



**Notes to Meeting of
September 24, 2002**

Meeting # 71

Westminster Neighborhood Association

A. Introduction

We had eleven people attend our meeting, all of who introduced themselves to their neighbors.

B. Review of Agenda

The following items were added to the agenda: Follow-up on last year's discussion of planting an evergreen holiday tree in the playground, and fall clean up.

C. Treasurer's Report

**Westminster Neighborhood Association
Financial Statement for September 2002**

The Treasurer presented the following report.

General WNA Fund (dues-supported)		
Balance as of 1 September 2002		\$2,100.77
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Receipts		
Dues	\$15.00	
Total		\$15.00
Disbursements		
Chk acct service chrg (9/02)	\$8.00	
Flowers (ck 0123)	\$50.00	
Sprinkler part (ck 0124)	\$13.74	
Total		(\$71.74)
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Balance		\$2,044.03

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The Treasurer’s report (*continued*)

ANC Playground Repair Fund	
Balance as of 1 September, 2002	\$2,105.00
Receipts	None
Disbursements	None
Balance	\$2,105.00

A motion was passed to reimburse Lynn Johnson \$95.00 for the cost of sodas and paper products (\$34.00) and for the cost for photo developing (\$61.00) in conjunction with the playground public arts projects dedication on September 7, 2002.

D. Guest Speaker – Phil Spalding

Phil Spalding attended out meeting to introduce himself to our neighborhood. Phil is running for the position of ANC Commissioner for ANC 1B02, which was previously held by Glenn Melcher. Glen recently moved out of the area. Phil has lived in the DC for eight years and in the Shaw neighborhood for the last three years. He has been attending the ANC meetings in the capacity of an interested resident for some time. Phil was asked what his understanding was of the ANC’s position on the Prince Hall Grand Lodge application for special exception and variance for 1902 Vermont and 1906 Vermont, respectively, for accessory parking to their building located at 1000 U Street. Phil said that the ANC did not support the application and that he saw no community support. Phil made a commitment to attend our monthly meeting.

➤ **Playground –Lynn Johnson & Chuck Baxter**

✓ *Water Feature*

The current water bill for the playground is \$1,300 (this includes all summer months). The bill remains unpaid and two termination notices have been sent. There is still no resolution as to who will be responsible for paying the water bill. Lynn plans to talk to Phil Mendelson about the issue. It was suggested that we also talk to Jim Graham. It was reported that there was some talk of transferring responsibility of the playground from the Department of Housing and Community Development (DHCD) back to the Department of Parks and Recreation (DPR) but that DPR does not want to take it back. We turned the water feature off around the first week in September due to the cooler weather, but, of course, we still need water for the plants in the playground so we’re hoping we can get this resolved soon.

✓ *Front Gate and Bollard*

Lynn reported that he has been discussing the front gate installation with the fence installer and that project is in process. He also reported that a very high bid was received on the bollard installation. [*Postscript – A contractor was obtained for a much lower bid (\$700) and the bollard has now been installed.*]

E. Committee Updates

➤ **Community Enrichment**

✓ *Yard Sale – Margie Perko*

Margie reported a low turnout for the yard sale that was held in the playground on September 21. She said that the yard sale participants are interested in having another yard sale in about a month with more effective advertising of the event.

✓ *Playground Task List*

Volunteers are needed for various tasks to maintain the playground. Some tasks need to be done on a daily basis, such as emptying the doggie pot on the front gate. Other tasks, such as watering plants and trees, need to be done on a weekly basis. There are also tasks that need to be done periodically and these include raking leaves and woodchips, fertilizing plants and trees and other gardening duties. A discussion was held on how best to accomplish the tasks: by neighborhood volunteers or by paying someone to do the tasks. One suggestion was to add a line item to the WNA budget to which individuals could contribute. Contributed funds could then be used to pay a service or a responsible young adult in the neighborhood to do the tasks. Another suggestion was to ask the individuals who used the playground to pitch in and help with some of the tasks. After discussion, it was decided that a task list be created for individuals to sign up for specific tasks and Chuck circulated a short task list for sign-up and publication in the newsletter. *[Postscript: Chuck and Lynn expanded the task list to include other neighborhood tasks and it is published on pages 6 and 7 of this newsletter.]*



➤ **Refuse – Chuck Baxter**

Chuck circulated a report prepared by the trash committee, which reflects over time the incidence of trash and trash cans left in the alley after 7:00pm one day after trash pick-up. The report shows that incidents have been reduced from 17 - 20 as first reported, to under 10 as of the most recent report. Chuck reminded everyone that street sweepers cannot sweep alleys where multiple trash cans have been left in the alley.

F. Public Safety

No police officers were able to attend the meeting.

G. Other Matters

➤ **Masquerade Ball**

The Masquerade Ball Fundraiser Committee was not able to meet prior to the WNA meeting due to scheduling conflicts but agreed to meet the following week. However, those attending the WNA meeting did review and reaffirm the decision to hold the fundraising event at the playground in either May or June.

➤ **Elections**

Elections will be held at our October 22 meeting for the 2003 offices of President, Vice President, Secretary and Treasurer. Following is a brief description of the responsibilities of each office. If you are interested in nominating someone for an office, if you are interested in holding an office, or if you have any questions, you can contact Tania Shand at 202/588-8060, or simply come to the next meeting. The 2003 officers will have the support and resources of past officers. Please consider the possibilities – it's a great way to be involved and to get to know your community better. And please remember to pay your dues if you have not already done so, since only paid-up members can vote and hold office.

President (Tania Shand, 2002)

- Prepare WNA agenda (includes scheduling speakers and police for the meetings)
- Facilitate monthly WNA meetings
- Represent WNA at ANC, CSNA, and other community related events and meetings
- Edit the newsletter each month prior to the Secretary sending it to be printed
- Establish Subcommittees and Subcommittee Chairs
- Schedule WNA Activities (Clean up Day, Fundraisers, etc.)
- Participate in WNA activities

Vice President (Denise Wardlaw, 2002)

- Attend monthly WNA meetings
- Facilitate monthly WNA meetings in the absence of the President
- Participate in WNA activities
- Represent the President in his/her absence at planned WNA events
- Participate in “pre-planning” sessions with the Executive Board as appropriate
- Read over/edit the newsletter each month prior to the Secretary sending it to be printed.
- Help out/volunteer when you can

Treasurer (Margie Perko, 2002)

- Keep track of the receipts and disbursements of WNA
- Deposit and withdraw funds from the WNA 501(c)(3) account when appropriate
- Track the payment of yearly dues by members and other receipts, deposit them in the account, and provide payment for expenses as concurred with by WNA
- May be required to track several 'accounts' depending on source of funds and authorized expenditures from those each source of funds
- Draft and file annual income tax return reports
- Draft and file annual corporate returns
- May be required to produce external accounting reports in response to specific inquiries
- Provide monthly financial report at the monthly WNA meeting

Secretary (Patsy Mack, 2002)

- Attend monthly WNA meetings
- Record minutes of monthly WNA meetings
- Draft WNA monthly Newsletter
- Coordinate with proofreaders for Newsletter – Pres and VP
- Coordinate electronic and hard copy distribution of monthly Newsletter and hard copy distribution of Trash Committee “Cans Out” report
- Coordinate with Treasurer on current paid members and maintain and update WNA meeting sign-in sheet for monthly meetings

- Maintain WNA minutes book which includes copies of WNA monthly meeting minutes, monthly Newsletters, meeting sign-in sheets, financial statements and any other relevant flyers, correspondence and other documents related to WNA business
- Participate in WNA activities

➤ **Playground Holiday Tree**

Last year a suggestion was made to plant an evergreen tree in the playground to be decorated each year for the annual Holiday Tree Lighting. After some discussion of a suitable location for a tree and the pros and cons of a live tree versus a cut tree, a decision was made to table the planting of a tree. It was noted that this year the playground would have a front and back gate, which will help deter possible vandalism to the decorated tree. Loretta volunteered 20 pounds of cement for setting up the cut tree.

➤ **Fall Clean Up**

A suggestion was made to organize a fall clean-up after the leaves fall. Planning for the clean-up will have to be done before the next WNA meeting. Chuck volunteered to ask Kevin if he would be interested in organizing the clean-up.

➤ **CSNA Historic Preservation and Development Committee**

Chuck Baxter reported that the CSNA Historic Preservation and Development Committee would meet at 2001 12th Street at 7:00pm on September 26th to discuss the development of the center lot at 1920 8th Street, which used to be a car lot. The development includes a tall commercial building not stepped back from the street, with retail on the first floor and condominiums on the upper stories. The lot does not fall within a designated historic preservation area.

➤ **Neighbor Hospitalized**

Margie reported that Suleika Oakley, our neighbor on Westminster Street, was ill and in the hospital. The WNA sends Suleika its best wishes for a speedy recovery. WNA also sent flowers on behalf of her neighbors to brighten her hospital stay.

H. Good Neighbor Award

The WNA Good Neighbor Award is reserved for those people who have given of themselves to others to make our community a more enriching place to live. This month we must give it to not one person, but rather, to a group of individuals. We are speaking of all those individuals who diligently and professionally worked together to produce what was likely the City's finest local community event for the summer of 2002. We are speaking, of course, of none other than the Westminster Playground Mural and Mosaic Dedication, held in our own playground, on September 7.

The Dedication was the high point of over a year's work in getting the mural and mosaics painted and installed in the playground. During that year of work, the energy and community spirit of this endeavor affected all that were involved. When it was completed, the participants wanted to share that energy and spirit with the community-at-large. And so they put together the idea of a "public dedication" of these artistic projects.

The artists became publication directors, the donor became publicity manager, and many of our neighbors took on the roles of producers, programmers, and bakers. To-

gether, they put together an event that drew more than 140 people to witness and share in our good fortune.

You may view some of the many photos that were taken of this Dedication event by logging on to www.ofoto.com. Then for your email name put in Lynn@johnsonandpavuk.com, and for the password put in "online." Now you will see a photo called "Westminster Mural and Mosaics Dedication." Double-click on that and you should see about 100 thumbnail photos. If you want to see any of the thumbnails in full size, just click on that particular photo. When you are done looking at that one, click the "back" button of your browser to get to the thumbnails again.

WNA is proud to give their Good Neighbor Award to each and every one of you that made this event such a huge and proud success. May the energy and community spirit that it generated among us continue.

I. Next Meeting

The next meeting will be on the fourth Tuesday in October 2002 (the 22nd) at 7 PM in the playground. If the weather is bad, we will hold the meeting at 922 Westminster Street. If you want to put anything on the agenda, please call Tania at 588-8060.

ANNOUNCEMENTS:

Is anyone interested in starting a walking group for Saturday mornings? If so, e-mail your ideas to patsymack@hotmail.com.

J. WNA Task List

WNA has become involved in many community endeavors during its roughly six-year existence. While many of them have been one-of-a-kind tasks, we have picked up quite a few jobs that require continuing service. It is time to formally farm them out to our members and neighbors. As you can see from the Task List below, there are more than enough jobs for EVERYONE.

Every task on this List is something that benefits the entire community. They are the kinds of activities that make our community such an enriching place to live. As many of you longer-term neighbors have witnessed, these activities simply do not get done without a strong neighborhood association. We need every member and neighbor to look beyond his or her own household tasks and recognize both their responsibility and opportunity to serve the community. Please review this Task List and give serious consideration to accepting one or more of these activities. If there is something that you would like to do that is not on the List, let us know.

When you are ready to select your task(s), either email or call the WNA Secretary, Patsy Mack (patsymack@ipbtax.com, tele. 202/332-1423) and your name will shine beside that task. We plan to run this Task List as a permanent part of our WNA Newsletter. Should circumstances arise where you can no longer maintain any task you have accepted, please let Patsy know and you will be easily and promptly removed of your duties.

To each and every one of you that are currently on this Task List, thank you for what you do for all of us.

WNA Task List		
Playground Tasks	Frequency	Volunteer
Water azaleas	Once a week as needed	
Water lawn	Once a week as needed	
Edge lawn	Spring & fall	
Water plants under front tree	Once a week as needed	Tim Mack
Water cherry tree	15 Gal. once a week as needed	Margery Perko
Water sidewalk trees in front of playground	15 Gal. once a week as needed	
Empty trash cans	Once or twice a week as needed	Kevin Daley
Empty dog pot	Once a day as needed	
Sweep or blow chips off cement, equipment, front sidewalk	Once a week as needed	Mark Jordan
Rake chips (to keep them level)	Twice a month as needed	Boys/Girls Club
Pick up litter	Once a week as needed	Patricia Crisman
Wipe down benches & remove spots	Twice a month as needed	Boys/Girls Club
Wax benches & equipment	Once a year	
Pull weeds in lawn and planters	Spring & fall	Mark Jordan
Rake, bag, and discard Leaves	2 – 3 times in the fall	
Inspect equipment, lighting, & fence	Four times a year	
Fertilize azaleas	Once a year in the fall	
Inspect & protect damaged azaleas	Twice a month as needed	
Turn water on/off & remove spray heads	Twice a year	Lynn Johnson
Drain all water lines in fall / turn water on in spring	Once a year in late fall	Lynn Johnson
Reset timers for lights	Twice a year	Lynn Johnson

Other Neighborhood Tasks	Frequency	Volunteer
Report bulk trash in the alleys	As needed	
Record trash, cans, and bins left in the alleys	Twice a week	Chuck Baxter
Talk to neighbors about trash violations, etc	As needed	Lynn Johnson
Replace missing bricks in sidewalks	As needed	
Replace missing bricks in tree boxes	As needed	
Replace missing bricks in alley entrances	As needed	
Spray sidewalks & alleys for weeds	Three times a year	
Fertilize trees	Once a year	Kerry/Misa Meyer
Clean trash out of 9th Street stairwells	Once a month as needed	
Report trash in vacant properties	As needed	
Draft WNA newsletter	Once a month (secretary's duties)	Patsy Mack
Coordinate WNA newsletter distribution	Once a month (secretary's duties)	Patsy Mack
Copy & distribute newsletter to North side of T	Once a month	Patsy Mack
Copy & distribute newsletter to south side of T	Once a month	Lucia/Jeff Seaver
Copy & distribute newsletter to S, 9th, 10th, Vermont	Once a month	Clair/Kevin Dailey
Copy & distribute newsletter to Westminster St.	Once a month	Kerry/Misa Meyer
Develop meeting agenda (Invite guests, etc)	Ongoing each month (pres. duties)	Tania Shand
Notify police of monthly meeting	Once a month	Lynn Johnson
Draft agenda/notice of WNA meetings	Once a month	Chuck Baxter
Coordinate agenda/notice distribution	Once a month	Chuck Baxter
Draft/make copies of agenda/notice for distribution	Once a month	Chuck Baxter
Distribute agenda/notice to north side of T	Once a month	Patsy Mack
Distribute agenda/notice to south side of T	Once a month	Lucia/Jeff Seaver
Distribute agenda/notice to S, 9th, 10th, Vermont	Once a month	Clair & Kevin
Distribute agenda/notice to Westminster St.	Once a month	Kerry & Misa Meyer
Send e-mail notice of meetings	Once a month	Lynn Johnson
Send WNA newsletter by e-mail	Once a month	Lynn Johnson
Maintain WNA e-mail list	Continuous	Lynn Johnson
Keep storm drains free of trash	Once a month as needed	
Coordinate street tree waterers	Spring through fall	
Report dead trees to City	As needed	
Get new trees	Spring & fall as needed	
Board up vacant houses	As needed	
Conduct monthly WNA meetings	Once a month (president's duties)	Tania Shand
Set up chairs, etc for mo. meeting	Once a month	
Clean up after mo. meetings	Once a month	
Organize spring cleanup with CSNA	Several meetings starting in Feb.	
Organize fall cleanup	Once a year	
Weed tree boxes that no one has adopted	Four times a year as needed	
Maintain financial records	Ongoing (treasurer's duties)	Margery Perko

WNA Membership List

Please take a moment to find your name on the following list. If you do not find your name, it means that you have forgotten to pay us for this year's dues. Get that checkbook out and make out a check (\$15 per household or \$5 if senior citizen) payable to "WNA." You may mail it or just drop it in the mailbox for Margie Perko at 924 Westminster. Get *your name* published.

2002		
Hershel Bagley	Emily & Stephen Henn	Brenda Ntim
Chuck Baxter	Betty Hightower	Suleika Oakley
Emmanuel Blackwell	Loretta Johnson	Susan, Marquan, Andre & Sarah
Jacqueline Brower	Lynn Johnson	Ousley & Bruhier Stillman
Patricia Crisman	Mary Jane Jones	Timothy Owens & David Cooper
Kevin Dailey & Clare Donelan	Joletha Jordan	Margie Perko
Charles Dittrich	Daniel Katz & April Fulton	Gennet Purcell
Reid Dunavant	Kennickal, & Holback	Geoff & Lucia Seaver
Charles & Doris Edwards	David & Michelle Laird	Tania Shand
Philip Fornaci & Michael Geller	William and Michelle Lewis	Tim Shannon & Page Van Wirt
Eileen & Jesse Foster	Amoy McGhee	Leola Smith
Sophia Frimpomaah	Tim & Patsy Mack	Dana Voorhees
Lamont O. Hames	Ann Marchand	Michael & Denise Wardlaw
Paul Hardy & Patty Anderson	Kerry Meyer & Misa Rossetti	Gift dues from Joletha Jordan