**MINUTES** - CCL Meeting – 6:30 PM Monday, March 4, 2019

Mike Kelly’s house, Virginia Beach, VA 23451

1. 18:30 Call to order / Pledge of Allegiance / Roll Call / Quorum Determination (5 Needed)
	* Present: Marian Kitchen, Katie Ripberger, Mike Kelly, Connie Agresti, Bob Jones, Larry Kurtz, Bob Lougen, Milt Marvin, Cheryl Garvey, Bill Garvey, Jim Skarbek, Jen Alex, and Jane Kelly
	* Absent: Amber Torgerson, Claire Yoder, Sandy Rosenberg, and Billy Moore
2. Approval of February meeting notes – Connie made motion to accept minutes, Bill G seconds motion, Motion passes
* Newsletter articles must be to Marian Kitchen by COB, Friday, 8 March.
1. Treasurer’s Report (Jim Skarbeck)
	* 40% of membership revenue received, approximately 200 people signed up to CCL. Ahead with anticipated security revenues.
	* All PC repair March bill; billed every 30 days - what is the plan to terminate his services? (Expect last month to be April, but this will depend on the new website rollout date.) Do we have a contract for his services, stating the grace period? (Checking)
	* What is the username and password for Constant Contact? Mike Kelly provided to Jim.
	* Motion to accept the treasury report- Bob L, Seconded Katie, motion passed.

1. Website Update / Implementation Plan (Bob Jones)
	* See ATTACHMENT 1.
	* Bob reviewed all the tasks completed and tasks under development.
	* Implementation issues - the push notification vendor has discontinued their free product; looking for a new vendor with compatibility
	* Final costs are still TBD.
	* Outstanding items/parking lot- Jim, Mike and Jim will look into the ins/outs of whether or not tax status is impacted with sponsorship/website links.
	* Long discussion about website design - whether or not to have address verification with the possibility of having a directory available AND the web design allowing for both renters and owners sign up on site. Katie said she used to help Billy M with directory doing the address verification, that she would help when needed, but will not be available to be primary. Mike suggests an annual audit for verification.
	* Connie will speak with CAC representative about Adopt-A-Muster website information.
	* There will be a place for important information such as public parking lot closures or road closures due to marathons.
	* Bob anticipates being able to use website for spring fling.
2. Logo Wear (Katie Ripberger)

* + Contact with 5 different supply companies - There are pros and cons to each company. She is weighing the value of working with each of them, but, so far, none stand out.
1. Welcome Wagon (Bill and Cheryl Garvey)
	* Welcome Wagon will have their own orders from new chosen supplier
	* Cheryl has 7 baskets ready for delivery. One delivered to Renee and Roberto Martinez, 409 Croatan Hills Road. Coordinating times to deliver the remaining six. 7 baskets delivered September through February, and all new neighbors have joined the civic league.
2. Beach/Lakes - (Katie Ripberger)
	* Meeting on 2/13/19. Chuck Paine, organization director was speaking about flood mitigation. Councilwoman Barbara Henley is interested in incentives to prevent building in flood zones/march areas.
3. Beach Nourishment/Restoration (Mike Kelly)
	* See Newsletter for details.
	* City letter dated March 6th regarding grass planting sent to all beachfront property owners.
4. Security/CAC/VBOCC (Connie Agresti)
	* CAC – The New 2nd Precinct Captain was rear-ended - (driver was texting). She is recovering.
	* Upcoming VB event replacing College Beach Weekend (April 26-28) - Something in the Water organized by Pharrell Williams. Some concerts will be on the beach at 5-9th streets, music facing north. There will also be TED talks, education about resume writing. The City is expecting the largest crowd ever. We will engage with the 2nd Precinct on the Security Plan and consider whether we need any additional measures.
	* VBCCO - presentation about VB 2040- STIR Office (Strategy, Transparency, Innovation, Resiliency) has metrics on where city is in moving towards its plan. <https://www.vbgov.com/government/departments/stir/Pages/default.aspx>.
	* Billy M and Connie went to Camp Pendleton to be briefed on the Munitions Military Response Program 10K magnetic anomalies on Camp Pendleton, probably construction debris, some may be inert munitions from mortars. Minimal disruption expected to residents. Work will begin January 2020, to conclude in May 2020. It has been an active base since WW1
	* Discussion about moving entrance gate from Birdneck Rd. to General Booth Blvd. opposite to the Owl’s Creek boat ramp entrance. This is City Project 2154000. Camp Pendleton officials are still in the process of securing Federal funds and the City has a projected budget once they do.
5. Membership/Directory (Bill Garvey)
	* 2019 Membership Form put on NextDoor.
	* Marian will update the website with the 2019 form.
6. Social (Amanda Robinson)
	* Artisans at Croatan Beach event date conflicts with availability of the Municipal lot for May 18. Trying to work out alternatives; backup date is June 22. Connie suggests staying on Croatan Court and using the Owl’s Creek overflow lot at Camp Pendleton for parking. Jen and Amanda meeting with City on May 13th.
	* Katie and Amanda to organize a social meeting before spring fling. Tentatively late April.
7. Children’s Programs (Amanda Robinson)- nothing at this time.
8. Landscaping (Cheryl Garvey)
	* Through Claire Yoder’s efforts, Anchor Realty landscaping support was hired and is maintaining the front entrance.
	* Earth Day is April. Looking at a plan for the Croatan Beach clean- up on Sunday April 28th.
9. Spring Fling (Garvey/Kelly)
	* Garvey and Kelly co-chairing
	* Basics covered
	* Need volunteer for front desk- Larry has organization information to share for volunteers
	* Bill requests that Connie go over the City paperwork with Larry, Larry suggests getting it in 45 days beforehand
	* Menu discussion: people were upset that no veggie burgers were available last year. Decision made for oysters, shrimp, one kind of pork BBQ, fried chicken and beef brisket
	* Bill G suggests keeping charge for Spring Fling same as last year. Plan is to allow payment via PayPal once the new website is operational. Each transaction costs if completed on the website. The CCL will absorb that extra cost. $30 per member.
10. Old or Unfinished Business (Amanda Robinson)
	* Governing document updates- Amber not here
	* Guest Speakers- Mike K- on hold
	* Fall Ball and Annual Meeting Plan- decision needs to be made by next meeting about what our plan is going to be. Social committee is taking it over.
	* Rock n Roll Marathon- need new people to organize the ice pops at the neighborhood entrance—Mike Kelly will ask people that said they will volunteer from the neighborhood
	* Do we need someone as our Liaison to City Departments and Outside Concerns?
11. New Business
* Bill G - first weekend in May is yard sale, plans to put advertisement on Craig’s list, Virginian Pilot and Nextdoor, and will notify Seton Youth Shelter to pick up after.
* Marian - poop bag dispensers need people to be responsible for making sure they are filled and some need to be repaired. Cheryl asked if City would provide some, she has seen them on Norfolk Ave. Aqua lane and Vanderbilt may need a dispenser. Jen A suggests offering that people adopt a dispenser in honor of lost pets. Marian said her daughter can make signs for the sponsors. Marian needs someone else to take over the program. Connie will take over and develop a plan for implementation.
* Cheryl - Landscaping issues of neighbor’s greenery growing past public walking areas. She has spoken to one neighbor about cutting back, and the other is a rental property.

Bud Light bottles are back and being thrown on or near the bike path around 5PM almost every day. The offender lives in the neighborhood and does this riding his bike. Cheryl and Martha clean up after him. We need to find out who it is and get it stopped. We don’t need broken glass on that pathway.

Motion to adjourn: Bill G 1st, Seconded by Jim S – Motion approved.

2100 – Meeting adjourned.

Next meeting is scheduled for Monday, April 1, 2019 at VBRS Station 14, 740 Virginia Beach Boulevard

**ALL RESIDENTS ARE INVITED TO ATTEND**

**ATTACHMENT 1 - Bob Jones Report on Website Development**

**Activities Completed**

1. Design finalized and distributed to Board with request for changes. Modified design based on feedback obtained and moved forward with development.
2. Site implemented on Amazon Web Services (AWS) platform.
3. Artifact documents, i.e. Newsletters and Meeting Minutes from current website copied over.
4. CCL Facebook site created, and data pull to home page that will be used for push notifications created.
5. CCL Google Calendar created, and data pull added.
6. New CCL member/current member renewal programming completed.
7. Current member login/password reset programming completed.
8. Non-CCL member security donation programming completed.
9. Programming completed for Admin activities related to hardcopy transactions: A) create CCL members and B) enter non-CCL member security contributions.
10. PayPal interface created and successfully tested (note: test data utilized; not using CCL banking information.) Selected PayPal over Stripe as CCL Women’s Club utilizes Venmo and we may be able to accommodate Venmo payments utilizing website (still need to test Venmo transactions.) PayPal and Stripe costs are the same.
11. Created @croatanbeach.org email addresses for pertinent contacts and mapping. Example: “Contact Us” requests specific to CCL Board will go to *president@croatanbeach.org* and mapping will send to Mike’s email address. Eliminates future webpage modifications related to position changes; only mapping updates required.

**Under Development**

1. Admin activity page to perform member verification.
2. Member directory; however, will not be enabled.
3. Current member activities: Events payment; Women’s Club Join/Renewal
4. Push notifications (see issue noted below)

**Implementation Issues**

EZ Texting was the third-party tool that was going to be utilized for push notifications as they offered free services to non-profits based upon monthly usage in our expected range. However, as of 3/31/2019, EZ Texting will no longer be free and they have decommissioned their Wordpress plug-in (required for new site.) This is new information as of 3/2/2019 and requires additional research for a replacement product/solution.

**Costs**

Additional functionality beyond Chix Beach’s site, primarily related to Member Directory and member verification have increased costs of deployment. Waiting on updated quote from Quik.

**Outstanding Items/Parking Lot**

1. Sponsors: Not in current scope. Quik can deploy relatively quickly if decision made to implement as functionality deployed for other sites.
2. Member verification: Decision made at February Board meeting to verify all members. Who will be doing this?
3. Croatan Address Gap Analysis. Current Microsoft Access database used to generate Croatan Address List for website. Bob J. will do gap analysis to identify addresses not in the database, so they are available for selection.
4. Logo wear page. Sales not in current scope, however page can reference items available and link to 3rd party site.
5. Overview of events for Events page. Bob L to provide content.
6. Home page overview of CCL. Katie to provide content.
7. Page stubs needing content or decision to not implement: Adopt a Muster
8. Testing: Will make new site available to Board members for a period of time (2-3 weeks) for review. Date: TBD