



## **Keep Smyrna Beautiful Meeting - Final**

November 20, 2023

6:30 PM

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**A. MIN2023-123** Approval of the October 12, 2023 Keep Smyrna Beautiful Meeting Minutes

# KEEP SMYRNA BEAUTIFUL

## Minutes - Final



Smyrna Community Center  
Jonquil Room  
1250 Powder Springs Street  
Smyrna, GA 30080

Lisa Davis (Mayor's Appointee)  
Shawn Garcia (Ward 1)  
Lisa Castleberry (Ward 2)  
Betty Williams (Ward 3)  
Karleen McNabb (Ward 4)  
Maggie McGarity (Ward 5)  
Neil Robinson (Ward 6)  
Tripti Gadgade (Ward 7)  
Phyllis Owens, Board Chairperson (At Large)  
Trevour Kelleher, Secretary (At Large)  
Ed Plansker (At Large)  
Hilary Scott (At Large)  
Olivia Wise (At Large)  
Chris Knight (At Large)

City Attorney Scott Cochran  
City Administrator Joseph Bennett  
City Clerk Heather K. Peacon-Corn

**October 10, 2023**  
**6:30 PM**

### 1. Roll Call

**Present:** 11 – Shawn Garcia, Lisa Castleberry, Betty Williams, Karleen McNabb, Maggie McGarity, Neil Robinson, Tripti Gadgade, Trevour Kelleher, Hilary Scott, Olivia Wise, and Chris Knight  
**Absent:** 3 – Liz Davis, Tripti Gadgade, and Ed Plansker  
**Staff:** 2 – Julie Barwig and Eloise Holland

### 2. Call to Order

The October 10, 2023 Keep Smyrna Beautiful meeting held at the Smyrna Community Center in the Jonquil Room at 6:30 PM.

### 3. Chairperson Instruction and Comment

**2023-157** Welcome / Call to Order – *Phyllis Owens, Board Chairperson*

### 4. Formal Business

#### **A. 2023-158** Chairman's Report – *Phyllis Owens*

- **Secretary role:** Trevour Kelleher put himself forward as the nominee for secretary. Shawn Garcia moved to nominate Trevour Kelleher as secretary; Olivia Wise seconded the motion. The motion carried unanimously.
- **Board recruitment:** Tripti Gadgade forwarded a nominee for consideration in a future meeting. Shawn Garcia has shared the form to an interested neighbor and is awaiting the formal submission.
- Olivia Wise made motion to list board meetings and nominations on the website; seconded by Shawn Garcia. The motion carried unanimously.

- Parliamentarian update: Olivia Wise is preparing updated ground rules for the Board (see attached one page summary or Google Drive [LINK](#)). She posed question for discussion about what a successful meeting looks like. This will help ensure she helps maintain proper decorum and procedure consistent to the culture we want. Some of the feedback shared was about meetings running long or getting off-topic.

**B. 2023-159 Secretary's Report – *Trevour Kelleher***

**C. 2023-116 Finance – *Maggie McGarity***

Maggie McGarity presented the Treasurer's Report with focus on the Q3 summary. The financials were sent in the pre-read materials prior to the meeting.

- Income: \$43,639 above planned \$40,775

- Expenses: \$39,637 below planned \$87,860 netting \$4,002 income for 2023 YTD

Seek to have 2024 budget ready for approval in November board meeting, —> All to provide inputs by October 31 to Maggie McGarity. Julie Barwig shared that staff are well underway in preparing their input.

**D. 2023-161 Old Business - *Phyllis Owens***

- Jonquil bulb sale is underway. There was a vendor error in sending only yellow, so the Executive Committee approved the purchase of an additional 40 bags of mixed narcissus. Olivia Wise sold \$480 at Sunday's Craft Market. Please consider joining Olivia Wise for next Market to help with Sales and Community Outreach (Sunday, October 15 from 9:30AM-3:00PM).

**E. 2023-162 New Business - *Phyllis Owens***

Fundraising Training – Olivia Wise, Maggie McGarity, and Trevour Kelleher provided background on the Fundraising Framework and guide for messaging to the Community highlighted by Role Playing examples to increase our confidence and consistency when talking to the Community or requesting donations of time or money.

Discussion:

- Consider keeping flyers in cars to share KSB info

- Stickers were popular and more are on order. Julie will make available to Board when available.

- Might we provide QR code at checkouts in town?

- Committee will send email template as another way to solicit and also a feedback survey on this session.

**F. 2023-119 Committee Reports – *Phyllis Owens***

1. **Garden Tour Committee**: Gardens being identified with goal to have five. Four have so far been shortlisted and pending evaluation by the Committee. Phyllis Owens has an interested neighbor to share contact details with Nell Robinson.

2. **Education Committee**: No updates

3. **Pollinator Garden Committee**: Cost will be much more than expected. Design and timing details continue to be refined. The timeline is at risk and may prove difficult to complete in 2024.

4. **Audit:** No updates. Next meeting scheduled for October 18.

5. **Fundraising and Grant Committee:** Today's session of Communication Training.

**G. 2023-120 Director's Report – Julie Barwig**

Julie Barwig presented her report to the Board:

- 2024 is KSB's 40th anniversary. The Staff are exploring how to promote (e.g., volunteer awards, recognitions, fundraising theme)
- Promotional items – Julie proposed additional promotional items to be purchased this year. In addition to the tote bags shown, the Board reacted well to patches that could be placed on hats or other clothing. Shawn has the specialized equipment for applying patches to hats.
- Chipper time— Volunteers are needed since it is a full-day in cold weather. She is exploring to align the Keep Cobb Beautiful date for communication synergies. Julie Barwig suggested to shorten time to 10:00AM-2:00PM on first weekend in January.

**H. 2023-121 Coordinator's Report – Eloise Holland**

Eloise Holland presented her report to the Board:

- Document shredding
- Rivers Alive
- Jonquil Bulb sale
- Crafts and Drafts - still need coverage for several time slots

**5. Approval of Minutes**

**A. MIN2023-109 Approval of the September 12, 2023 Keep Smyrna Beautiful Meeting Minutes.**

Board member Maggie McGarity made a motion to approve the September 12, 2023 Keep Smyrna Beautiful meeting minutes; seconded by Board member Shawn Garcia.

The motion to approve carried with the following vote:

**Aye:** 11 – Shawn Garcia, Lisa Castleberry, Betty Williams, Karleen McNabb, Maggie McGarity, Neil Robinson, Tripti Gadgade, Trevour Kelleher, Hilary Scott, Olivia Wise, Chris Knight  
**Nay:** 0 – None  
**Absent:** 3 – Liz Davis, Tripti Gadgade, and Ed Plansker

**6. Other Business / Staff Comment**

**A. 2023-088 Upcoming Events:**

- Community Cleanups: October 17<sup>th</sup>, November 8<sup>th</sup> & 18<sup>th</sup>, December 1<sup>st</sup>
- Monthly Recycling Center Tours: October 20<sup>th</sup>
- Litter Free Events: October 7<sup>th</sup>
- Crafts & Drafts: October 28<sup>th</sup> & 29<sup>th</sup>
- Storm Drain Marking: November 20<sup>th</sup>
- Invasive Species Removal: November 30<sup>th</sup>

### **INDICATED ACTIONS**

- ALL: Committees to identify their financial requests including potential new ideas to Maggie McGarity and Julie Barwig before November Board meeting to allow them to set 2024 targets before November Board Meeting.
- ALL: Please consider joining Olivia for next Market to help with Sales and Community Outreach (Sunday October 15 from 9:30AM-3:00PM)
- Julie or Eloise: List Board Meeting schedule and request for nominations on KSB website per approved motion
- Phyllis: Share contact details with Nell of neighbor interested in being on the Garden Tour.

### **STATUS of ACTIONS from September Meeting**

- (IN PROGRESS) ALL: Seek additional nominees for vacant Board positions.

## **7. Adjournment**

The October 10, 2023 Keep Smyrna Beautiful meeting was adjourned at 7:57 PM.

Facilities are provided throughout City Hall for convenience of persons with disabilities.

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**THIS MEETING WAS PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS IN ACCORDANCE WITH THE NOTICING STANDARDS AS OUTLINED IN O.C.G.A. 50-14-3:**  
**The City of Smyrna website – [www.smyrnaga.gov](http://www.smyrnaga.gov)**  
**City Hall, 2800 King Street SE, Notice Boards**