Neighborhood Watch Directors Meeting
Wednesday, September 7, 2016 – 6:00 p.m. – 8:30 p.m.
Orchard Creek Lodge – Multimedia Room

NOTES

Neighborhood Watch Mission Statement
The mission of Neighborhood Watch shall be to strengthen neighborhood ties, increase personal safety and security awareness, be the eyes and ears of the Lincoln Police and Fire Departments, and encourage emergency preparedness.

Roll call taken at 6:05 p.m. In attendance: Mary Cranston, Mike Epling, Fred Harris, Pat Sladky, Pauline Watson, Larry Wilson, Martha Yanger, and Ed Zychowski. Excused Absences: Karen Allen and Don Budde. Guests: Pat Evans, Stan Orr, Elaine Small

No flash drive was exchanged.

Treasurer’s Monthly Report – Don Budde
Because of Treasurer’s absence, there was no report presented.

Approve Minutes of March 2, 2016 Directors Orientation Meeting – Larry Wilson
The minutes of the March 2, 2016 Directors Orientation Meeting were accepted and approved. MSA Pat Sladky/Martha Yanger. All ayes.

Director’s List of Coordinators and Emergency Contact Information – Larry Wilson
Updates on Coordinator’s emergency contact information are due from Coordinators by August 15. The two outstanding Director reports were Mary Cranston and Mike Epling.

Updates from Directors on Status of their Villages
Mary Cranston has six vacant captain positions throughout her villages. She has one vacant Coordinator position in Village 35B but recently added two new Captains in that village.

Fred Harris just signed up Stan Orr as new Village 38C Coordinator. Stan who recently moved here from Twelve Bridges adopted Village 38C.

Mike Epling had two vacant coordinator positions in Villages 30B and 30C that were recently adopted by Stan Orr. Stan has some tremendous prospects to fill vacant captain positions.

Ed Zychowski asked a Captain to resign from two mail stations in Village 26C because she wasn’t doing her job. He received a resignation from another Captain but fortunately was able to fill those three mail stations. However he still has 3 vacant captain positions in Village 26C. There are two vacant captain positions in 24C.

Martha Yanger signed up Dan Hardesty as a new Mail Box Captain in Village 19B. Loretta Haworth Village 19A Coordinator is working on filling 3 vacant captain positions.

Pat Sladky reported that Emily Koszalka, new Village Coordinator for 10A, is doing a fabulous job. Since taking over as Village 10B Coordinator, Pat found that some of the captains had not kept up with their reports. One
Pauline Watson reported on the villages that she and Larry Wilson took over from a former Director who resigned in May. At that time there were 3 coordinator positions with a total of 10 vacant captain positions in those three villages. Within 6 weeks, found coordinators for all 3 villages and filled all 10 mail stations with either captains or co–captains. Now the only village from Villages 4, 5AB, 6, 7AB, 8AB, 9 and 14 that has two vacant captain positions is in Village 5B.

In Karen Allen's absence, Larry Wilson reported on her villages: she has all her coordinators, Village 13 has two co–coordinators who are each serving as Mail Box Captains; Village 15 Coordinator is also serving as a Mail Box Captain; Village 16A has two Co–coordinators with 3 vacant captain positions; Village 16C has all Mail Box Captains. Village 17 has 2 Co–coordinators with only 1 of the Co–coordinators acting as Mail Box Captain for two mail stations. Village 18 Coordinator is also serving as captain. Village 20 Coordinator is also serving as Mail Box Captain for 3 mail stations with one station having a co–captain.

Update on Nominations – Larry Wilson
Larry reported that there are 11 Directors now, with 6 going off the board in November: Don Budde, Mike Epling, Pat Sladky, Steve Slatter (resigned), Pauline Watson, and Martha Yanger. The target should be to get a minimum of 6 new board members to keep our board at 11. We'll have nominations at the November 5 meeting followed by a meeting with the Board on November 10 to elect new officers. The candidates have been reviewed by the Nominations Committee. Larry Wilson announced the resignation of Mike Epling and read the following email: "This email is to confirm the resignation of Mike Epling at the end of his term on November 5, 2016. With the family health–related commitments for children, grandchildren and two aging parents located in the Bay area and in the Roseville area, I am not able to commit the time necessary to do a satisfactory job. Thank you for giving me the opportunity to serve as a director this past year. It has been rewarding."

Suggestions from Directors on Topics for Upcoming Tuesday, October 11 Workshops – Larry Wilson
There will be another roundtable conversation scheduled in October. One of the topics to be explained is "Date Reviewed" a procedure required to make sure there were no changes to the report and it is only between the Director and the Coordinator of that Village. You're supposed to put a date at "Date Reviewed." But if there was a change of information i.e., new email address, change the date in "Date Updated" and "Date Reviewed." Pauline Watson added that the Secretary's report has the complete history of the village. In some instances, some Coordinators do lack that information and it is important that the Coordinators and Directors have the same complete history village information as the Secretary. Mary Cranston asked if there is a change, can the Coordinator send you the form. Yes, they can but the Secretary will never download their form since it may not contain all the information that is included on the Secretary's copy. "Date Updated" can be older than "Date Review" because there were no changes. Some smaller villages have had no changes in years. Important that a Director meet one–on–one with their Coordinators to review their reports and don't hesitate to ask to see their Resident Contact Information forms.
Pauline Watson mentioned another procedure that isn't being done. A Director who is also acting as a temporary Village Coordinator needs to remind their Captains when their reports are due. Also when the Coordinator's List of Mail Box Captains report is updated or when the Secretary revises the form, a copy is always returned to the Coordinator as a Word document and a PDF document so the Coordinator can send the PDF document to their captains. The captains aren't being informed of new changes within their village. That copy also provides the captains with information on who their Village Coordinator is. Pauline still receives calls from captains who want to resign and asks "Who is their coordinator?" This also lets the Captains know who the adjoining captain is in case they want to ask them to forward alerts to their residents when going on vacation.

Mary Cranston asked about the revisions that go out, can people get the P&P in Word for them to make their own changes. Per Pauline, nobody gets the P&P as a Word document. When revisions go out, those that have electronic copies can download the revised P&P or Captain's Handbook from the website. Those handbooks are always current. The hardcopy of the Captain's Handbook or NW Policies & Procedures Handbook gets returned to the Secretary when a person resigns.

Coordinators who are also Mail Box Captains need to find a second person so two people have a copy of the Resident Contact Information form. There are a lot of Coordinators who are also Mail Box Captains. When organizing Steve Slatter villages, Pauline was able to convince a few people to be co-captains with her but no other duties except to hold a second copy of the Resident Contact Information form. They can be very helpful since they live there and sees who's coming and going.

When organizing Steve Slatter's villages, Pauline passed around an Excel spreadsheet to the Directors that she provided to some mail stations since the Resident Contact Information is not shared. The spreadsheet was color-coded similar to the village map and included phone numbers from the telephone directory, the name of the Village Coordinator and name of Mail Box Captain, with phone number, email address. If the telephone number was not listed in the telephone directory, it was obtained and included but with the resident's permission.

Elaine Small, Boris the Burglar Street Sign Coordinator, reported that last week she drove the outskirts of Sun City to survey the placement of Boris street signs. In her inspection, she arrived at the conclusion that the placement of Boris the Burglar street signs were well done. In examining the interior of Sun City, she found one place down on 12 Bridges that had a 6 foot metal fence in an area that did not have a block wall which could easily be climbed over but was not in an area that had any incidents. That is the only place that could warrant having a Boris the Burglar sign there.

Someone submitted a request for placement of a Boris the Burglar street sign in an area that was not associated with one of the main arterial entrances. She asked Mary Cranston if Neighborhood Watch had statistics that identified where burglaries have taken place. Parkside where the biggest villages of 38ABCD are located seem to be the area where most of the burglaries have occurred.

Martha Yanger wanted to know who is responsible for the speed limit signs. Elaine replied that she wants to meet with the City of Lincoln Maintenance Coordinator because the 35 speed limit signs as well as stop signs are fading. Village 18 Boris the Burglar signs installed in 2008 are still there. Some signs were replaced in 2010 and needed to be replaced in 2011 because of where the sun hits them and the quality of the paint used.
The cost of the signs comes out of the Association budget. Elaine does the inventory, looks at what needs to be done, and turns the request over to Chris O'Keefe who signs the request and sends it to Paul Tyler in the Lincoln Police Department; the City Maintenance Department replaces the signs. Approximately 10–12 signs get replaced a year.

In closing, Larry Wilson mentioned that when meeting a new resident especially one who has an animal, make sure you pass this along to your captains. Have the Captains ask the new residents if the animal has been chipped, have the vet update the information. Mary Shelton will scan a found animal and would have wrong information. Pauline Watson added that the new flyer How to Reunite a Lost Pet with Owner is included in the welcome packet. We're trying to saturate SCLH with that information. There was an incident last week where a captain forwarded a lost pet alert to me. I suggested she also contact her Village Coordinator to send out a quick alert. It happened that none of the lost pet alert team members were home, so I sent out the alert. A few hours later the cat was found. The coordinator later contacted me and mentioned another cat went missing last week but the Lost Pet Alerts team was not contacted. The coordinator took it upon himself to post the flyers on light/street posts. A week had gone by and the cat had not come home, so he wanted Neighborhood Watch to send out an alert. Yes, a coordinator/captain can immediately send out an alert to his village but more importantly notify the Lost Pet Alerts Program Coordinator who can saturate SCLH to the adjacent villages.

A motion was made to adjourn the meeting. MSA Martha Yanger/Pat Sladky. All ayes

Meeting adjourned at 7:18 p.m.

Minutes respectfully submitted October 3, 2016
By Pauline Watson, Neighborhood Watch Secretary