

UD Patrol Inc. Meeting Minutes – 2/21/2009

Attendees:

Ken Clements
Reginald Cunningham
Nickolas Kyser
Ricardo Reyes
Brandon Riordan
Mary Tomich

- 1- Meeting called to order
- 2- January 17th meeting minutes were approved as written
- 3- Goal Setting Discussion
Each board member asked to bring one 6 month and one long term objective to the next board meeting.
Brainstormed objectives:
 - Invoicing up to date and accurate – Nick
 - Energize surrounding neighborhoods – Reggie
 - Synergy with University
 - Liaison between other neighboring security groups (companies) and Securitas
- 4- Financial
 - a&b Reviewed 2009 cash flow statements / financial reports
 - c. Approved Budget as presented including:
 - \$65 for meeting signs
 - Reimbursements for computer wire and lockbox
 - d. Invoicing to proceed for March. 50 – 60 people are due for invoicing.
Will need volunteer(s) to mail again as last month.
 - e. Follow-up by phone will be needed with past members after March invoicing.
Brandon is looking to Nick and Ricardo to organize mid to late March.
 - f. Joann will need to distribute current banking status as a follow-up action.
Brandon reported the Detroit Community bank offer to provide free lockbox service is still valid. He will follow-up to establish a new account.
Plan is to keep current PO box and establish forwarding to new box if possible.
The \$85 / six month charge was determined to be worth continuing to keep the old number active and ensure we have the flexibility to change in the future.
- 5- Membership Meeting
 - a. Signs – Confirmed agreement to proceed with signs within the \$65 budget. To be made by Holly and will contain reference to we site and some request to enroll. Target to place signs 1 week before event.
Additional meeting notice was distributed with the Invoicing and e-mails will be sent to members.
 - b. The agenda was reviewed –
Brandon will provide financial report.
Brandon will work with Ken (and others) on crime statistics from police and other sources.
Brenda Jones has not responded to request to participate. We should be able to get a representative from the 12th precinct to speak. Todd Messineo (burglary) was at the radio patrol meeting.

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- c. Logistics-
Brandon will arrange for projector with Bob Herman (to display PowerPoint)
Brandon suggested to have account information and database available in case of questions.
- 6- Meeting with Mike summary
 - a. No formal minutes to review yet
 - b. Brandon reported Mike supported ability to patrol Fairway drive but was concerned that the rest of the Golf club would be too much without adding resource.
 - c. We received Mike's instruction from the University District Patrol in 2000 that he is following. These have been distributed to the board. A goal to expand and clarify these instructions should be a goal of this board.
- 7- Project Status
 - a. Communication
Mary reviewed 2/19 Communication committee meeting minutes .
Operations phone (Mike's) still being reviewed.
The board approved the communication sub committee to proceed to define and procure the office phone solution within the budget.
Ken will investigate e-mail approach that will distribute e-mail without the need to manually process the distribution.
 - b. Security data tracking database (Mike's reports)
Ken will transcribe Mike's reports into electronic form for now. Once the key information is identified we can modify the form. Mike could directly enter the information in the future when it is financially feasible.
 - c. Non-profit status
Nick needs to finalize how to handle representation of the previous organization with Joann.
 - d. Grant Writing
Stated that the additional patrol hours in the submitted grant request were not approved. It was noted that this will be done again and we should target money for more tangible needs based on what they did approve (lights & signs)
 - e. Enrollment
A general mailing to solicit new members will be targeted for the April / May timeframe.
 - f. Membership Procedures
There was some discussion on whether board meetings should be open or not. The feeling was open is fine with the ability to break out for closed discussion if required. Do not expect logistics to be a problem.
Nick and Brandon will consolidate their drafts and review with the rest of the board.
 - g. Office procedures
No progress, some will be needed very soon.
- 8- Other / New Business
 - a. Office volunteers – data entry
Brandon proposed the need for volunteers to take care of office activities.

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Monthly rotation of responsibility was proposed. This escalates the need for office procedures to support this activity. Nick volunteered for the first month after the procedures are set.

Procedures are handling mail / filing, taking care of correspondence, data entry and filing of payments / new members.