

## **Rodanthe-Waves-Salvo Civic Association Board Meeting Minutes – September 14, 2023**

Note: Regular August 31, 2023 Board meeting cancelled due to weather impact of Hurricane Idalia and rescheduled for Thursday September 7. However, due to unexpected change in schedule, there was no quorum for this meeting and it was cancelled.

President Sabrina Hatfield requested to reschedule the September 28 regular Board meeting, and the highest number of members present were available on September 14. Next regular Board meeting will be Thursday October 26, 2023.

### Call to Order:

A meeting of the Board of Directors of the Rodanthe-Waves-Salvo Civic Association (RWSCA) was held at the RWS Community Building on September 14. Board Members Present: Sabrina Hatfield, Mark Strausbaugh, Mary Helen Goodloe-Murphy, Bonny Pugh-Somers and Amberly Dyer. Members absent were April Contestable, Karen Ritter, and Chandra Rutledge. Membership Chair Wayne Coddington unable to attend

Sabrina Hatfield, President, called the meeting to order at 6:38 pm.

### Approval of Minutes:

July 27, 2023 meeting minutes provided previously by email, paper copies again to present members. Motion to approve by Mark, second by Bonny. Unanimous approval.

### Reports

#### 1. Treasurer Report, Mark:

Reports are emailed in advance for review. Mark notes that approximately 50 new memberships were received in the last two weeks since he prepared his report for the August 31 meeting. However, budget is based on 255 members in 2022, there are currently approximately 160 members.

Discussion: Donations continue to be received, and Amberly notes in report that while membership and donations are lower overall, donations are closer to 2022 levels than membership dues. Mark notes that there are two unbudgeted items that

are having impact on budget this year, the purchase of General Liability policy and the renewal of website services (item below). It is possible that the Board will need to access reserves this year for budget needs.

Motion to accept report by Mary Helen, second by Bonny. Unanimous approval.

## 2. Membership Report, Wayne:

See Mark's notes above, we are still significantly below on membership. It is unclear if this is in part due to loss of prior members due to sale and outreach to new members.

Discussion: Sabrina raised concern of not pulling out former property owners/members from outreach (cost) as potential savings in the future.

Amberly advises she expects to be helping with Membership in 2024 and into future.

## 3. Pathways/Roundabout, Mary Helen:

A) Pathway : No news.

B) Roundabout: Mary Helen is seeking to develop a committee for this project.

Discussion: No update.

C) Crosswalks – NC DOT has not painted crosswalks as discussed earlier in the year. There is a question of a safety study and other delays possible. Board would like to escalate the inquiry regarding crosswalk painting as it was previously noted as an island wide project and is a safety issue.

General Discussion: Bonny has a petition that is also available at the Blue Whale in Salvo regarding adding a crosswalk at the south side of the Blue Whale. To date there are 276 signatures of residents, property owners and visitors. Mary Hellen will assist Bonny in best pathway to request the crosswalk, likely via the Dare County Board of Commissioners to the NC DOT. Next Dare County Commissioners meeting that we could meet timely would be November.

## 4. Social Media/Website/Newsletter Report: No report received. Newsletter

schedule needs to be established. Last sent in July with membership renewals. Shannon builds the newsletter, but copy and photos are generally the responsibility of the event or topic sponsor.

**ACTION ITEM:** Sabrina to contact Shannon regarding monthly report.

### Old Business:

1. Little Libraries: Sabrina and Polly have worked with the Little Libraries organization to update addresses, add a LL that was not listed and request the removal of a private LL that is no longer available.

Gene assisted with all known repairs, primarily wind/door damage. Sabrina has created a QR code that will be added to the doors so that information can be sent to the RWSCA contact page for refills, damage reports, etc.

Polly will continue to facilitate LL project, but would like to have a volunteer to “adopt” each LL. There are nine (9) total LL including the one installed in front of the Strausbaughs. If empty, there are often donations via Thrift Store or other locations. Reminder that each LL has the plaque “take one/leave one.”

**ACTION ITEM:** Sabrina to prepare and facilitate installation of QR codes on LL doors for up to date information.

Seeking volunteers to “adopt” each library.

2. Little Library Benches: There is continued discussion of benches as means of promoting use of both pathway and LL. It appears that building benches may be viable option, “polywood” being preferred and the benches at Strausbaugh’s are good examples. These are unbudgeted at this time. Prior Board discussions were for RWSCA to purchase one and then seek donations for others. There is also discussion about if placement will be in right of way or private property based on library location. As such, will the bench placement be permanent?

**ACTION ITEM:** Sabrina to followup on purchase and placement questions. She will also contact KOA regarding donation of first bench as this LL is the most highly used and depleted of books on regular basis.

### Votes Required, Mark

## Website Hosting Renewal, Mark:

The website is currently created using the Wix platform, with a three year contract for hosting. Renewal is in next month. Cost is \$612 for three years. This is an unbudgeted expense for 2023.

Discussion: Sabrina notes this is cost reasonable and within normal expenses for a business. Wix is a platform that is somewhat easy to navigate and Shannon has worked with it to create and send newsletters and other functions. Amberly notes rebuilding on a new platform at this time is not prudent use of resources.

MOTION: Pay \$612 for three year contract (through 2026) with Wix. The Board will set aside in budget reserve \$225 annual for renewal in 2026. (in budget years 2024, 2025 and 2026).

Motion by Mary Helen, second by Bonny. Unanimous approval.

## New Business, Sabrina:

### 1. Volunteer Coordinator: Sabrina

In renewal, Mark received letter from member regarding interest in a variety of volunteer activities. There is a question of role for volunteer coordinator for organization versus requesting volunteers for each event.

Discussion: Amberly reviews that there is a volunteer list available on the Google Drive for [rwscivicassociation@gmail.com](mailto:rwscivicassociation@gmail.com) She will show whomever needs to use it how to access drive if help needed.

No Board member at meeting volunteers to accept new role. May discuss further at next meeting.

ACTION: Regarding current request as, Amberly notes that first on list of interested events is Pie Sale, which she chairs. She will reach out to member and update Board as needed.

### 2. Events and Calendar, Sabrina:

A) Sabrina will schedule a meeting to develop proposed schedule 2023 and 2024 events, fundraisers and community projects. It will occur late

September/early October in order to support the Halloween party and other fall events. It will also include impact on calendar such as newsletter and membership activities to facilitate contact with members and the community.

B) Because of timing of other projects and leadership availability, we will not be holding the proposed Blessing of Animals in October.

C) Business Sponsorship vs. Maps: Brief discussion of approach to fundraising.

Discussion: If we do not create a paper map, what are we offering in return for sponsorship? Some of our larger donors will be preparing budgets for 2024 soon, so we may want to target these earlier. Also, some of these larger donors may want to sponsor a specific event (e.g., Midgett Realty sponsored the Native Plant give-away at Earth Day, not generally to the event while Surf or Sound sponsored generally). It was noted that we could have a list of business sponsors printed on large board that could be displayed at any and all RWSCA events.

**ACTION ITEM:** Sabrina will schedule meeting, likely on a Thursday evening when most members are able to attend. If Board members are unable to attend but have feedback into the discussion, please forward comments to Sabrina.

Amberly will explore if there are options for a static map on website as well as ease of a scrolling banner that could use logo placement of large donors.

Next Board meeting is October 26, 2023.

Adjournment: Motion by Bonny and second by Amberly at 7:58 pm. Unanimous approval.

MINUTES APPROVED: October 26, 2023

Submitted by: Amberly Dyer