



**OAKRIDGE NEIGHBORHOOD ASSOCIATION**  
**Monthly Board Meeting**  
**Monday, July 1, 2024, 7:00 P.M.**  
**Zoom Meeting**



**Board Meeting Minutes**

**CALL TO ORDER:** 7:10 PM. Call to order by Vickie Litton. Jackie Reynolds motioned; Charles Leonard seconded.

**Attendees:** Jackie Reynolds, Vickie Litton, Lee Litton, Oliver Harter, Yvette Bonavita, Juliard Ishizuka, Cecile Labossiere, Charles Leonard, Ruba Qewar

**Minutes for June 24, 2024**

Jackie Reynolds recorded the minutes. Jackie made a motion to accept the minutes, and Lee Litton seconded the motion.

Per Vickie, Cheryl Jones advised that there is a one-page blurb on the ONA website that could be included in the new residents' welcome bag.

**BOARD MEMBER UPDATES**

- Treasurer: Sara Freeman was absent from the meeting. Therefore, no financial update was provided.
- Membership: Cecile was not able to attend the meeting, but she sent a note saying that there were one hundred eighty (180) members of the ONA as of this date. One hundred twenty-five (125) former members have not renewed. Cecile will be delivering welcome bags to appropriate directors for new residents for the Directors to distribute to the members. Cecile will also pick up membership signs, as well as send notes to non-renewed residents. Vickie and Cecile met last week to discuss how to increase the ONA membership.
- Communication: Vickie advised that no one has stepped forward to assume the vacant position and the search continues.
- Secretary: Jackie continues to fill this position until a new secretary can be presented to the Board for approval.
- Crime Prevention & Safety: Lee Litton talked to Officer Murphy, as well as the fire department of Garland, to get to know them better and make a presence for Oakridge. He attended Officer Barnes' funeral. Lee plans to attend the Garland Fire Department Citizen's Academy to cultivate a closer relationship between the GFD and Oakridge.
  - Environmental: Joshua was unable to attend the meeting. There was discussion about the relationship between the City Garland Parks Department and the Beltline and Jupiter entrances (city says). Joshua is going to contact the city to determine what this might mean for the ONA; and what help we might get.

- Events: Vickie will talk to Scott (who runs the pickleball events) about method of interaction between the Duck Creek Golf Club and the ONA board. Vickie has reached out to the Golf Club owners several times but has not received any response.
- Directors: There was nothing new for the District Directors to report.
  - 1—2 people were thinking about the role, but dropped out
  - 2—Charles Leonard is promoting the online eAssist that allows City of Garland residents to report things to the city for investigation and other activity. Charles asked if this information could be added to the ONA newsletter and noted on the ONA website.
  - 3—open
  - 4—Oliver advised that was no news to report from his district.
  - 5—Juliard needs welcome bags for new residents in his district.
  - 6—Ruba was at the meeting as a farewell and thank you to the ONA. She and her husband are moving to Arlington, Texas.
  - 7—Joetta still functions as the District Director but has not attended the Board meetings in a while and no other Board member has had any contact with her.
- **New business**
  - The Vitality grant materials are due in July: Joshua is preparing them. Texas A&M can assist us with suggestions for the hardscaping in the neighborhoods. Vickie has called them twice but has not received any response as of this date.
  - Vickie is researching software for a neighborhood association like ONA by contacting other neighborhood associations in Garland but has had no response from her inquiries. The ONA would like to get information from them about how they manage their neighborhood association.

Jackie found a list online, that reflects all neighborhood associations as well as homeowners' association for the City of Garland. She offered to contact a few of the associations to see what they do to get new members. The list was also sent to Vickie.

- It would be advantageous for the ONA to find an easier, less cumbersome way to produce the ONA newsletter. The Canva software is the software that Cheryl uses. ONA has use of a free version of Canva that does not include all the features of the Canva version that Cheryl uses (She pays for her Canva.)
- We need a list of software credentials, good for onboarding new ONA officers. We need Sarah's input about credentials for PayPal. We have received the credentials for other software from Board members.
- There was discussion regarding the Communications Director responsibilities. Specifically, to split the responsibilities between two people: 1) for online and advertiser responsibilities and 2) for the newsletter. How can we find people to volunteer to manage these responsibilities? In addition, the newsletter is too long. The newsletter needs to be condensed. There was also discussion regarding using a "postcard" approach keeping in mind that our advertisers need their coverage. Additional research on this matter will need to be completed as well as finding the software to use.

- The last version of the ONA By-Laws was made in 2019 and includes short descriptions of the responsibilities of each position. The Board Procedural Manual (BPM). Vickie asked all board members to review the BPM located on the ONA website and to advise of any additions, revisions, deletions, to be made.
- Relating to the above, each board member was requested to make a detailed list of their responsibilities with specific instructions as to what and how to do the responsibilities. This would be a useful tool for onboarding new members as well as having to oversee the responsibilities of the position when one of the members/directors has an illness or leave of absence.
- Is there an alternative to MailChimp?

Call by Vickie to adjourn, Cecile made a motion to adjourn, and Oliver seconded.

Adjournment: 8:12pm

Next Board Meeting:

Date: Tuesday, Sept 3, 2024

Time: 7:00pm

Location: house of Vickie Litton---send any added info to Vickie for that meeting