

# Sterling Ridge Village Association

Agenda of Regular Meeting held on Nov 2, 2023.

Offices of RE/MAX, 6620 Woodlands Pkwy, The Woodlands, TX 77382

NAME (Even Year)	PRESENT	ABSENT	NAME (Odd Year)	PRESENT	ABSENT
<i>Fred Lederman *</i>	X		<i>Tom Schwarzkopf *</i>	X	
Bob Conklin	X		<i>Eric Fishhaut *</i>	X	
Lorraine Champion		X	<i>Steven Scannapieco *</i>	X	
Spencer Curry	X		<i>Mike Wolff *</i>	X	
Natalia Arjona	X		Robbye Schwarzkopf	X	
Zipporah Singleton		X	Juan Gomez	X	
Rashmi Gupta	X		Joe Romanski	X	
				X	

**STANDARD ITEMS:** This portion of the meeting, the community speaks first to the SRVA to inform us of community information that is relevant to the SRVA mission.

- 1) Call to Order; Invocation / Pledge of Allegiance  
*The meeting was called to order at 7:00.*
- 2) Roll Call; must have a quorum of at least 5 Directors and at least 2 Officers present.
- 3) Approval of / or Amendments to the SRVA meeting agenda.  
*A motion was made and approved without discussion to approve the November 2<sup>nd</sup>, 2023, meeting agenda.*
- 4) Recognize public officials.  
*No public officials present.*
- 5) Public comment(s); Please try to limit comments to 3 minutes.  
*No public comments.*
- 6) MCSD Police Report; Specialist Carlos Tavaréz (936) 442-7797, 281-210-2025, 281-364-4253, Option 3  
*The police report was presented by Specialist Brian Aguliar. Specialist Aguliar was accompanied by a young man from Lone Star College’s Life Path program for neurodiverse students.*  
  
*After the regular police report Specialist Aguliar brought attention to the Sheriff’s App, increased crime while shopping during the holiday season, the community Amber Card program, bank jugging (when someone follows you from a bank after the withdraw of funds, breaks into your vehicle to steal what was retrieved from the bank), and the ongoing autism program.*
- 7) Township/Village Liaison Report; Abby Miller [See the attachments to this meeting package]  
*Ms. Miller reminded the board members of the upcoming pumpkin smash for pumpkin recycling after Halloween, and the upcoming 3R recycling event on Saturday November 11<sup>th</sup>, 2023.*

**CONSENT AGENDA:** Housekeeping reports specified by SRVA Bylaws. One motion, with modifications, if applicable, approves for action all items contained within this section. Normally, these items are included in the monthly meeting package.

*A motion was made and approved without discussion for the approval of the consent agenda.*

- 8) Secretary Report: Receive and consider the minutes from the previous meeting. [See attached Minutes]
- 9) Treasurer Report: Receive and consider the monthly financial report. [See attached Financial Report]
- 10) Events Chair Report: Receive and consider the monthly report.
- 11) President’s Report: Receive and consider the monthly report.
  - a. I spoke at the BoD’s Meeting on October 25<sup>th</sup>. You may hear references to “The Land of Milk & Honey”.

**REGULAR AGENDA**

- 12) Ad Hoc Committee Reports

- a. Receive Committee Report from BBQ & Kid's Festival Committee – Spencer, Joe, Lorrain, Fred, Juan, Robbye, Debrief the event and discuss what went well and what could have gone better.

BBQ follow up:

- Start seeking sponsors early (November, December) so perspective sponsors can allocate into their operational budgets.
- Solicit sponsors for the whole year vs. select events. Offer discounts to year long sponsors.
- Send thank you letters / notes to 2023 event sponsors. Have board members reach out to sponsors they secured to thank them on behalf of the SRVA board.
- Review special event insurance for capacity limit.
- Discussion if event sponsors can sell their goods and services at the event, including campaigning for political office.
- Adapt more professional marketing techniques, using social media platforms, posting sponsor interviews.
- Form a marketing / advertising committee to explore best practices for marketing outreach.

- b. Discuss and approve the 2024 SRVA Annual Budget.

The Treasurer and President reminded the board members of several things, including two types of funds in the SRVA budget.

SRVA is a non-profit, the budget assumes all proceeds that are collected are also spent within the calendar year. Although non-profit organizations are expected to spend all proceeds received, many have a reserve fund for unexpected operational shortfalls. Reserve funds for non-profits are typically 30% of the annual budget.

Restricted funds can only be used for the benefit of The Woodlands Township, these are funds received from the Township through a contract signed annually by the SRVA President, the contract outlines use of restricted funds.

Unrestricted funds are donor / sponsorship funds. They can be used for donations to the schools, scholarships or other uses approved by the SRVA board.

Preliminary review of the 2023 BBQ sponsorship and budget costs indicate the event will be cash positive by \$1,500.00 or break even.

- After discussions surrounding the 1<sup>st</sup> Annual SRVA golf tournament. The SRVA board voted on two motions regarding event proceeds.
  - **Motion 1** was made by Mr. Schwarzkopf and seconded by Mr. Lederman states \$7,500.00 in proceeds to be distributed amongst three elementary that serve Sterling Ridge residents. The motion passed without additional discussion. Each school will be presented with \$2,500.00 each to school in December 2023.
  - **Motion 2** was made by Mr. Schwarzkopf and seconded by Mr. Lederman states \$7,500.00 in proceeds will be carried over the fiscal year 2024 and dispersed as scholarships in 2024. The motion passed without additional discussion.
- Other budget items voted on and passed include:
  - Increase marketing/advertising budget by \$900.00 to \$1,000.00.
  - Leave insurance amount at current level of \$2,900.00.
  - Adjust interest allocation from \$600.00 to \$300.00.

- c. Discuss the Christmas Lights competition.

Volunteers for the light contest:

Steven Scannapieco – Area 1

Spencer Curry – Area 2

Joe Romanski – Area 3

Natalia Arjona – Area 4

Rashmi Gupta – Area 5

**NEW BUSINESS / FUTURE AGENDA / ANNOUNCEMENTS:** For consideration of future events, feedback from the Board and questions.

13) Consideration of items to be placed on the agenda for next month's (January 2024) meeting.

14) Board Announcements.

- a. Christmas Party; 1<sup>st</sup> Choice: 8 December and 2<sup>nd</sup> Choice: 7 December

Christmas Party will be Thursday December 8<sup>th</sup>, at the Schwarzkopf residence at 6:30PM

15) Adjournment.

A motion was made and approved to adjourn. The motion passed unanimously without discussion.

# Sterling Ridge Village Association Representatives (2023)

## Officers

- |                    |                    |
|--------------------|--------------------|
| 1. President       | Tom Schwarzkopf    |
| 2. Vice President  | Eric Fishhaut      |
| 3. Events Chairman | Fred Lederman      |
| 4. Secretary       | Mike Wolff         |
| 5. Treasurer       | Steven Scannapieco |

## Ad-Hoc Committees

- |                       |  |
|-----------------------|--|
| 1. Golf Tournament    | Spencer, Joe, Fred, Eric, Tom, Robbye, Steven, Lorraine, Juan, Bob |
| 2. Fishing Tournament | Eric Fishhaut, Bob Conklin, Juan Gomez                             |
| 3. Pool Party         | Fred Lederman, Robbye Schwarzkopf, Spencer Curry, Natalia          |
| 4. BBQ                | Joe Romanski, Spencer Curry, Lorraine Champion, Fred, Robbye       |
| 5. Scholarship        | Zipporah Singleton, Fred Lederman, Rashmi Gupta, Robbye            |

## Township / Village Association Representatives

- |                         |  |
|-------------------------|--|
| 1. President's Council  | Tom Schwarzkopf, Eric Fishhaut (alternate) |
| 2. Parks and Recreation | Lorraine Champion, Juan Gomez (alternate)  |
| 3. Woodlands Green      | Spencer Curry, Joe Romanski (alternate)    |
| 4. Election Committee   | Juan Gomez                                 |

## Points of Contact

- |                       |                    |
|-----------------------|--------------------|
| 1. Facebook           | Natalia Arjona     |
| 2. Instagram          | Robbye Schwarzkopf |
| 3. Woodlands Magazine | Robbye Schwarzkopf |
| 4. SRVA Newsletter    | Eric Fishhaut      |
| 5. SRVA Website       | Eric Fishhaut      |
| 6. NextDoor           | Zipporah Singleton |
| 7. Inventory Manager  | Bob Conklin        |
| 8. LinkedIn           | Tom Schwarzkopf    |

## Dinner Coordinator

- |              |                                  |
|--------------|----------------------------------|
| 1. January   | Robbye Schwarzkopf               |
| 2. February  | Fred Lederman                    |
| 3. March     | Joe Romanski                     |
| 4. April     | Rashmi Gupta (Lorraine Champion) |
| 5. May       | Zipporah Singleton               |
| 6. June      | Spencer Curry                    |
| 7. July      | Tom/Robbye (Private)             |
| 8. August    | Steven Scannapieco               |
| 9. September | Natalia Arjona                   |
| 10. October  | Mike Wolff                       |
| 11. November | Juan Gomez                       |

## Volunteers

- |                             |  |
|-----------------------------|--|
| 1. Earth Day Greenup        | Bob Conklin, Joe Romanski, Steven Scannapieco      |
| 2. 3R Bazaar                | Lorraine Champion, Steven Scannapieco, Tom/Rob     |
| 3. Holiday Lighting Contest | Robbye Schwarzkopf, Zipporah Singleton (alternate) |