.** Labor Street Park has been awarded a grant to build a playground through the KABOOM Grant. This is a unique opportunity for our neighborhood because the community is in charge of designing and building the playground! The grant gives us money, supplies and support staff but relies on the community to imagine and build a great playground that suits our neighborhood.

The meeting was adjourned at 7:45pm.

**Lavaca Neighborhood Association Board Member  
Roles & Responsibilities**

**President**

- Check emails
- Send pertinent neighborhood association news to communications manager for newsletter
- Be point of contact by telephone
- Write letters on behalf of LNA
- Make agenda for each meeting

**Vice President/Membership Manager**

- Set meeting dates and times
- Book General Meeting locations
- Keep updated database of members on Google
- Create membership cards
- Ensure membership cards are mailed out or distributed to members

**Secretary**

- Write minutes at every meeting
- Post minutes to website
- Print minutes to bring to each meeting
- Send reminders about each meeting 1 week and 1 day in advance
- Update website and Facebook page

**Treasurer**

- Check mail
- Get monthly printed report of bank statements

- Reimburse/make payments as necessary
- File taxes every year

### **Fundraising Manager/Communications Manager**

- Brainstorm and execute fundraising ideas (ie: t-shirts)
- Write newsletter every month
- Send newsletter using MAILCHIMP
- Create flyers for meetings and ensure are distributed to board members

### **Historic Preservation and Zoning Manager**

- Leigh Street Lots Design Review Committee
- Follow HDRC agendas and attend meetings if necessary
- Respond to Zoning requests
- Respond to any historic preservation related issues