

**Keep Lakewood Beautiful
Meeting Minutes
December 18, 2019**

In Attendance: Ruth Gillett, Mac Levi, Melissa Meehan, Isaac Hunt and Katie Meehan on behalf of the City of Lakewood

Melissa Meehan Chaired the meeting.

Approval of Minutes: Copies of October minutes were distributed for review and approval. Minutes were unanimously approved by those in attendance and a quorum was met.

Old Business:

- a. **AAS Volunteer Breakfast Review (11/2/2019)**- The AAS volunteer breakfast went well. There were roughly 40-50 people in attendance and the speaker was Dan Brown from Rustbelt Riders.
- b. **Home Award Wrap Up (11/18/19)**- Compliments to the group, the event/ reception before the council meeting went well and the awards were presented at the council meeting.
- c. **Christmas Decorations Wrap Up**- The downtown decorations that the group decorated look nice. A few decorations were damaged after Light Up Lakewood, but it still looks nice. Melissa purchased a few decorations and will give receipts to Katie and to loop in Joe. Slightly further discussion on the city's involvement in decorations and thoughts for next year.

Group tentatively decided to shoot for Christmas Decoration clean up on the 10th of January.

- d. **Bylaws Update**- Bylaws are updated and will be sent out by Melissa electronically for all to review, would like to adopt by Jan. meeting. Katie to follow up with Jen Swallow in the Law Department to check in about what should be in the bylaws.
- e. **KAB Update**- No update. Mac received info and will get back to group.
- f. **Marketing Update**- Group to put composting on the next agenda to discuss new location and if its being marketed enough. Isaac continuing to work on other various ideas and social media.

Upcoming Business/ Events:

1. **Year in Review**- Melissa sending electronically, would like group to look over and help fill in facts and edit.
2. **Upcoming Year**- Group to nominate Chair and Treasurer at next meeting. Katie will plan to bring financials to next meeting for the treasurer. Further discussion on how group plans to do events and who will manage and incorporating a new volunteer list, and city to promote January meeting. Katie to check terms of members. Continued discussion for January meeting.

Meeting was adjourned at 6:36 p.m.

Action Items:

1. Confirm Christmas Dec. clean up for the 10th of January.
2. Katie to process receipts and copy Joe.
3. Melissa send out bylaws for group to review.
4. Katie to check in with Law Dept. on bylaws
5. Mac working on KAB update
6. Melissa sending year in review and group editing
7. Katie checking boards and commissions list for member terms