Minutes of the Neighborhood Captain Forum – August 8, 2024

The meeting was called to order at 2:04 pm by Janet Nolan, Chair of the Neighborhood Captains Executive Committee. Eighteen (18) Neighborhood Captains and/or Assistants to the Captains were in attendance.

1. A motion to accept June 13, 2024, NCP minutes was made by Melissa Anderson and seconded by Helen Koonz All in attendance agreed, and the minutes were accepted.
2. Reflections reminder
    a. Reflections deadline is August 25, 2024.
    b. Neighborhoods that signed up for this month include Vittoria East + Villaverla
    c. We still have openings for deadlines in October, November, and December and most of next year.
3. Announcements – presented by Janet Nolan
    a. The EC has started putting together a Social Committee of volunteers to work with neighborhoods that need help getting the momentum started and coordinating events.
    b. There are a couple of neighborhoods that do not have Captains. The EC has been starting to do Ice Cream Social Events to get fun + energy in those neighborhoods and to be used for recruitment efforts to find a Captain, as well. The EC is now looking for volunteers to help with these events in these neighborhoods.
    c. EC Member Helen Koonz provided a newsletter template as an example. We will continue to try to find easy-to-use templates that work across platforms for Captains to utilize.
    d. The NCP has a brand new laptop that can be used by Captains for events.
    e. The EC has submitted a reduced budget for 2025 of $4,000. These funds will be used to purchase items needed and will be used for the open neighborhood events and recruitment efforts. `
    f. January "Meet the Candidates" for the upcoming election that the Captains host, we will be looking for ways to make the event more fun and interactive.
    g. December 3rd will be the NCP Holiday Party in the Palms. More details to come.
4. Teri Barber (Captain of Lago Vista)
    a. Terri lead a discussion on events held in the neighborhoods. Captains joined by sharing what worked and what hasn't.
        i. Past Events Held
        ii. Which events went well
        iii. Events that had issues
        iv. How to plan and coordinate
        v. Best practices
    b. The NCP learned that Lifestyles has a few rooms full of decorations that can be lent out to the Captains to help make the events more festive. Reach out to Brandon or Alexandria to schedule a time to check stock and decide what is needed.

A motion to adjourn the meeting was made at 3:48 pm by Terry Guay and seconded by Richard Ryan.