

CHCA Meeting Final Minutes  
October 2022 - Approved 11/8/2022

1. Attendance - Leslie Caruso, Alan Miroslaw, Mary Ann Ogle, Brittany Smith, Chris Rule, Jenny Kendall, Will Pearce. Will wrote the minutes in Tim's absence.
2. Review/Approve prior month's minutes - Leslie motion, Chris second, passed unanimously.
3. Treasurer's report -
  - a) Fund Balances, revenues, expenses, invoices –
    - Adam e-mailed a Profit & Loss Statement and a status report, as of 10/10/2022, for review at the meeting, from which the following information is copied. The Courier Ad Sales, Membership Dues, Sponsorship, and other income categories are greater than the comparables for 2021, as Leslie reviewed in detail from Adam's report.
    - Wing Snob invoice is still outstanding due to new ownership; Adam will continue to pursue payment.
    - New Business – Christi O Leary - The Roof Detective, half page ad; Stephen Green Business card.
  - b) Membership Drive – We are now at 32% of homes donating (the record was 37% in 2019).
    - Adam's Facebook post Sunday resulted in 27 homes donating via PayPal, jumping the percentage from 28% to 32%.
    - We are currently at \$7,206, surpassing 2021 dollars by \$1K (\$6,200 in membership dues plus sign donations).
    - Typically we receive \$6-7K annually.
  - c) IRS Status – 990 filing accepted – Ohio Attorney General Dave Yost sent a congratulatory letter recognizing our status, and asking us to register the CHCA with their office online, which Adam did, and asking us to upload our Form 990 each year, which Adam will do, in conjunction with completing this form for the IRS.
  - d) Adam dropped off our Thank You flowers to Gina and Jessica to thank them for all their extensive work in chairing the 4th of July event.
  - e) Scholarship Fundraising – We decided that we did not need to do anything further this year (as we did in 2019, from which this topic was taken for the agenda), due to the very good donation percentage from our neighborhood this year. However, we discussed that we should find a way to remind folks at every event we hold that their dues make this event possible, so as to try to maximize the percentage of households donating.
4. September Courier
  - a) September Courier - Chris reported that the Courier will be ready for pickup from GraphX before the end of the week. Will volunteered to let GraphX know to e-mail him when ready so that he could pick them up; then to deliver Couriers to Alan who volunteered to sort the Couriers; then Will volunteered to deliver the sorted Courier packets to all the Trustees.
  - b) November Courier – Chris discussed that by the end of the third week in November (11/18) articles would be due to him, so that he could get the edited

Courier to the printer before the end of November. Articles to be included:  
Halloween Party recap and results/photos of the Halloween Decorating Contest;  
Holiday Party and Decorating Contest; and Luminary Kit Assembly and Display.

5. 2023 Calendar and Courier Schedule – Chris sent Leslie a copy of the source document for the 2022 Calendar and Courier Schedule, and Will explained that the previous years’ source documents were on the website under the CHCA Administrative Documents link. Leslie will refer to these documents as templates for preparing a draft for 2023, which we can review at the November meeting. Will also thanked Jenny for originating this Scheduling document and preparing it for so many years.
6. October Events
  - a) Halloween Decorating Contest - houses – Alan said that Kathi Godber will again volunteer to chair the judging for this event, Tuesday, 10/25.
  - b) Children’s Halloween Party/Volunteer Count – Alan reiterated that Kristin Orban confirmed that she would again chair the Halloween Party, and had noted this will be her last year, and that Cynthia MacKenzie confirmed she will again be doing the pumpkin patch. Alan will begin recruiting a new chair; Brittany noted she will help Kristin this year, and may be interested in chairing it next year. We need Kristin’s help to know the number of other volunteers she has recruited for which tasks.
7. November Meeting
  - a) Officer Elections – We discussed that all current officers, and anyone else who shows up at the November meeting wishing to stand for any position, would be voted on for election at the November meeting. Historically what usually happens is that new candidates rarely attend unless they have been explicitly recruited by the current board, and the current officers who wish to continue in their position, stand for election and are voted for to be the officers for next year. Chris noted that, aside from the Board positions, the CHCA could attempt to create a designated position for anyone desiring to perform a significant function for the CHCA. In conjunction with this discussion, Will is to add the Welcome Wagon Coordinator to the list of Positions, with draft text for their functionality (see Public Comments below, topic 8.a., and the link to Positions on the website).
  - b) Food Drive –
    - Alan and Chris will ask their respective Boy Scout leader contacts if they know who is in charge of the food drive this year, and report back to this audience,.
    - KMS Hot Chocolate Run, planned for 11/12, beginning at 9:00 AM, in conflict with the Food Drive. After extensive discussion of safety concerns, and how to mitigate these concerns for this event, and suggestions for their notifying us earlier in the year and how we could help them with publicity and avoid scheduling conflicts, Leslie will write a comprehensive response to her KMS PTSA contact summarizing all these topics and asking for updates as to how they are proceeding in addressing these concerns.
  - c) Luminaries – Will gave a brief status report, outlining his planning for the event which is on schedule, and how volunteers will again be recruited via SignUpGenius and his personal requests during November.
  - d) Holiday Party – Alan will ask Erin Zelinski Righter if she is chairing the event again this year. During the storeroom cleanup (see September minutes), Mary

Ann found a box of crafts, which the chair can use. Mary Ann also explained that this year we may feel comfortable returning to the activities such as the crafts, and even icing holiday cookies. And Santa will probably be back in his rocking chair by the fireplace!

8. Public Comments -

a) Welcome Wagon

- Jenny Kendall kindly accepted Mary Ann's invitation to attend our meeting to share her expertise regarding her previous service as the Welcome Wagon Coordinator (later followed by Brenda Leggitt, with the position now vacant).

- Jenny reviewed her draft documentation from 2014 specifying proposed detail procedures for this position, which although never officially implemented and published on the website, became the blueprint for selected Welcome Wagon tasks which Jenny and Brenda performed.

- Jenny explained the critical support provided to our Welcome Wagon function by the Old Worthington Business Partnership in collecting items from their member businesses (coupons, menus, pens, sticky notes, and gift bags, etc.) for our welcome baskets/bags; and by Cynthia MacKenzie in notifying her of homes which had sold the previous month. Also, the City would give her Worthington calendars and Jenny would include past Couriers in the bags.

- Mary Ann and Brittany volunteered to help with specific tasks, but not to be the coordinator at this time.

- Thus, we discussed that we would defer a detailed discussion of the next steps until the November meeting to see if anyone volunteered for the coordinator position from the September Courier article. Also, possibly we can schedule a separate organizing meeting after that, to see how to divvy up the tasks based on Jenny's documentation, if no one volunteers by then to be the coordinator.

b) Jenny graciously volunteered to resume being Chair for the 2023 4th of July Event if the 2022 Chairs do not wish to continue in this position.

9. Adjourn – Will motion, Chris second.