
President Cory Williamson called the meeting to order at 6:30 p.m. The meeting was held at JB's Bar and Grill.

Attendees: Cory Williamson, President; Matt Garner, Vice President; Brian Jung, Treasurer; Anne Pamperl, Secretary; Janet Emery, Wendy Morrissey, Cheryl Wells, Gloria Kuebler Board members; Stacie Jung, BENA member

Secretary's Report: Cory asked Anne to read the minutes. Wendy made a motion the minutes be approved as read, Cheryl seconded the motion, and the motion passed unanimously.

Treasurer's Report: Bills for the last month included:

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| Lincoln Electric System | \$31.38 (light by playground) |
| T&D Mowing | \$1,010.00 (4 mowings of the commons, 2 mowings and 1 trimming of Superior Street right-of-way, empty trash cans) |

Wendy asked if Marilynne Bergman, former bookkeeper, had been paid in full and the answer was yes. Wendy moved the bills be paid as read, Cheryl seconded the motion, and the motion passed unanimously with no further discussion.

Business:

Item 1, Branches brought down in the commons by Sunday's snow storm (October 14) – Kent Pierce, member of BENA, walked the commons off Old Glory and by the playground. He moved smaller branches by trees and also saw larger branches that will need to be cut up. Cory stated that he will work on them next Sunday when he has time. Cory walked more of the commons and found additional downed limbs. He will cut them up and put them in the "pile area." BENA won't need to hire a tree company to deal with the limbs.

Item 2, Flier for fall commons cleanup – the Board set the fall cleanup for 3 November 2018 at 9 a.m. Participants need to meet at the intersection of Valley Forge and Boston. After discussion, the Board decided to skip the flier and do only the newsletter, which will have an article on the upcoming cleanup. This will save time and money. The newsletter will be delivered by hand to each house in BENA. Board members agreed to do the following drops:

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| Cory – North 25 th Street | Wendy – Boston and Constitution |
| Janet – Old Glory | Brian – Minuteman, Preamble Court, and North 20 th |
| Gloria – Independence | Anne – Liberty Bell and Philadelphia |
| Cheryl – Bunker Hill | Matt – Valley Forge |

Cory will have the newsletters printed by the end of the week. The newsletters should be picked up on Friday and delivered no later than the following Wednesday. Hopefully all can be delivered over the weekend.

Item 3, Review of 2017 financial records – Brian told the Board that Bonnie had been very busy so hadn't yet completed the review of the records.

Item 4, First American Title Company – Cory received a request for a lien release letter from this company. However, the lien hasn't been paid and the property in question was transferred from mother to son so not an actual sale. The son is now trying to refinance house and says the lien was paid. Cory

talked with Marilynne and then checked the accounting software and other records to confirm BENA hasn't received a lien payoff. The title company has multiple offices – office in Texas supposedly cut the check but Cory is talking to the administrative office in California. Cory plans to send a bill to the title company so they can cut a check for the lien payoff.

Item 5, Online banking – BENA has discontinued online banking and will be receiving paper statements for now. After a new bookkeeper is hired, this will be revisited if the new bookkeeper requests online banking.

Item 6, Records, liens, and inquiries – Cory donated hanging folders for the new 4-drawer file cabinet. He suggested we organize records by year. Anne said some general files will also be needed, such as PO box records and liability insurance documents. Brian said he will be making the deposits, including a lien payoff check he received at the meeting. Board members asked about the cost of lien fees and figured out the release fee is \$10. Cory will be answering inquiries from realtors, title companies, etc. from now on. So far he has had 4 emails from banks and realtors asking how much the annual dues are and whether they're paid for certain properties. Anne will be managing the records (files, membership list, etc.) because she is the secretary.

Item 7, Finding new bookkeeper – Cory went to Mumm and Associates with the bookkeeper's duties list and the receptionist said they were busy with quarterly taxes but were interested in the work. The receptionist said the bookkeeper's duties list will need to be signed by each officer before the list is presented to the company. The company may be able to accept electronic payment of annual dues. Cory then read through the list of duties and Board members suggested edits, which were discussed. Cory will finalize the duties list before presenting it to prospective bookkeepers. Members then talked about the feasibility of using PayPal to accept electronic annual dues payments but decided against this after finding out the cost of using PayPal. Cory will check with Cornhusker bank to see if electronic payments can be placed through the bank. Cory reported that he had talked to Echo Bell, who runs CFO on the Go. She is interested in doing BENA's bookkeeping, so he will send the revised duties list to her. Brian asked why the duties list said the bookkeeper would mail the bill payments. Cory explained that his accountant friend told him that the new bookkeeper will want to see the checks before they are mailed because accountants have accountability standards that must be met. Wendy made a motion that the Board officers sign off on the bookkeeper's duties list with the changes presented. Brian seconded the motion, no further discussion occurred, and the motion passed unanimously.

Item 8, BENA proposed logos – Matt Robertson with Nimbl donated logo designs for the Board to consider. Board members selected one round design and the rectangular design to be used for newsletters, letterhead, fliers, etc.

Item 9, 2019 BENA Budget – Cory stated the Board will discuss the budget for the upcoming year at the November Board meeting. He also stated the goal is to have a new bookkeeper hired and ready to start 1 January 2019.

Item 10, Followup on Acme Tree Company and the July brush pile shredding – Cory sent a thank you card, which he signed in his role of president of the Association. The note in the card thanked Acme

for cleaning up the brush pile in the commons near Boston. As of the October meeting, Cory has not received a response to the card.

Item 11, Lunch for commons cleanup participants – Cheryl and Stacie will donate the lunch. Wendy offered to help them.

Item 12, Thank yous – Stacie asked for donations from Board members for a gift for Marilynne Bergman to thank her for her years of service as BENA bookkeeper. Members gave her money at the meeting and others promised to pay when she brought the thank you card around for signatures. Wendy made a motion the Association provide a thank you gift not to exceed \$100 to Bonnie Isom for her review of the 2017 BENA financial records. Janet seconded the motion, which passed unanimously.

Item 13, Questions about the 4th of July celebration – Stacie had a few questions about what's been done in the past, which Board members answered.

Item 14, Future Board meeting location – the Board discussed potential places for Board meetings starting January 2019 and the pros and cons of each. Someone will talk to JB's management to see if they would be willing to let the Board meet there each month starting in January. The Board will revisit this issue in November or December. The meetings for the rest of 2018 will take place in the library/media room at Goodrich Middle School.

Wendy moved the meeting adjourn, Cory seconded the motion, and the meeting adjourned at 8:08 p.m.