

**REGULAR MEETING MINUTES  
NEIGHBORHOOD ADVISORY BOARD  
Monday, January 23, 2023, 6:30 P.M.  
Cedar Hill Government Center, Conference Room D  
285 Uptown Blvd. Bldg. 100**

**Neighborhood Advisory Board Members Present:**

Elizabeth Guillen, Kim Rimmer, Cliff Cravens, Melissa Tyler, Darian Pace, Sherman Roberson

**Neighborhood Advisory Board Members Absent:**

Yolanda Coats, Reggie Williams, Sabrina Swift

**City Staff Present:**

Tia Rich

**I. Call Meeting to Order:**

Elizabeth called the meeting to order at 6:34PM

**II. Citizen's Forum:**

No one spoke.

**III. Approve the Minutes of the December 19, 2022, Regular Meeting:**

Sherman made a motion to approve the minutes of December 19, 2022, seconded by Kim. The motion passed unanimously.

**IV. Discuss 1st Roundtable Ideas**

The board discussed ideas for the 1<sup>st</sup> roundtable and determined it to be Building Engagement to highlight areas of creating a neighborhood database, tools and resources, and communication etiquette. Tia informed the board that this will need to be presented to city council before the 1<sup>st</sup> roundtable could be held and at this time, Neighborhood Services is planning on doing so at the Feb. 14<sup>th</sup> council meeting in which some board members may be able to present this topic themselves. Upon council approval, the board agreed that early April would be a good time to host on a Thursday evening at the Government Center. The board also discussed having a maximum of 15 people. Tia will work on a flyer for marketing, a sign-up form, and presentation. The board would like to possibly include PACT, neighborhood maps, list of local non-profits, invite neighborhood leader, Franchesa from South Hills, as an example of how she has built engagement, and information on resources available by Neighborhood Services for example: Printing and Postage. The 2<sup>nd</sup> roundtable idea was to focus on Leadership Skills that would be the next step after Building Engagement.

**V. Update on Cedar Hill Block Party – March 4, 2023**

Tia gave an update on the Cedar Hill Block Party letting the board know of the number of vendors for non-profit and for-profit vendors. She also discussed outdoor layout, t-shirts, and she would follow-up with more information on where board members would be taking shifts. Elizabeth said the mugs were a huge hit from last year and Tia will see about ordering more.

**VI. Reports + Updates from Neighborhood Services staff:**

Tia let the board know she will be following up with an email to include a calendar of dates for 2023. Tia also showed the new Premier Neighborhood Award sign that is on display at South Hills.

**VII. Review action items**

Tia will follow up with the board regarding City Council Presentation on 2/14/23, Cedar Hill Block Party on 3/4/23, and items for 1<sup>st</sup> Roundtable event (date TBD).

**VIII. Adjourn.**

Kim made a motion to adjourn the meeting at 7:38pm, seconded by Darian. The motion passed unanimously.

**2022 - 2023 Regular Neighborhood Advisory Board Meetings**

<u>Board Members</u>	<u>Position</u>	<u>6.20.22</u>	<u>7.18.22</u>	<u>8.15.22</u>	<u>9.19.22</u>	<u>10.17.22</u>	<u>11.21.22</u>	<u>12.19.22</u>	<u>1.23.23</u>
Elizabeth Guillen	Chair	CM	P	P	P	P	CM	P	P
Kim Rimmer	Board Member	CM	P	P	P	P	CM	P	P
Sherman Roberson	Board Member	CM	P	A	P	PL 6:37	CM	P	P
Cliff Cravens	Board Member	CM	A	PL 6:59	P	P	CM	P	P
Reginald Williams	Board Member	CM	A	P	P	A	CM	P	A
Melissa Tyler	Board Member	CM	P	P	P	P	CM	P	P
Darian Pace	Vice Chair	CM	P	A	P	P	CM	P	P
Sabrina Swift	Board Member	CM	A	A	PL 6:32	P	CM	P	A
Yolanda Coats	Board Member	CM	P	A	A	A	CM	P	A

\*Key: P = Present, PL = Present arrived late, A = Absent, CM = Cancelled Meeting, NA = Not Applicable