



Channel District Community Alliance (CDCA)  
January 20, 2016 – 6:30pm  
StageWorks  
1120 E Kennedy Blvd, Tampa, FL 33602

## **Meeting Minutes**

### **Board Members in Attendance:**

President: Lauren Campbell  
Vice President: Vance Arnett  
Recording Secretary: Sarah McKinley  
Corresponding Secretary: Adam Rieth  
Treasurer: Terry Council  
Parliamentarian: Meaghan Scalise  
At Large 1: Henry Lewis  
At Large 2: Danielle Kashou  
At Large 3: Sara Wozniak  
At Large 4: Edd Suyak

**Approval of the November & December Minutes** – Motion-Vance, Second-Edd, motion passed

### **Treasure's Report** – Vance Arnett

- Bank Account: \$14,461.14
- No outstanding balances
- 2 member re-ups via the website so far

### **New Bylaws** – Vance Arnett and Lauren Campbell (see attached for updated Bylaws)

- Adjusts the election verification to have treasurer verify member in good standing
- 3 year terms, not staggered
- No felony arrest within 5 years
- Need the resubmit corporate articles to the state
- Neighborhood empowerment requirements through the city are changing/increasing
- Motion to approve the new bylaws made by Vance, 2<sup>nd</sup> by Terry, motion passed

### **Budget (DRAFT)** – Vance Arnett

- Vance presented a draft to the board, the budget will be presented to the newly elected board in April for approval (see attached). Some highlights include:
  - Projected income of \$27,000.00
  - \$10 increase in Business Membership (\$55 total)
  - Fixed amount for annual art contribution to the community
  - \$1,000.00 set aside for charity donations

**Bikes, Blues, and Brews Update – Edd Suyak**

- Committee formed and beginning to meet, email will be sent out for others interested
- Special Olympics selected as the partner charity for the event
- The Tampa Police Department is will to help out with the event, possibly have bicycle cops at event (Vance)
- Need a proposal for submittal at the March CRA-CAC, with a presentation to follow at the April 6<sup>th</sup> CRA-CAC (5:30 at the Tampa Port Authority Boardroom)

**Membership Loyalty Card – Sarah McKinley to head up this, more information to come****Nominating Committee/Election Update – Meaghan Scalise**

- A short form will be created to be completed by all nominees and the responses will be sent out to members as a “Get to Know Your Candidates”
- A Survey Monkey will be set up for online voting and sent out to the members in good standing
- A “Meet the Candidates” gathering will be held 30 minutes prior to the March 16<sup>th</sup> meeting in the lobby of StageWorks

**New Business/Old Business –**

- Tampa Downtown Partnership will be back at the CRA-CAC to present the Downtown Shuttle program and ask for funding
- The City and County have open board positions for various boards, inquire with the local jurisdictions for openings
- Membership Committee is needed for the next year to drive membership (Edd)
- Send any “wishlist” items to Lauren to be passed along to the new board prior to the next meeting
- Safety Audit by FDOT is being completed, more information to come
- Vance Arnett has been appointed to the Metropolitan Planning Organization’s (MPO) Citizens Advisory Committee (CAC), and Meaghan Scalise, Nick Buchanan, and George Muller (Florida Aquarium) have been appointed to the Channel District CRA-CAC – Congratulations to everyone on their new appointments!

**Board Structure – Vance Arnett**

- Vance made a motion to create a Member in Ametrias and elected Henry Lewis for that position, Sara Wozniak 2<sup>nd</sup>, motion passed.

**Next General Membership Meeting 6:30, March 16<sup>th</sup> at StageWorks**  
**Meeting Adjourned**

Channel District Community Alliance  
CDCA  
Bylaws

Article I. Name and Purpose

Section 1. The name of the Neighborhood Association representing the Channel District of Tampa as described below shall be:

Channel District Community Alliance

herein, after referred to as the CDCA.

Section 2. Mission

The Mission of the CDCA is to promote all facets of the community included in the established legal boundaries known as the Channel District of Tampa, Florida. A driving force supporting this effort is to seek an “Arts Community” emphasis for the District. This includes three following initiatives:

To enhance the connected nature of the residential community by improving the distribution of information, regularly scheduled social and educational events for the residents, and fostering an attitude of tolerance and inclusion.

To emphasize goals of residents while balancing the enhancement and promotion of businesses seeking to locate within the boundaries of the CDCA or those already located within the boundaries of the CDCA through a collaborative process involving community residents, existing businesses, and developing entities with a heavy emphasis on the types of businesses that foster and support all forms of creativity. The arts will play heavily in the identity of the Channel District lifestyle.

To enhance and improve the relationships with urban development planners both private and public, already existing associations, and entities of local government in a collaborative way to improve the safety of the community, easier transportation access, the overall beauty of the area and shared amenities in the Channel District.

### Section 3. Geographic Designation of Channel District

For purposes of delineating the area falling within the Channel District Community Alliance area of representation, the following boundaries and landmarks will be the Neighborhood boundaries for the CDCA.

#### Northern Boundary:

From a point underneath the Western Edge of the Lee Roy Selmon Expressway as it follows just north of North Raymond Avenue, north following the western edge of North 12<sup>th</sup> Street to the northeast corner of the intersection of Adamo Drive and Channelside Drive.

#### Eastern Boundary:

From the Northeast corner of the intersection of Adamo Drive and Channelside Drive, south along the Eastern Curb of Channelside Drive to the eastern edge of the circumference of traffic Circle, left on the alley access just north of the Florida Aquarium, to the Western Bank of Ybor Channel following south to Garrison Channel.

#### Southern Boundary:

The northern bank of Garrison Channel from the point where it connects to the western Bank of Ybor Channel and the crossing of Beneficial Boulevard on the western side. This includes the commercial property located on Port Tampa Bay Land known on March 1, 2015 as Channelside Bay Plaza but does not include governmental holdings related to Port Tampa Bay operations. This boundary is subject to change by a vote of the membership of the CDCA as development plans of Port Tampa Bay become more defined and established.

#### Western Boundary:

The southwest corner of Channelside Drive and Beneficial Drive/South Meridian Avenue as it continues north along the western curb of Meridian to the intersection of the northern boundary as described above.

## Article II. Membership and Dues

### Section 1. Membership

Membership will include those having an immediate interest in preserving the integrity and fostering prosperity of the Channel District including those owning or leasing property for either residence or business within geographic boundaries of the CDCA. There will be one vote per membership.

There are four classes of membership in the CDCA:

Regular Resident Membership – Full Powers of Participation one vote per membership.

Regular Business Membership – Full Powers of Participation one vote per membership.

Affiliated Business Membership – One vote per corporate owner or representative

Associate Membership – Other government, adjacent neighborhoods, and non-resident business entities with a demonstrated interest in the CDCA  
Non-Voting

Regular Resident Membership: All owners permanently residing in the Channel District and renters who have signed leases for a minimum of 7 months will be eligible for regular membership in the CDCA. Owners who live outside the Channel District and who have no other connection with the Channel District other than the unit (s) they rent will not be eligible for regular membership as residents but will be eligible for Associate Membership. Individuals who have moved from the Boundaries of the CDCA but still maintain significant ties through business endeavors will be eligible for regular membership with full voting powers for a period of two years after leaving the district. These same individuals will be eligible for Associate Membership after that two-year extension has expired. For units that are occupied by more than one individual, co-owned there will be one vote. For units that are occupied by more than one individual, the person listed primary on the lease will have one vote. For single ownership or rental there will be one vote.

Businesses who have a single business located within the boundaries of the CDCA, or whom regularly engage in the promotion of businesses established within the CDCA boundaries, or businesses that can demonstrate a quality of life or positive impact on the

CDCA boundaries will be eligible for regular business membership. There is one vote per business ownership.

For purposes of balancing interests between residential and business entities, business owners with multiple holdings in or abutting the boundaries of the CDCA who have a vested interest but have multiple holdings or are incorporated under a management entity are eligible for an Affiliated Business Membership. Such members, if holding more than one corporate identification, are limited to one vote as a corporate representative for the entire conglomerate. The Management company for businesses located within any single site location such as malls or multi-business locations will have one vote that represents that location.

Representatives of other civic associations outside the boundaries of the CDCA, prior residents who no longer reside in the District but wish to extend their affiliation, or businesses who wish to affiliate with the CDCA but have no other eligibility as regular members, are eligible to become Associate members and will serve in all capacities as ex-officio members without voting privileges.

### Section 3. Dues

Dues shall be established by the Board for Resident membership at the rate of \$45.00 per membership for all classes of membership.

### Section 4. Contributions in Support of CDCA

Nothing will prohibit the ability of any status of membership to make contributions to the CDCA for purposes of neighborhood enhancement. At the point in time that the CDCA seeks and receives the tax status of 501.c3 from the IRS, these contributions will be afforded all necessary tax advantages. Until that time they are seen as simple contributions to the enhancement of the Channel District.

### Section 5. Removal from Active Membership for Disruption of Meeting or Behavior that could be seen as threatening to the membership, officers, or neighborhood in general.

In the event that any member of the CDCA displays or engages in behavior that can be deemed disruptive to any official gathering of the CDCA, displays threatening or inappropriate behavior to any other member or guest of the CDCA, or engages in behavior in person, via the telephone, or Internet that in any way is deemed threatening or creates fear on the part of a member or guest is subject to immediate removal from the CDCA. The individual member in question will be removed by a vote of the Board. Any current membership dues will be returned for the year and the individual will be stricken from the membership record save for a notice that renewal will not be honored.

### Article III. Structure of the Board

Section 1. The Board of Directors for the CDCA will be composed of a 7-member Board. There will be four officers: President, Vice President, Secretary, and Treasurer and Parliamentarian. In addition there will be three Board Members at large.

### Article IV. Duties Board Members, Officers, and Duties

The 10 members of the Board of Directors for the CDCA will have the following duties:

#### Section 1. President of The Board of Directors for the CDCA:

The duties of the President will be to preside over the total operations of the CDCA, schedule and conduct board and general meetings, and provide leadership for the CDCA. The President may also serve on working committees. The President will serve a term of 3 years. The President is a voting member of the Board of Directors.

#### Section 2. Vice President of the CDCA:

The duties of the Vice President will be to assist the President in all administrative duties related to the CDCA in the President's absence or may take on special duties as requested by the President and approved by a vote of the Board. The Vice President may also serve on working committees. The Vice President will also serve as the primary liaison for Tampa Police Department regarding crime watch and business watch development. The Vice President will serve as Parliamentarian unless presiding over the meeting at which time the Secretary will assume the duties of Parliamentarian. The Vice President will serve a term of three years and is a voting member of the Board of Directors.

#### Section 3. The Secretary of the CDCA:

The duties of the Secretary will be to keep the official record of all transactions and meetings conducted on behalf of the CDCA including the official documents related to the corporate registration and tax status for the Association. The Secretary will forward the minutes of each meeting to the Board for adoption at the following meeting. For purposes of Board review, the Secretary will coordinate a digital documents with appropriate software approved by the Board. The Secretary will deliver the results of any digital action or review taken at the following Board meeting. The Secretary will serve a term of three years, be a voting member and we eligible to serve on committees.

## Section 5. The Treasurer of the CDCA:

The duties of the Treasurer will be to maintain all fiscal records, bank accounts, and member collections for the CDCA. The Treasurer will be responsible for the accounting of all funds received and disbursed and be responsible for all accounting services required to retain the tax status of the organization according to the requirements established by the United States Internal Revenue Service and the State of Florida. The Treasurer will serve a term of three years and be a voting member. The Treasurer is eligible to serve on committees.

## Section 6. Board of Directors At Large

There will be three Board of Directors At Large. They will represent the interests of the general population of the District. The Board of Directors at large will serve a three year term, be voting members, and be eligible to work on committees.

## Section 7. Board Members Emeritus

The Board of Directors has the authority to appoint one Board Member Emeritus for a period of three years. The Board member emeritus must have demonstrated an extraordinary commitment to the CDCA and the Channel District. The Board Member Emeritus will have the power to vote but will not count in the quorum count and is not required to attend all meetings.

## Section 8. Succession

In the event the President is temporarily absent, resigns, or is removed, the Vice President shall carry on the duties until an election can be held. In the event that both the President and Vice President are not available for service, the Secretary will assume the duties of leadership until an election can be held and will appoint one of the Directors At Large as a replacement for the Secretary.

## Article V. Meetings

### Section 1: General Membership Meetings

There will be six regular membership wide meetings held each year in January, March, May, July, September, and November. Each meeting date, time and location will be set by the Board and published by the Communications committee through all resources 10 days prior to the meeting, and again two days prior to the meeting. General business will be held to a minimum. The purpose of Membership Meetings is to offer presentations and



programs pertinent to the overall welfare of the Channel District. It will be the Board's responsibility to arrange for outside presenters.

## Section 2: Board Business Meetings

There will be six Board Business Meetings held each year in February, April, June, August, October, and December. These meetings will be published per the process outlined for Membership Meetings and are open to the membership.

## Section 3: Annual Meeting

There will be one Annual General Membership meeting held in March of each year. The purpose of this meeting will be to conduct any elections or ratifications that are necessary to sustain the CDCA for the coming year and or terms of office, raise awareness of the organization, increase membership, and gather input from the general membership.

## Section 4: Special Membership Meetings

The President may call a Special Meeting of the entire Membership at his or her discretion for a special purpose. These meetings will be for the total membership of the CDCA with the concurrence of the Board. All special meetings must be publicly noticed at least 15 days prior to the meeting, posted at least five days prior to the meeting and state clearly what the purpose of the special membership meeting. All Special Membership Meetings will be open to the public.

## Section 4: Standing Committee Meetings

Standing Committee meetings will be called at the discretion of the Committee Chair for the purpose of carrying out the duties of the committees. They will be noticed and open to the public.

## Section 5: Special Committee Meetings

Special Committee Meetings will be called at the discretion of the Committee Chair for the purpose of carrying out the duties of the special committee.

## Section 8: Quorum of the Board and General Membership Voting

For all meetings a quorum for the Board will be a simple majority of the Board members which is constituted by the presence of at least four members of the Board and one Officer of the Board. Participation via teleconference is allowable for no more than two Board members. The At Large Emeritus position will not count toward the quorum. For purposes of voting during annual meetings, the vote will be decided by 51% of those voting members present.

## Section 8: Order of Meetings

At all meetings of the CDCA the following order of business shall be as follows:

- A. Call to Order
- B. Adoption of the minutes of the immediate prior meeting for approval
- C. Reports of the Officers
- D. Response to Action Items of Previous Meeting
- E. Committee Reports unless an Election or Guest Presentation
- F. Guest Presentation or Elections if Appropriate
- G. Unfinished Business
- H. New Business
- I. Public Comment

## Section 9. Removal from a Meeting for Disruption

Any individual in attendance at any official meeting of the CDCA that behaves in a threatening, disruptive, or demeaning manner will be asked to leave the meeting. If the individual persists in said behavior at the meeting law enforcement will be called to take whatever action will be necessary to allow a peaceful assembly to continue.

## Section 10: Eligibility to Vote

Eligibility to vote in Membership elections will be assigned according to the membership category as mentioned above. The vote will be tabulated by one of three means, a show of hands where appropriate, a voice vote called from the roll, or a written vote. No proxies will be granted for voting and no absentee voting will take place. All precautions will be taken to ensure that those voting are eligible to vote and that they are members in good standing of the CDCA.

## Article IV: Election and Removal of Officers and Directors

### Section 2. Election of Officers of the Board of Directors

The officers of the Board of Directors of the CDCA will be the President, Vice President, Secretary, and Treasurer. All officers of the CDCA must be members in good standing of the CDCA. All officers must be willing and capable of complying with all local and state laws related to holding officer in a neighborhood association. The annual election for the

Board and Officers will be conducted at the March General meeting each year. In January of each year, the President will install a nominating committee to bring forth a slate of officers by the February meeting. This nominating committee will be composed of three members in good standing of the CDCA who are not running for office. The committee will conduct business as described in Section 5 following.

## Section 2: Election of the Board of Directors

The Board of Directors of the CDCA shall consist of the 4 officers plus 3 additional Directors elected as set out above. All members of the Board of Directors must be members in good standing of the CDCA. All members elected to the Board of Directors must be willing and able to comply with all necessary local and state laws related to holding officer within a neighborhood association.

## Section 3: Vacancies

If a vacancy occurs for any reason among the officers or other directors, the unexpired term of such vacancy shall be filled by a member in good standing elected by a majority vote of the entire Board of Directors. Such vacancies will be filled only for the unexpired term of the vacancy.

## Section 4: Removal and or Suspension of Officers and Board Members

An officer or board member of the CDCA may be removed by a majority vote of the Board for any of the following reasons:

1. Failure to consistently perform the duties of the office.
2. Attendance problems as demonstrated by 2 absences in one quarter or 4 absences total in one year.
3. Behavior that constitutes a conflict of interest or fails to promote the mission of the Alliance.
4. Misrepresenting the decisions of the CDCA.
5. Misrepresenting the CDCA for personal gain.
6. Conviction of a felony or misdemeanor that involves violence, fraud, theft, or any other violation of law that will reflect poorly on the CDCA.
7. Failure to comply or misrepresenting any information that meets the general requirements of the State of Florida for participating on a Board that is registered with the State as a fund raising entity.

An officer or board member of the CDCA may be suspended pending removal while facts are clarified by a majority vote of the Board.

## Section 5: Nominating Committee

The President of the Board of Directors of the CDCA will appoint a nominating committee composed of three members in good standing of the CDCA who will be confirmed by the Board of Directors. The committee may elect its own chairperson. The duties of the nominating committee will be to bring forward a slate of officers and directors for the Annual Meeting held in March of each year by the February meeting of each year. They shall do so by conducting interviews with all who volunteers for candidacy, confirming their membership in good standing, and submitting an eligible list of candidates to the Board prior to the February meeting deadline. All candidates must have actively participated in the Membership meetings at least twice. Service on a standing or special committee will be noted. The Chairperson of the committee will be responsible for conducting the vote.

## Article V. Compensation

Section 1. Neither the officers, directors, nor members serving on committees shall receive any salary or compensation, other than for necessary expenses approved by the Board of Directors, for their services rendered to the CDCA. Necessary approved expenses incurred by officers, directors or members on behalf of the CDCA may be reimbursed upon approval of the Board.

## Article VII. Bank Account

Section 1. A checking account will be established in the name of the CDCA for purposes of holding all funds collected.

Section 2. The checking account shall require two (2) signatures. Signers on this account shall include the following officers: President and Treasurer.

## Article VIII. Committees

### Section 1. Regular Standing Committees

Standing Committees shall include:

Membership- Responsible for recruiting and maintaining membership. This will be accomplished through working with events and communications committees as well as having a presence at non CDCA events where there is a large possibility for a turnout of eligible residents and businesses. The Membership Committee should prepare a Budget for Board Consideration.

Major Community Events- Responsible for Events that bring the community closer in particular the annual Bikes, Blues, and Brews Safety Parade and the annual Holiday Home Tour. Each committee should prepare a budget for Board Consideration.

Business Enhancement – Responsible for supporting and building business through forums, special programs, and marketing. The Business enhancement committee should prepare a budget for Board Consideration.

Communications- Responsible for keeping people informed through the use of social media, website, group emails, and physical posters and signs. The Communications committee should be fully informed of all events and meetings that are pertinent to the membership and they should prepare a budget for consideration by the Board.

Safety and Prevention - Responsible for ensuring that vehicle, pedestrians and bikes safely coexist, parks are safe for visitors and pets, and increasing the overall prevention awareness of the District.

The Board will have the authority to appoint chairs to the committees that are not chaired if the volunteer members cannot elect a chair.

The Board will serve as the budget committee but for those purposes be chaired by the Treasurer. The Membership Meeting in September will be dedicated to presenting the budget for the following year. The Treasurer in conjunction with the President will set at least one General Membership meeting for taking public comment on budget issues and will work closely with the standing and special committees to ensure that an adequate budget is prepared.

## Section 2. Special Committees

Special Committees shall include:

The Nominating Committee: Appointed each year that an election is required or as a problem arises. The Board will have the authority to appoint the Parliamentarian as chair and members to committees after a request of volunteers.

Any other committee that arises by necessity for the purposes of conducting CDCA business. The Board and the President shall have the responsibility for determining the need and making the initial appointment to a special committee.

Article IX. Dissolution of the CDCA and distribution of property and funds.

If for any reason the CDCA no longer functions under the legal and purposeful intention, it was created for, it may resolve to disband by a majority vote of the Board of Directors. Assets held by the CDCA at the time of the dissolution shall be dispersed to the City to be used in the Channel District and administered by the Community Redevelopment Authority upon recommendation of the Channel District Citizens Advisory Council.

PASSED and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ /

Signed:

Secretary: \_\_\_\_\_

President: \_\_\_\_\_

# DRAFT

## Proposed CDCA 2016 Annual Budget

### Income:

Membership:		\$ 9,500.00
Resident Memberships \$45.00 x 100	\$ 4,500.00	
Business Memberships \$50.00 x 100	\$ 5,000.00	
Home Tour	\$15,000.00	\$15,000.00
Bikes Brews and Blues	\$ 2,500.00	\$ 2,500.00
Total Income Projected		\$27,000.00
Expenses: Total Projected		\$21,000.00

Administrative Filing Fees		\$ 200.00
Insurance		\$ 900.00
Audit and Accounting Services		\$ 300.00
Capital Purchases (Tent, Tables, Chairs,)		\$ 500.00
Communications, Web, Social Media, Mail		\$ 4,000.00
Printing (Member ships cards, Flyers, Signs)		\$ 500.00
Postage		\$ 500.00
Event Support		\$ 6,000.00
Bikes, Brews, and Blues	\$2,000.00	
Home Tour	\$4,000.00	
Fixed Art Contribution		\$ 6,000.00
Requested Charity Fund		\$ 1,000.00
Special Permits and Fees		\$ 1,100.00

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## BUDGET EXPLANATION

### Income:

Income projections are based on setting a goal of 100 business memberships and 100 residential memberships. This means that current membership levels must be maintained and additional memberships must be added. The Home Tour and Bikes, Blues, and Brews income is calculated based upon the history of the first year. All income garnered from grants or other outside assistance would count against the overall income line but is not planned in this budget. All events are expected to have a strategy that will generate some income.

### Expenses:

Administrative filing fees include all corporate fees that must be paid to keep the organization registered and maintain a tax free and fund raising status.

Insurance: Based upon the estimates gathered of \$800 plus \$100.00 for partial additional riders if they should become necessary for a particular event.

Audit and Accounting Services: The cost of paying an accountant to prepare our tax return and to certify the funds held.

Capital Purchases: For this year, this line item includes a tent, tables, and chairs for outside events.

Communications : This line item includes the costs of web based advertising, enhancements to the web, server fees, and other promotional costs associated with our digital effort.

Printing: This line includes the projected amount for any printing.

Postage: For mail outs and other postal needs.

Event Support – This line item is to serve as base funding for the event. Funds acquired from other sources should first reimburse this fund and it is intended to provide relief from any up front funding that would be required as match.

Fixed Art Contribution: This line item is to be spent on art projects in the community that create a sense of place and provide a unique give back to the community.



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Requested Charity Fund: This is the amount of money we project for cash support for requests from the community for fiscal support.

Special Permits and Fees: This line item is to cover the cost of any special permitting that would be required should we decide to expand on any event.

It is important to remember that a budget is just a plan and not a guaranteed accounting.

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