

HVCA Minutes

JANUARY 2019

Annual Meeting and Community Dinner at Civic Center this month.

Guest speaker, Commissioner Danny Couch.

HVCA Minutes

13 February 2019

Members in attendance: *Karla Jarvis, KP Scott, Christina Hicks, Bill Ballance, Alana Harrison, Jordan Tomberlin, Erin Trant, Dan Oden*

- Meeting called to order
- Public comment from Jon Kelmer regarding civic center parking lot--got quote from Rankin and Cape Dredging for 29 spots. KP made the motion for Jon to move forward with drawings and plans, Bill seconded; motion passed unanimously
- **Financial Report (tax district)**
 - Carol reported that we're a little ahead of where we need to be for tax revenues, down for rental income
 - So far the only things that have come in this month are insurance policies for Civic Center
 - Paid fee to the gentleman who did the sidewalks (that's what's in acquisitions)
- **Buildings and grounds**
 - Community Building: need to get one more price for one of the original doors (the one by the playground)
 - Eagle Pass Project: Carol questioned whether they have moved forward with lights, and no one was sure, Ricki was working on that
 - Other discussion centered on walking the property soon and checking the pickets, as well as getting sand hauled in for flood prone areas
 - Library: there is a leak that someone is going to need to look at

- **Rentals**
 - There has been an uptick in 2-day rentals for events, which is alleviating the problem of people coming in early and not wanting to leave (preventing staff from cleaning and preparing in a timely fashion). There is a problem with some things disappearing from the kitchen, but Bill plans to speak to the building manager about the issue.
- **Civic Association Financial Report**
 - There has been some money coming in for the waterfowl festival
 - Two scholarships have been paid out (Tayler and Hannah), Emery's request has been submitted; Jasmine's has not, but Karla plans to get in touch with her
- **Minutes from last week:**
 - None to approve, since last month's meeting was the annual meeting
 - Minutes from December are on the website
 - Issues for review: The leak at the library, purchase of navy linens for the Civic Center
 - Board will review minutes and we will discuss further at the next meeting
- **Civic Association Committees:**
 - HVOO
 - a few sponsors have committed already; many events the same as last year
 - Adding a new category for largest Marlin, raised entry fee for released billfish; total entry fee for all categories is now going to be \$7,500
 - Next committee meeting is set for Monday, 25 February 2019 at Oden's Dock; all are welcome to attend
 - Recreation/Education
 - Starry Nights: This weekend!
 - Alana discussed the new Friday Night Space Party, at the library
 - Morehead Planetarium will do shows on Friday and Saturday (mobile planetarium)
 - Concern that the Park Service may not be able to participate, pending news of a potential government shutdown on Friday
 - Alana planning to contact Jeremy Hicks (fire chief) to confirm that we have the firehouse booked for those nights (for children's shows, mobile planetarium)
 - Moving forward--would like to work with the group who

HVCA Minutes

13 March 2019

Members in attendance: *Karla Jarvis, Cameron Whitaker, Christina Hicks, Bill Ballance, Alana Harrison, Jordan Tomberlin, Erin Trant, Dan Oden, Sam Midgett*

- Meeting called to order
- Bill motioned to accept minutes; Dan seconded, motion passed

Old Business:

- Kelmer resigned as chair of Day at the Docks
- Parking Lot project update: assumption Jon will also not continue to pursue this so project reassigned to Sam
- Scholarship Committee:
 - Confusion about requirements
 - Bill got list of all potential recipients, plans to send letter to let them know about the new requirements

New Business:

- RedLeg: Rural Economic Development Grant
- Susan Flythe at CHEC contacted Karla
- \$300,000 grant, paid back over 10 years at 0% interest; once paid back, money is recycled back into community
 - Could be used for sidewalks/pathways project
 - Tax District to pursue this and other grants for sidewalks

Committees:

- Email correspondence regarding restructuring the committees
- Document: [Proposed Committee Revamp](#)
- Current Civic Association Committees:
 - Nominating Committee
 - Parade/Dance
 - Day at the Docks
 - Recreation Education
 - Scholarship
 - Surf Fishing Tournament:
 - Website
 - Correspondence Committee:

○ Rentals

HVCA Committees

Tax District Committees:

Current

Buildings and Grounds:
Community Building
Building Improvements:
Eagle Pass Road Project:
Playground:
Library:
Rentals:

Do we need all these? Can we just have **Buildings and Grounds** as the general one and then add ad hoc committees as they become necessary? All of these seem to be either "Buildings and Grounds" or ad hoc...

Community Building:
Building Improvements:
Eagle Pass Road Project:
Playground:
Library:
Rentals:

Discussion:
Can we get a motion to condense this into one and add ad hoc committees as necessary?

Civic Association Committees:

Current

Nominating Committee:
Parade/Dance:
Day at the Docks:
Recreation/Education:
Scholarship:
Surf Fishing Tournament:
Website: Not sure we need a committee for this. We just send stuff to Buddy.
Correspondence Committee: What even is this?
Rentals: Do we even need this as the building are covered in Tax District committee?

I propose a revamp, chronologically:

Recreation/Education (general and spread out):

- 5K Glow Run: Erin
- July 4th/Golf Cart Parade:
- Halloween:
- Community Gatherings (Game nights, Swap Meets, Community Yard Sales, etc):
- Starry Nights:

Waterfowl Festival:
Scholarship:
HVOO:
Other Tournament: **Where are we on this? Happening, not happening?**
Surf Fishing Tournament:
Day at the Docks: Christina, Bill
Parade/Dance:
Nominating Committee:

Discussion:
Can we get a motion to revamp?

On to assignments!

- Bill made a motion to accept committee revamp, Erin seconded, motion passed
- New committee assignments:
 - Tax District:
 - Building and Grounds: Bill, Karla, Sam
 - Civic Association:
 - Recreation and Education: Karla, Jordan (subcommittees will be assigned as needed)
 - 5K Glow Run; Erin, Cameron
 - July 4th/Golf Cart Parade:
 - Halloween:
 - Community Gatherings:
 - Starry Nights: Alana
 - Waterfowl Festival: Karla, Jordan, Sam, Dan (Kate Sutherland, Dee Callahan)*
 - Scholarship: Bill, Christina, Jordan, KP
 - HVOO: Erin, Dan (Laura Young)*
 - Surf Fishing Tournament: Karla, Erin, Sam, Jordan (April Webster)*
 - Day at the Docks: Christina, Bill
 - Parade/Dance: Alana (Dennis)*
 - Nominating Committee: Cameron, Christina, Karla
 - Up Next: Dan, KP, Sam
 - *Indicates non-board member committee members

Concerns to address moving forward:

- Christina relayed that there are concerns about the website information
 - Need current tax board members
 - Updated budget
 - Press releases about events

At 7:35 pm, Bill made a motion to adjourn this portion, Erin seconded, the motion passed unanimously.

HVCA/Tax Board Joint Meeting Minutes

13 March 2019

Buildings and Grounds:

- Bill discussed the fact that we need to fix the Civic Center exterior so that it matches; currently ½ is blue and ½ in gray cedar shakes
 - Plan is to remove them all and replace with all natural shakes so that the building matches

Tax District Budget: Line descriptions and proposed amounts

Acquisitions:

- Line item amounts reflect rough estimates; very difficult to anticipate; however, not necessary to be exact
- Discussion to potentially raise to \$325,000, in case something comes up; basically, permission to spend money without needing a budget amendment down the road

Administrative:

- Advertising:
 - \$75 in case we need to advertise something; hasn't been necessary in a while, but seems prudent
- \$300 in bank charges, again, just in case
- Contract services: what Carol gets paid
- Licenses: \$100, mostly for ABC licenses, but the Tax District doesn't do any events that would require this license
- Management:
 - What the Tax District pays the civic association for managing the properties
- Office Supplies:
 - haven't bought anything in a while
- Professional Fees:
 - paid last year for the audit; Ranking for consultation on parking lot
 - Proposed to raise because we will almost certainly need several new surveys for the parking lot project
- Telephone:
 - seems high, but that's because we've maintained WiFi at the buildings; good for events; also required by DMV
- Insurance:
 - Flood insurance at the maximum for both buildings
- Landscaping:
 - What we pay Dunville

- Payroll:
 - Jan: \$250/mo. (managing phone calls about building rentals)
 - Rosa Alice: \$320/week (managing the buildings)
 - Submits additional hours for the year in December; last year it was roughly \$2,000
 - Todd Ballance: \$300/week (maintenance on the buildings)
- Repairs:
 - Currently at \$40,000
 - Suggested that this be raised to \$65,000
 - Leak at the library will need to be fixed
 - Cedar Shakes at the Civic Center
 - New generator switch that automatically turns on the emergency power generator when the power goes out (part of our contract with the Post Office is that we will provide emergency power)
- Supplies:
 - Paper goods, generally for cleaning

George Banks congratulated the Civic Association on the success of the Waterfowl Festival.

At 8:18 pm, Bill made a motion to adjourn this joint session, Erin seconded, the motion passed unanimously.

HVCA Minutes

10 April 2019

Members in attendance: *Karla Jarvis, KP Scott, Christina Hicks, Bill Ballance, Alana Harrison, Jordan Tomberlin, Erin Trant, Dan Oden*

- Meeting called to order
- **Financial Report (tax district)**
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- **Buildings and grounds**
 - Something wrong with the surveillance and security system at the library, and a few days ago, someone was in the building when Rosa Alice came in--snuck out the back door
 - Assuming it's someone who has keys, but Bill will be getting an estimate for a new door
- **Minutes from last month:**
 - Corrections to the date on the first page, two names corrected
 - Erin motioned to approve, seconded by Christina, motion passed
- **Civic Association Committees:**
 - HVOO
 - Sponsorships should be in by the 19th, everything seems to moving right along
 - Roughly \$40,000 in pledged sponsorships (not received everything yet)
 - People have been booking slips, and there has been quite a bit of interest
 - Recreation/Education
 - **Glow Run**
 - Had been proposed for January (NYE), but concerns were raised that it might be too cold for a night run
 - Surf Fishing Tournament
 - Likely in need of a head judge, so on the prowl for one of those
 - Would like to get the participation back up to 70 teams; there have been four new teams that have entered so far

- Scholarship
 - All the scholarship applications are in, and the committee is planning to meet tonight after the board meeting
- Day at the Docks
 - Got information from Jon, and things are getting organized
 - There is a meeting at 10:00 am this Saturday, at the post office building, if anyone wants to come
- **Old/New Business:**
 - Still need to update the information on the website (names of tax board members and budget)
 - There is no civic association budget, and the Tax district budget is available on the Dare County Website

Dan made a motion to adjourn, Bill seconded; motion passed, meeting adjourned at 7:35