



Neighborhood Advisory Board MINUTES

Thurs. Nov. 21, 2013 @ 6:30PM
City Hall Conf. Rm. 337

200 West Fifth Street
Greenville, NC 27835-7207

BOARD MEMBERS PRESENT:

Members present are denoted by an “*” and members absent are denoted by an “x”.

NAME	DISTRICT
Carolyn Glast *	1
Betty Hines *	2
Ann Maxwell *	3
Lisa Wilbourne *	4
Sharon Stang, Vice Chair *	5

NAME	DISTRICT
Kim Carney *	1
David Douglas *	2
Laura McKenna *	3
Caroline Doherty *	4
Brenda Diggs, Chair*	5

ALTERNATE MEMBERS & LIAISONS:

NAME	DISTRICT
Traci Eley	1
Philbert Watson	1
Margaret Hrushesky	1

NAME	DISTRICT
Teresa Ward	2
Harry Stubbs	4
Misun Hur	5

CITY STAFF PRESENT:

Seth Laughlin, Planner II (CDD), and Gwen Turnage, Administrative Assistant (CDD)

- I. **CALL TO ORDER** – Brenda Diggs, Chair
- II. **ROLL CALL** - A quorum was established
- III. **APPROVAL OF AGENDA** –

Motion: Sharon Stang **Second:** Carolyn Glast
Motion Passed

- IV. **APPROVAL OF MINUTES** – October 17, 2013

Motion: Sharon Stang **Second:** Carolyn Glast
Changed was noted on page #3 of the minutes with the correct spelling of Kelsey’s name.
Motion Passed

V. OLD BUSINESS

A. Subcommittee Progress Reports

- i. **MEMBERSHIP/OUTREACH-** The survey was the main topic. A PowerPoint presentation was provided to show various avenues which one can obtain the survey. There are three different way to obtain the survey. #1 electronically #2 download the survey from the city of Greenville's websites and complete #3 city of Greenville will provide a paper copy.
- ii. **PUBLICITY COMMITTEE-** The goal of PUBLICITY committee is to reach out and to effectively assist neighborhood associations with starting new associations and to grow current associations. Provide information to new homeowners by making available pertinent information that would be helpful to families such as school districts, trash pickup, etc. The web page www.nextdoor.com was suggested as a helpful web site available to residents within their neighborhoods. This site is private, designed to build a stronger neighborhood, keep the neighborhood safe, and meant to share goods and recommendations. The website is password-protected and prevents multiple sign-ups per neighborhood. The Committee has developed a letter for neighborhoods to use to welcome new residents.

MOTION: To accept the revised letter as presented by the Publicity Committee recognizing that each neighborhood will adapt the letter to meet their specific needs.

Motion: Sharon Stang **Second:** Carolyn Glast
Motion Passed

The PUBLICITY committee established their Annual Goals

1. Reaching homeowners as they move in to the neighborhood
2. Place four articles in the daily reflector
3. Create a promotional video to help neighborhoods understand the mission of the NAB
4. Create a cover letter for new homeowners (each neighborhood is to customize the letter to the neighborhoods)
5. Request update of Greenville Citizens Handbook
6. Secure enough Greenville Citizens handbook to give a supply to each association to pass out with cover letter
7. Create a system to inform each association when a new resident moves into their neighborhood
8. Collaborate with symposium Committee to provide publicity

The survey was the main topic. A PowerPoint presentation was provided to show various avenues which one can obtain the survey. There are three different way to obtain the survey. #1 electronically #2 download the survey from the city of Greenville's websites and complete #3 city of Greenville will provide a paper copy.

Initially there was a glitch with the online survey. This issue has since been corrected by city staff. Neighborhood presidents would be responsible for getting the survey to their community. The committee is asking those that were involved with the pilot survey to complete the survey again. However question #7 on the survey states if they want to use the pilot survey as opposed to completing this again, you may do so. Once the paper survey has been completed it can be returned to Seth Laughlin in the Community Development Department. Helpful information can be obtained from the results of the survey if they are completed correctly. The committee would like to obtain phase 1 information by the NAB January 16, 2014 meeting. All information obtained from the survey shall be maintained in the office of the staff liaison to the NAB board and available upon request in a sufficient time frame.

- iii. Symposium - Caroline Doherty provided an update. The committee believes that they should continue some of the efforts from the last symposium such as panels with neighborhood representatives. This panel will provide updates from various neighborhoods. The board needs to know which neighborhoods would like to participate. There were four neighborhoods that participated in last year's symposium. The committee requested that the NAB visit the issues that will occur between now and the date of the symposium. Each neighborhood is requested to provide to the committee information regarding the issues they will be working on. One of the topics could be art projects that include environmental design created by Greenville PD crime.

The Committee was asked to send pictures to Seth Laughlin early at slaughlin@greenvillenc.gov. These pictures will be on display at the symposium. Ideas for a keynote speaker were requested. Roger Kammerer the keynote speaker from last year, Tom Weitnauer, Chief Planner for the City of Greenville, Laura Searfoss former NAB Liaison for the City of Greenville, and Linda Coleman, a native of Greenville, who grew up in the area that is now designated the Town Common.

B. Approval of date for 2014 Imagine! United Neighborhoods Symposium

MOTION: To have the NAB Symposium on May 3, 2014.

Motion: Sharon Stang
Motion passed

Second: Carolyn Glast

VI. NEW BUSINESS

A. Resume District Wide Meetings for 2014

A suggestion was made that neighborhoods that are active meet with neighborhoods that are trying to create a neighborhood association to assist them in the process. However this would be totally up to other neighborhoods to

participate. This is not a mandate for neighborhoods. It was also suggested that the neighborhoods wanting to start a new association attend another neighborhood association meeting to observe and gather information.

B. Staff Updates/Guest Introductions

Seth Laughlin is working with the GIS planner on story mapping. Link to interactive Greenway and Google map.

C. Member/Liaison Announcements

- Ann Maxwell recommended having an NAB member attend each City Council meetings and report back to the NAB at the following meeting. Each board member would rotate turns for attending.
- Suggestion for creating a NAB logo and have the board members wear this badge while attending the City Council meetings. Suggestion of a logo is a square nab cookie signifying NAB.
- Updates to the NAB's Webpage needs to be done.
- Is everyone in agreement with moving the NAB grants to the CAC board? This may require a motion at the next meeting after discussions with the Director of Community Development Department.

MOTION: To cancel the December 19, 2013 meeting, and to resume with the January 16, 2014 meeting.

Motion: Carolyn Glast **Second:** Lisa Wilbourne
Motion passed

D. Public Comment Period

Laura McKenna asked that everyone provide information to Misun about flyers tonight. Additionally, a reasonable amount of copies of the flyers should be directed to Seth Laughlin.

VII. ADJOURN

MOTION TO ADJOURN

Motion: Caroline Doherty **Second:** Ann Maxwell

Having no further business, the meeting adjourned at 8:15PM.

Respectfully submitted,

Seth Laughlin, Planner II