



Karen Breen-Bondie, President  
Carol Frederick, Vice President  
Darcey McLaughlin, Secretary  
Phil Kauffmann, Treasurer

## **Minutes**

### **Wednesday, May 8, 2002**

Present: President Karen Breen-Bondie  
Vice President Carol Frederick  
Secretary Darcey McLaughlin

This informal meeting was called as a result of the suggestion of delegating some of the president's responsibilities so that she can remain in the position.

Discussed were the copying and distribution of newsletters, which the secretary said she would undertake and the orientation of new block directors by the vice president. A suggestion that the block directors fold their own block's newsletters was given.

A discussion ensued about amending the bylaws (Constitution) to include articles about non-activity (verbage along the lines of removal from office if they are not present for four consecutive meetings--of if they miss x # of meetings in x timeframe) and that each member of the board of directors should be members in good standing due to a conflict of interest if they are not. President said she would make the formal suggestion for changes before the next board meeting so that it can be discussed and voted on at the annual meeting.

Discussion of job descriptions for each officer and a general job description for the block directors was discussed. No further action was initiated.

The president asked the VP to review job details of block director to all new block directors and to contact the two new block directors of West Drayton. President will forward names and pertinent information to VP.

Due to the removal of the 2<sup>nd</sup> VP earlier in the week, Secretary McLaughlin suggested that Anne Williamson, block director of W. Lewiston, fill the vacancy, remain as a co-block director and continue with her suggested Beautification Committee work at that position. President Breen-Bondie indicated she would discuss this with her in person the next time she sees her.

A suggestion for a fundraiser of plaques was made by President Breen-Bondie. Plaques that would commemorate the year a resident's house was built along with the WPIA logo/identification. Pleasant Ridge has made those types of plaques available for their residents. This can be investigated at a later date at the organization's discretion.

A reminder was made that the treasurer should call Credit Union One to make whatever arrangements are necessary for the account to be transferred from Comerica to CUO. President Breen-Bondie will contact Treasurer Kauffmann to remind him of same.

**Minutes Page Two**  
**Wednesday, May 8, 2002**

- President - Preside at meetings; publish newsletter
- VP - Coordinate block yard sale; distribute luminarias
- 2<sup>nd</sup> VP - Oversee Beautification Committee
- Secretary - Take minutes at meetings; copy and distribute newsletter
- Treasurer - Manage accounts payable, receivable, update dues spreadsheet and provide full report of activity for newsletter and meetings
- Block
- Directors - Collect dues from residents, relay residential concerns to board distribute luminarias to residents on block

Suggestion of next annual meeting speakers from vice president: Mayor Porter and DDA Manager, Cristina Sheppard-Decius.

Respectfully submitted by:

Karen Breen-Bondie  
President  
Woodland Park Improvement Association