

CTM Meeting Minutes
November 2, 2015
Clifton Recreation Center

Present: Adam Balz, Morgan Rich, Kevin Marsh, Michael Moran, Ben Pantoja, Eric Urbas, Adam Hyland, Rama Kasturi, Mike Schur, Shaun McCance, Ashley Fritz, Joyce Rich,

Absent: Pat Knapp, Nicholas Hollan

A quorum is present. Meeting called to order at 7:00pm

Police Report

Neighborhood Liaison Sgt. Volkerding advised that with the time change and darkness coming earlier to be more aware of your actions to improve safety. Keeping your lights on help police/fire find your house easier if they need to respond. Police have learned from criminal interviews that they prefer houses that are poorly lit. This is always the time of year when more “door to door” scam artists show up. They may be selling something, asking to perform services such as snow shoveling, or asking for money for their broken car. Never let anyone in your home.

Neighborhood Liaison Officer Hageman can be reached at 513.569.8527; email is nicholas.hageman@cincinnati-oh.gov. See the Clifton Community website for other police contact info on the Public Safety page.

Fire Report

Captain James Kettler from Engine 34 reported that his company had 5 fire runs, but no major structure fires in the Clifton area during the past month. They have smoke and carbon monoxide detectors available.

Captain Kettler reported that he is transferring to a downtown location. The new Captain will make reports starting next month.

Captain Kettler can be reached at 513.352.2334; email is james.kettler@cincinnati-oh.gov; or visit the fire station on Ludlow Avenue.

Library Report

No library report was provided.

Recreation Center

Service Area Manager Tom Reese reported that tonight has pottery, karate, fitness, etc. There is lots of programming happening every day/evening. Check the calendar at <http://cincyrec.org/search/basicprogram.aspx?k=Clifton%2BRecreation%2BCenter#results>

Pickle ball is picking up Tues/Thur morning 11am-1pm. Over 75 people including 20 children came on last Thursday to see the performance of the play “King, Dragon....”

There is a potential of a rental rate change for non-profits. This is being discussed at the Rec Center administration.

CCAC

CCAC Executive Director Leslie Mooney reviewed upcoming calendar of events and shows. See all the details at <http://www.cliftonculturalarts.org/>

CBPA

No report was provided.

Minutes of the October CTM meeting were approved as submitted.

Nominating Committee

Chairperson Ben Pantoja reported that there are at least 10 candidates with a possible 11th. There are 7 positions open. Elections will be held starting at 6pm for one hour on Monday, December 7, 2015 at the Clifton Rec Center. This is the same day as the CTM meeting.

Candidate bios will be published in the upcoming issue of the Clifton Chronicle.

Pantoja discussed a possible bylaws amendment to return Trustee openings to a sequence of having 5 positions coming up for election every year. Currently, we have fallen into a pattern of 7 positions, 4 positions, 4 positions, and then back to 7 positions again.

Pantoja also discussed other changing the Nominating Committee formation to have an August deadline for the “at large members”, providing for more details on the Nominating Committee Report, and also how to settle ties for Trustee elections.

See details below of proposals for bylaws changes that were discussed.

ARTICLE VIII. NOMINATION AND ELECTION OF TRUSTEES

Proposed Language for Member Approval

- 1. Nomination of Trustees.** Following the annual election of officers the Executive Committee shall appoint a trustee as chairperson of the Nominating Committee for the ensuing year, and two other members of the Board of Trustees. By August, the chairperson of the Nominating Committee must also recommend two members at large. The members of the committee shall be approved by the Board. The Nominating Committee will file its report with the Secretary at least sixty (60) days prior to the fall annual meeting. This report shall include at a minimum a list of those trustees with expiring 3 year terms and trustees who are choosing to end their terms early. It shall indicate which of the trustees with

expiring terms are term limited. For those who are not term limited, the report shall indicate whether the trustee plans to seek re-election. The report will indicate the number of 3 year, 2 year, and 1 year terms that must be filled via the election. Lastly, the report shall include a list of key next steps and deadlines. At any time, not later than forty-five (45) days prior to the annual meeting, any of the fifteen members of the organization may file with the Secretary a nomination of a candidate or candidates for Trustees. At least ten days prior to the annual meeting, the Secretary shall notify the members in writing of the names of the candidates nominated for Trustees, or the names shall be published in a bulletin distributed to the members at least ten days prior to the date of the meeting.

- 2. Election of Trustees.** The election of Trustees shall be conducted by written or printed ballots cast by the members on the date of the annual meeting. Prior to such date the Secretary shall prepare ballots containing the names of all candidates nominated for Trustees and shall provide sufficient numbers thereof at the place where such meeting is to be held for the use of all members desiring to vote. Balloting shall be conducted at such place for a period not to exceed one hour immediately preceding the meeting. Ballots may also be provided, and members may cast the same, at such additional places and earlier times on such dates as the Board of Trustees may provide. All ballots shall be tabulated and the results of the election announced at the annual meeting. The number of candidates that each member can vote is equal to or less than the number of vacancies. The candidates who shall receive the largest number of votes cast at such election shall be elected Trustees for the available terms as set forth in Article V. The candidates with the highest vote counts will fill the available 3 year terms, those with the next highest vote counts will fill the available 2 year terms, and those with the lowest vote counts will fill the available 1 year terms.

ARTICLE V. BOARD OF TRUSTEES AND BOARD MEETINGS

Proposed Language for Member Approval

- 2. Election of Trustees.** On the date of the November or December Board meeting, the members of the organization shall elect five Trustees to fill the vacancies created by the expiration of terms, and the Trustees so elected shall serve for a term of three years, or until their successors are elected and qualified. If for any reason more than five three year terms expire in the same year, the five trustees who receive the most votes will serve three year terms. One year or two year terms will be assigned based on number of votes as needed to return to the intended target of five expiring three year terms per year.

The members shall also elect Trustees to fill additional vacancies that arise due to trustees leaving office prior to completion of their three year term. Trustees so elected shall serve the length of the unexpired term. No person shall be elected as

Trustee by the general membership for more than two full consecutive terms or six years plus any part of an unexpired term served as a result of appointment by the Board of Trustees or election to an unexpired term.

Bylaws AdHoc Committee

Chairperson Urbas presented a list of topics for possible bylaws changes:

Topic List and Proposed Schedule

<u>Topic</u>	<u>30 Day Notice</u>	<u>Vote</u>
EEmail Voting	January 2016	March 2016
Succession Planning	November 2015	December 2015
Election Ties	November 2015	December 2015
Dissenting Trustee Opinion	January 2016	March 2016
CTM & Working Groups	February 2016	April 2016
Executive Committee Authority	TBD	TBD
General Membership Role in Voting	February 2016	April 2016

Trustee Marsh summarized the proposed changes to the Officer Succession section of the Bylaws.

ARTICLE VI. OFFICERS

Proposed Language for Member Approval

The officers of the organization shall consist of a President, 1st Vice President, 2nd Vice President, a Secretary and a Treasurer who shall be elected by the Board of Trustees from among their members and who shall serve as such officers for one year or until their successors are elected and qualified. Election of officers shall take place at the first Board meeting the January meeting after the annual election of board members. No officer shall serve in the same capacity for more than two (2) consecutive years plus any part of an unexpired term created by a vacancy in said office prior to said trustee's election to such office in mid-year. Any officer may be removed by a vote of two-thirds of the members of the Board of Trustees. The powers and duties of the officers shall be as follows:

- 1. President.** The President of the organization shall preside at all meetings of the membership, of the Board of Trustees, and of the Executive Committee and shall discharge any other duties the Board of Trustees or Executive Committee may require. The President shall prepare the proposed annual budget, with the advice of the Treasurer, for submission to the Board of Trustees for its approval, and supervise the activities of the CTM staff within guidelines approved by the Board. The President shall also appoint chairpersons of committees, whose members may be persons other than Trustees and Officers so long as they are members of the organization. All committee chair appointments are to be subject to the approval of the Executive Committee.

2. **Vice President.** The Vice President (s) shall assist the President in the duties of that office, as requested by the President, and in the absence of the President, shall preside at all meeting of the organization and discharge all other duties of the President. If the President resigns, the 1st Vice President shall become the President and the 2nd Vice President shall become the 1st Vice President. If the 1st Vice President resigns, the 2nd Vice President shall become the 1st Vice President. The Board of Trustees shall decide when and if a vacancy of the 2nd Vice President position shall be filled for the vacancy of a term.
3. **Secretary.** The Secretary shall keep the minutes of the meetings of the Board of Trustees and the Executive Committee and of the meeting of the members shall see that all notices are duly given in accordance with the provision of the bylaws; shall keep the record of the organization; shall discharge all other duties as may be assigned from time to time by the Board of Trustees; and in general, shall discharge all duties incident to the office. The Board of Trustees shall elect a Trustee to fulfill any vacancy for Secretary.
4. **Treasurer.** The Treasurer shall keep and maintain all financial records of the organization and be responsible for funds of this organization. Shall make reports as the Board of Trustees may require, and shall discharge duties incident to the office. The treasurer is authorized to make deposits and file necessary local, state and federal financial and/or tax reports on behalf of the organization and to pay all budgeted expenses consistent with voting requirements of Article V, Section 8. The details of all financial transactions and correspondence are to be provided to the Board at the next monthly meeting. The Board of Trustees shall elect a Trustee to fulfill any vacancy for Treasurer.

Marsh moved that this proposal be put forward for a full membership vote on December 7. Motion was seconded and passed.

Urbas moved to put the bylaws changes suggested earlier by Pantoja for a full membership vote on December 7: Trustee terms cycle to restore 5 Trustee terms expiring each year, and the deadline for formation of the Nominating Committee to August and the details for the Nominating Report.

Motion seconded and passed.

Membership Committee

Chairperson Kevin Marsh reported that the membership drive was running. Emails went to all members over the weekend that were not up to date on their dues. A mailing will go out in the coming days also.

Events Committee

Urbas read the Committee report prepared by Chairperson Nicholas Hollan. The Lantern Walk is happening, Sunday, November 8. Meet around 5pm. The walking starts at 6pm. Kids and adults with any kind of lamp are encouraged.

Holidays on Ludlow event planning is proceeding. The event is Friday, Dec 11 from 6-9pm. Asst. City Manager John Juech is seeking a way to get an exception to the licensing of carriages for the event. This will require a City Council vote.

Committee Report from Chairperson Hollan

1. Lantern Walk

The Committee met at Om Café and devised a game plan for rolling it out. We are meeting on November 5 to create the luminaries, Friday to pick up the barriers, Saturday to set up the No Parking signs and then Sunday to distribute/light the bags and collect them after the event. We need help spreading the word so it would be great if Trustees could help raise awareness of the event via social media.

2. Holidays on Ludlow

I called a meeting of volunteers and Joyce showed up. She and I went over each step and split the workload. Most volunteers sent their regrets and confirmed they would repeat their efforts from last year. John Juech from the city called me to provide an update regarding the carriage rides. He said it would be possible to get an exemption but would require a lot of work which includes a motion from Council. We have to decide on plan B if the process is too unwieldy.

Marsh asked if the Committee felt like it had the resources necessary to produce the event for CTM. Trustees J. Rich and M. Schur believed everything was moving along okay.

Housing & Zoning Committee

Chairperson Adam Hyland reported on the Public Forum held to develop feedback on the proposed Zoning Code changes. Hyland indicated this collection of feedback would continue through November with intentions of proposing something for the Board to vote on during the December meeting.

Hyland reported on a new topic of Hyde Park zoning change that is being challenged by that neighborhood community council. The CTM Board voted by email on Nov 1 to support the Hyde Park Community Council on this matter, and a letter was sent to City Council and the Director of Planning. Council met on this issue, and Committee member Malcolm Montgomery attended the Council meeting. Council postponed final action.

Hyland reported on an extremely enthusiastic code enforcement reporter. Malcolm Montgomery met with this person to explain that their efforts were appreciated but overwhelmed the system. The person did not realize that their small issue reports were preventing the City from addressing large non-compliance issues.

Website / Social Media Committee

Chairperson Eric Urbas share the report from the most recent October meeting.

Meeting held 10/20/15. Attending: E. Urbas, K. Marsh, C. Lohre, S. McCance, M. Schur, A. Hyland (Arrived after 11A).

Topics:

- 1) Walking Tour App for Utility Boxes - Made contact to Hughes HS student group and shared info. Initial feedback positive. No commitment yet about ability to support.
- 2) SSL for Website - Agreed to investigate costs and discuss to include for 2016 budget.
- 3) Google For Non-Profits - See below.
- 4) Education Committee - recommend to education committee about an email address for communications to residents.
- 5) Facebook Pixel Usage Discussion – Moved to next meeting. A discussion after the meeting was had by some members.

Next committee meeting planned for December 13th 9AM (Bi - Monthly).

Google for Non-Profits

Google for Non-Profits offers many free services to Non-Profit Organizations. CTM is a Non-Profit and is eligible to participate in this program. Kevin Marsh per agreement from the committee applied for CTM to participate in the Google for Non-Profits Program:

Highlights of the program:

- 1) Google Apps – free access to the Google Apps suite including Gmail, Google Calendar and Google Drive.
- 2) Ad Grants - eligible to receive up to \$10,000 per month in in-kind AdWords™ advertising.
- 3) YouTube for Non-Profits – enable many of the paid for features free of charge such as the Donation Module and Call to Action Overlays.
- 4) Google Earth Outreach – free access to many paid for services such as custom mapping, Google Maps Engine, and more.

Marsh advised that the Google AdWords effort was started and in October we already got 65 clicks on our ads. Marsh advised we will continue to get \$10,000 per month of free AdWords as long as we keep within the non-profit program guidelines.

Urbas advised that there would be another meeting in December, and that he wanted a new Chairperson to takeover the Committee next year.

Public Safety Committee

Chairperson Kevin Marsh presented a summary of actions and work taken by the Committee to date.

Public Safety Committee Nov 2015

Priorities and Info gathered to date:

- Quarterly meetings with CPD D5
- Coordinate with Transportation Committee on overlap issues (example: crosswalks)
- Citizens on Patrol can add large value to community safety

Priority input

- Personal safety
- Drug dealing

- Panhandling
- Theft from auto

Educate community

- How to be safer & reduce risk of crime to person / property
- Police responses - what and why

Next Steps

- Continue to collect community feedback.
- Investigate OTR and Northside meeting models
- Develop police responses document

Executive Committee

Urbas asked for all Committees to submit budget input during November so that a budget for review could be drafted for first discussion during the December meeting. Urbas is intending to schedule a meeting during November.

Transportation Committee

Chairperson Mike Schur reported that he has been promised information on various projects from City DOTE, but he did not get anything in time for tonight's meeting. Director Michael Moore has agreed to have quarterly meetings with the Committee.

Parks Committee

Chairperson Rama Kasturi reported that the Parks Levy is on the ballot – Issue 22. The “Honeysuckle Hit Squad” has been put on hold by the Parks Dept due to indiscriminate use of Round-Up by others in the City. Kasturi is working to reforming the “Friends of Burnet Woods” group in hopes of writing a grant to increase operating hours at the Trailside Center. Kasturi reported that Cliftonite Andrea Torrice produced a film regarding local urban forests. Thursday, 20th Century Theatre, 7pm.

Marsh asked if the Parks Committee can proceed with the grant process while the “Friends...” group forms. Kasturi advised she would call a Committee meeting to discuss the grant and proceed.

Ad Hoc Deer Committee

Chairperson Ben Pantoja reported that the Cliftondeer.org group met their fundraising goal during the month of October. CTM will need to follow through with its matching grant for \$2,500 now. See letter below:

November 1, 2015

Dear CTM Board,

We of the CliftonDeer.Org are pleased to report that we have met our \$40,000 threshold funding goal and will be launching the program on schedule this December. We will

continue to look for ways to raise money to cover any unexpected expenses, and to put toward next year's costs which are expected to be much smaller than this year's.

We want to thank CTM again for the matching grant of \$2,500 that helped stimulate donations from Clifton residents to quickly close our gap. We also thank you for the suggestion to invite participation by other Clifton organizations. That outreach resulted in a generous grant from the Clifton Community Fund.

In preparation for the week of field operations in December, we recently finished distributing flyers to all the houses within the study area informing residents of what they can expect and who to contact if they have questions or concerns. If anyone living in the area bounded by Clifton Ave., Ludlow Ave. and I-75 has not received one of these flyers, please contact us through the web site at www.cliftondeer.org so we can get one to you.

We're now focused on setting up bait stations at four strategically located volunteer homes, and scheduling volunteers to attend those bait stations, to clean the building that will be used as a field surgical center, and to transport anesthetized deer the nights of the program operations.

An article will appear in the upcoming Clifton Chronicle bringing readers up to date on program details. Once again, thanks to CTM for your help and support.

The Team at CliftonDeer.Org

Chronicle

Chairperson Ashley Fritz advised that 29 ads were placed for the Winter issue. Committee reports need to be turned in immediately this week for publication.

Beautification

Chairperson Adam Balz reported on a recent Committee meeting. Volunteers are needed to decorate the business district on the morning of Saturday, November 21. Ludlow 21 members are creating improved ribbons for the decorations.

Treasurers Report

Treasurer Michael Moran reported on Sept/Oct results. \$4,883.82 income. Expenses \$15,109.97. Net expense of \$10,226.15. There were 2 quarters of Clifton Chronicle printing in this period.

CTM has total assets/reserves of \$79,440.26 with one outstanding liability \$2,738.04 (a bill for Clifton Plaza expenses).

Urbas moved to approve the Treasurer's report. Motion passed.

Moran shared a recently received bill from the Financial manager of the Clifton Community LLC (this person is also the Financial manager for the CBPA) for Clifton Plaza expenses. The total was \$2,738.04. These bill included expenses for Cincinnati Bell around \$1,000 & insurance that we are investigating. This bill represents half the total expenses.

Balz recalled some recent history that there was to be a meeting of the Clifton Community LLC, but he had not heard of the details. He asked that a higher priority for a meeting amongst the member of the Clifton Community LLC. Moran advised that a meeting was held earlier this year, but it focused more on programming on the Plaza

Schur asked that the meeting happen soon because it would inform CTM's budget process. Marsh advised that the Clifton Community LLC bylaws allow for any amount to be spent by the LLC if the 4 members vote unanimously. CTM's contingent of membership is our President and Treasurer. J. Rich advised that the current Financial manager was leaving the position very soon and CBPA was seeking a replacement.

Urbas agreed that a meeting would be scheduled of the Clifton Community LLC members soon to discuss the bill.

NSP Projects

Marsh shared the current list of ideas contributed so far. Marsh moved to vote on the NSP Projects at the CTM meeting on December 7. All persons living in Clifton can vote on these projects, not just Trustees or CTM members. We can spend up to \$6,800 on more than one project.

Motion seconded and there was some discussion about whether all the projects on the current list qualified and also whether these projects had an budget estimates or whether the spending could actually be completed by the June 30, 2016 deadline. The project list would need to be reviewed and details prepared to allow for a informed vote to happen. Moran agreed to put budget estimates on any project that did not have one.

Motion passed.

Engage Cincy Challenge Grants

Marsh briefly reviewed the current City selection process and that there are at least 5 Clifton projects that appear to be moving forward to an application for the Challenge Grants. The selection process favors collaboration with community organizations such as CTM and CBPA. The deadline for the application process is December 1 so CTM won't have another meeting to discuss applications.

Marsh moved that CTM engage in this process by accepting applications electronically or in person and consider providing CTM support, money, and/or fiscal agency depending on what applicants request. Our deadline for action will be November 20. Motion was seconded.

Various discussion ensued to clarify that the City's process would definitely favor applications that had the support of CTM.

Motion passed.

Trustee Updates / Announcements

Trustee J. Rich shared that heavy equipment operators / highway construction workers are being sought by

Trustee Kasturi advised she was a Board Member on the Clifton Market and that the market was 96% funded. She asked for people to consider giving additional funds to complete the project.

Public Q&A

State Representative Driehaus reminded all that elections were tomorrow. She encouraged everyone to vote Yes on Issue 1 to change how districts are set for future elections.

Kip Eagen thanked CTM for its prior support of VoiceScapes and acting as a passthrough for the sidewalk plaque repairs on Ludlow Avenue in the business district. Kip asked for a status update on the speed limit changes for McAlpin. Trustee Schur indicated that there has been no feedback indicating what will happen. Kip advised the Clifton Community Fund would act as a sponsor for upgrades to reindeer on the Plaza, but would send the money to CTM as a passthrough fiscal agent as before. Trustee Balz asked Kip to reconsider purchasing higher quality lights from the same company that CTM and the Cincinnati Zoo use. There will be no higher cost.

Kip advised an update on Art on Utility Boxes – another one was done – Crayola Crayon on Clifton Avenue. \$450 was spent by the Clifton Community Fund to clean and seal all the prior utility boxes.

Kip read his proposal for application to the Engage Cincy Challenge Grants. A written version will be sent to all Trustees.

Peggy Schoor asked if the terms of Officers are the same. Urbas advised that all Officer terms run one year starting in January of each year.

Malcolm Montgomery thanked the Trustees for quick action on the Hyde Park. Malcolm further asked if more communication can be made in advance of potential Board actions such as motions. Malcolm wondered how to reach the Board beyond what he believed was the only email address contactctm@cliftoncommunity.org. Marsh assured Malcolm that all emails to CTM's account were quickly sorted and sent to the most appropriate Trustee(s). Trustees get a lot of email. On community outreach, Marsh advised that the CTM Clifton News email list had 866 subscribers, and there were over 4000 people living in Clifton. The challenge remains of how to connect better with the community.

Adjournment/next meeting

The meeting was adjourned at 9:04 p.m.

The next CTM meeting is at 7 p.m., Monday, December 7, 2015, at the Clifton Recreation Center.