

Community Affairs Commission Minutes January 17, 2013

STATE OF TEXAS §

COUNTY OF TARRANT §

CITY OF BEDFORD §

The Community Affairs Commission of the City of Bedford, Texas, met in regular session at 5:30 p.m. at the City Hall Conference Room, 2000-A Forest Ridge Drive, Bedford, TX on the 17th of January, 2013 with the following members present:

Dianne Doughty
David Franklin
Steve Grubbs
Gary Morlock
Roy Savage
Jennifer Schnell
Sarah Sisson

Others present:
Michael Boyter – Council Liaison
David Miller – Staff Liaison

Absentees:
Mary Frazier
Dave Gebhart
Erin Humiston
Mark Massey
Cynthia Williams

CALL TO ORDER

Steve Grubbs called the meeting to order at 5:38 p.m.

INTRODUCTION OF NEW COMMISSION MEMBERS

The new Commission members were introduced (D. Doughty, J. Schnell).

OFFICER ELECTIONS

- 1. Consider and act upon appointment of a chairperson, vice chairperson and secretary to the Bedford Community Affairs Commission.**

Motioned by David Franklin, seconded by Sarah Sisson, to approve Steve Grubbs as Chairperson of the Commission. Motion approved 7-0-0.

Motioned by Gary Morlock, seconded by Roy Savage, to approve Mark Massey as Vice Chairperson of the Commission. Motion approved 7-0-0.

Motioned by Steve Grubbs, seconded by David Franklin, to approve Sarah Sisson as Secretary of the Commission. Motion approved 7-0-0.

APPROVAL OF MINUTES

- 2. Consider approval of the following Community Affairs Commission minutes:
 - a) November 15, 2012 regular meeting.****

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Steve Grubbs submitted an amendment to the minutes which was about a motion that was made and passed. The motion gave authority to the chairs of the outreach subcommittees to set the agenda and details of the combined January 29 meeting without seeking further approval from the CAC. Minutes as amended were approved 4-0-3.

NEW BUSINESS

3. Orientation for new Commission members.

A recap was given of the Open Meetings Act. There was discussion on the importance of having a quorum and that attendance was imperative for project consideration.

4. Discussion and possible action on overall mission, procedures, Commission activities and attendance.

There was discussion regarding being careful of outside conversations. Mr. Franklin stated the importance of the Open Meetings Act. Steve Grubbs discussed his handout regarding Powers and Duties, and each sub-committee's duties. Addition general discussion on ShopBedfordFirst initiative, Outreach Meetings, and City sponsored events like 4th of July, Bluesfest, etc. All members were encouraged to help each other and attend as many events and Outreach meetings as possible no matter which sub-committee they are on.

5. Discussion and possible action on monthly meeting time and location.

The current schedule of 3rd Thursday of month, 5:30 p.m., at City Hall was discussed and unanimously agreed upon by the Commission members.

6. Discussion and possible action on 2013 activities, formation and renaming of Committees, and assignment of Commission members to head Committees.

Steve Grubbs discussed all future events currently on the table plus an additional potential event.

The following Sub-Committees and assignments were discussed and approved by the Commission:

Residential Outreach – Gary Morlock, chair; Dianne Doughty, member
Business Outreach - Jennifer Schnell, chair; Steve Grubbs, member
Energy Efficiency - David Franklin, chair; Dianne Doughty, Roy Savage members
Faith Based Outreach - Mark Massey, chair

7. Discussion and action on assigning Commission members to act as liaisons to Community Events.

The following Community Events and assignments were discussed and approved by the Commission:

4th of July - Sarah Sisson
City Expo - Roy Savage, David Franklin
National Night Out - Gary Morlock and Jennifer Schnell

8. Discussion and action on setting the date for the next Outreach Meeting, proposed to be May 21, 2013.

The next Outreach Meeting will be held on May 21. There will be no summer meeting due to attendance issues. Outreach meeting will no longer be held quarterly.

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9. Review the balance of the Commission budget.

The Commission budget was reviewed and included expenses for signs and mailings. The mailing expenses are an ongoing challenge. Mr. Miller stated that the next City Council budget may include more consideration for the Commission.

REPORTS

10. Discussion and possible action related to Community Affairs Commission Sub-Committee activities:

a) Business Outreach – Sarah Sisson and Steve Grubbs

b) Residential Outreach – Gary Morlock

c) Faith Base Outreach

Sub-Committees a), b), and c) discussed the upcoming combined Outreach meeting on Tuesday, January 29, 2013. Details about the agenda, speakers and other logistics were discussed as they were not finalized until after the last CAC meeting on November 15, 2012. There will be handouts of several of the presentations. Additionally a survey will be handed out to help gather information about the most effective means of getting the word out on these meetings plus gathering feedback. As an enticement those that fill out the survey will get a free appetizer at Texas Land and Cattle courtesy of their general manager Ed Dobecka. Sarah Sisson volunteered to provide decorations for tables. Gary Morlock is taking care of managing the logistics of room setup. Steve Grubbs will do the overview of the CAC plus introductions of speakers.

d) Alternative Energy – David Franklin

The name of this subcommittee was changed to “Energy Efficiency” and the next event will be called “Energy Smart in Bedford 2013”. It is scheduled for Saturday, April 20, 2013 from 1 – 5 p.m. at the Old Bedford Library. Mr. Franklin stated that he already has three written commitments for the event. There will also be food at the event. There will be increased marketing utilizing the Commission’s budget to possibly include promotions through the Star-Telegram and signs.

OLD BUSINESS

11. Update on items related to the City Vendor/Department Fair. - Roy Savage

Mr. Savage stated that the goal of this event is to get information to the public about what the City departments do for the public. It will be held at the Old Bedford Library on Saturday, March 2, 2013 from 11:00 A.M. to 3:00 p.m. City departments will have booths and there will be competitions, prizes and food. This may become an annual event. E.M. Bilger Street will be blocked off during the Expo. There was discussion on the having the City Council or the Commission judge the Expo.

Motioned by Sarah Sisson, seconded by Steve Grubbs to approve the Community Affairs Commission judging the Expo. Motion approved 5-2-0.

The contest will be based on innovation, message and imagination with a scoring sheet to be made by the City. There will be three judges and one alternate. Jennifer Schnell, Sarah Sisson and another yet to be named person will serve as judges with Steve Grubbs serving as the alternate.

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Mr. Savage and other Commission event planners were encouraged to promote and update events in addition to Mary Frazier's HEB Chamber of Commerce list and water bills.

12. Update on items related to a Bedford promotion idea similar to Shop Weatherford Construction Zone. – Gary Morlock

The next step was to see what the Chamber of Commerce was going to do along these lines and Mary Frazier was not in attendance to give an update. It will be put on the agenda again for the next meeting.

ADJOURNMENT

Motioned by Sarah Sisson, seconded by Roy Savage to adjourn the meeting at 8:10 p.m.
Motion approved 7-0-0.

Approved,
Steve Grubbs, Chairperson