

**Meeting Minutes**  
**Keep Mansfield Beautiful Commission**  
**November 14, 2022**  
**6:00 p.m.**  
**Chris W. Burkett Service Center**

**ATTENDANCE** – Present: Leon Williams, Kenneth Chalk, Dee Chambliss, Kristine DeWolf, and Jeffrey Wilbourne

**CITY STAFF PRESENT** – Rebecca Sales and Howard Redfearn, Environmental Services, Manager

**CALL TO ORDER** at 6:09 p.m. by President Leon Williams

Citizen Comment - No Mansfield Citizens were present for comments.

**APPROVAL OF MINUTES from October 12, 2022**

Leon Williams moved to approve the October 2022 meeting minutes; Kristine DeWolf seconded. The October 2022 meeting minutes were approved by all members present.

**TREASURER’S REPORT**

A balance of \$6464.39 was reported by President Leon Williams.

**ROUTINE BUSINESS**

**Adopt-a-Street (AAS) Update**

- Rebecca showed the commission members the resources available to document details of the Adopt-A-Street program – including maps and the streets available for adoption.
- Rebecca will coordinate Adopt-A-Street business as the commissioners’ roles are finalized.

**OLD BUSINESS**

- The Mansfield City Council approved the Keep Mansfield Beautiful Commission’s by-law changes, November 2022.

**NEW BUSINESS**

**Commission Membership and Roles**

- President Leon Williams presented the status of the Commission's membership under the new by-laws. Five members are in place and there are two vacancies. Members will work to identify potential candidates to fill the vacancies.
- Current roles filled include
  - **President** – Leon Williams
  - **Secretary** – Dee Chambliss
- Newly Assigned KPMC Roles
  - **Vice President:** *It was motioned by Kristine Wolf and seconded by Jeffrey to present Kristine Wolf as KPMC Vice Chair. The vote was unanimous for the motion.* The duties will be mapped out to support successive leadership on the board.
  - **Treasurer:** Kenneth Chalk was presented to assume the role of KPMC Treasurer. President Leon Williams will work to get the KMBC bank account information updated to reflect the changes.
  - **Facebook Administrator:** Secretary Dee Chambliss will assume the duties of KMBC Facebook administrator once the changes can be made with the Facebook account by Carla Green who previously held this role.
  - **Adopt-A-Street Lead:** Given his prior experience on the board, Kenneth Chalk will explore taking on the lead role for the Adopt-A-Street program with Jeffrey Wilbourne offering to assist with the program.
  - **Marketing Lead:** Kristine Wolf will assume this role.
  - **HOA Liaison:** Kenneth Chalk will serve as HOA lead and Jeffrey Wilbourne will assist him.
- Open Position - **Garden Club Liaison** was not filled in this meeting.

## Earth Day

- Using the Planning Guide, we began discussion and planning for 2023 Earth Day, April 29, 2022 (9a – 1p)
- Planning materials are located in the Earth Day 2023 folder in Google Drive.
- Vendor applications have been drafted for 2023.
- Vendor application fees are likely to remain the same as 2022: \$125 – food vendors; \$50 non-food vendors.

## The following Earth Day plans were discussed:

- **Fishing Rodeo/Lessons:** Leon will investigate securing another provider from a reputable local youth camp – since the provider with the city has retired.

- **Food Truck Vendors:** Kristine will take the lead on Food Vendors – posting notices to her personal groups. Rebecca will share Earth Day with new vendors getting their licensing with the city. Permits through the City will be needed.
- **Educational Providers and Classes:** Rebecca will continue to take the lead on this program component with plans to get the event on calendars after Thanksgiving.
- **Merchandise Vendors:** Kristine will reach out to vendors -those whose merchandise aligns with our mission - using the archived lists.
- **Children's Area:** Leon will continue to lead activities in this area
- **Signs:** Rebecca will take this on again
- **Rain Barrels:** Rebecca and Jeffrey will work together to contact previous artists, art groups, and teachers.
- **Advertising and Marketing:** The board agreed to keep the same logo/graphics used in 2022 for the 2023 Earth Day event. Updates will need to be made to reflect 2023 dates and program details.
- **Sponsors:** Leon will work to secure Home Depot. We will also check in with the vendor who supplied the Earth Day t-shirts for 2022 will donate shirts for 2023.
- **Music and Entertainment:** Kenneth Chalk, lead. We prefer to keep the same band and DJ from 2022 Earth Day – as discussed in the debrief earlier this year.
- **Logistics:** Kristine will handle tables, potties, hand washing; Dee will do outreach to secure parking for Earth Day attendees. Past providers have been acknowledged and thanked directly via notes and the Earth Day wrap-up video on the city's website (YouTube page)

**Next Meeting:** The KMBC's next meeting is Monday, December 12<sup>th</sup> at 6p CST

**ADJOURNMENT:** President Leon Williams closed the meeting at 7:07p upon a motion by Kristine DeWolf, seconded by Kenneth Chalk.