



# Cotuit-Santuit Civic Association

## Executive Board Meeting Minutes

**Date:** Tuesday, October 1, 2024

**Location:** Cotuit Library / Virtual

### Attendance

**Present:** Carol Zais, Lisa Vasiloff, Phil Odenca, Bob Dee, DJ Long, John Havel, Dave Favel, Natalie Spence

**Absent:** Mark Stranberg, Christy Curtis, Karen Harvey Teeley, Lisa Nagel

**Guest:** Councilor Seth Burdick not in attendance.

### Guest Presentation

**Local Comprehensive Plan:** Kate Maldonado, Senior Planner and Kyle Pedicini, Community & Economic Development Planner. Kate really stressed their website as a great place to find up-to-date information; BarnstableLCP.com

Here is the link to her presentation:

<https://drive.google.com/file/d/1MRwVpSHYh83EF91jJrJg4fDLWTFwxvdF/view>.

### Regular Business

**Call to Order:** Carol Zais called the meeting to order at 7:00 PM.

**Secretary's Minutes:** Absent any objections, the minutes of the Executive Board meeting of September 3 2024, were accepted.

**Treasurer's Report:** Absent any objections, the Treasurer's Report through 10/1/24 was accepted.

#### President's Updates:

Ropes Beach- DPW confirms they will perform vegetation removal in the Winter.

Memorial Park- Moving forward. A senior architect is on the case. Next step is for them to present the design for CPC funding. In parallel, David Anthony is working on boundary issues.

Oysterfest- Thanks to CSCA Board volunteers, Lisa V, Phil, Karen, Natalie and Carol. The event was a great success.

#### Precinct 7 Report:

No update this month.

## **Old Business**

**Website/Digital Records:** Planning on more content in advance of Christmas in Cotuit. Continuing with using special URLs. Pretty flat Constant Contact list - 751; 60% open rates, which means 400-450 people.

**Membership Drive:** Phil sent out current membership data. Clarified that "FYTD" should be calendar YTD.

**CSCA History:** There has been little progress in September. Natalie will share lists of past board members with Phil and Karen.

**2024-2025 Officers:** Carol mentioned she had called everyone and no current board member is interested in becoming President for 24/25. She then congratulated everyone on becoming rotating Vice Presidents and reviewed her proposal for the rotation of board members as vice presidents to run the monthly meetings: creation of agenda thru minutes review and writing the monthly column for the Currents. She reviewed the process for securing the library key and alarm for meetings. Please refer to the **handout attached below**.

Natalie will remain Treasurer and Phil will remain Secretary. Carol will remain as interim President.

## **New Business**

**Meeting coverage:** Carol went through meeting coverage for the Fall. Fire- DJ; Prudential-Carol; Water- Karen

**Emails:** Thanks to Dave for getting the Google group board email together. Individuals' responses may appear to come from CSCA, so we should sign our names to avoid ambiguity.

**Cape Tech Design:** John asked what the motivation is for working with them. They've done a great job by in large and it's free. John offered his graphic design capabilities if and when needed. Lisa V. was happy to know of a back-up!

## **Adjournment**

The meeting adjourned at 8:00 PM.

Respectfully submitted,  
L. Philip Odenice, Secretary/Clerk

### **Upcoming Dates:**

Board Meetings- 11/5/24,12/3/24

2025 - 4/1/25, 5/6/25, 6/3/25, 7/1/25, 8/5/25, 9/2/25, 10/7/25,11/4,25, 12/2/25

Currents Deadlines- 11/5/24

2025 - 4/2/25, 5/7/25,6/4/25,7/2/25,8/6/24, 9/3/25,20/8/25,11/5/25,12/3/25

Saturday December 7, 2024- Christmas in Cotuit

## CSCA 2024/2025 Board Officers with Rotation

Interim President -Carol Zais  
Vice President - see below for **rotating** schedule  
Secretary and Membership Chair - Phil Odenca  
Treasurer - Natalie Spence

Special Events Chair - Lisa Vasiloff

Communications Chair - Dave Fravel Website management  
Email Blasts - constant contact  
IT issues (google meets for board meetings)

Interim President - Carol Zais  
Oversight and name for public interactions  
Monitor CSCA email  
ToB oversight - memorial park, raised crosswalk, Cotuit school, other Chair Concerns of Cotuit meeting - May 2025 TBD  
Chair Annual meeting - August 19, 2025

### **Here's the rotation schedule and responsibilities:**

Rotating Vice Presidents Responsibilities (Nov, Dec, April, May, June, July, Aug, Sept)  
Email board one week in advance: Board meeting agenda and previous months minutes  
Pick up key at Library day before or day of meeting  
Chair board meeting  
Proofread meeting minutes and send to next president  
Write Currents column for the next month and proofread that issue with Jen Smith Chair  
Community meetings (if any in your month)

**NOVEMBER - Dave Fravel** Last week of October email board November agenda with October minutes; review November minutes and send to next acting president (Lisa V.); write column for December Currents; Proofread December Currents with Jen.

**DECEMBER - Lisa Vasiloff** Last week of November email board December agenda with November minutes; review December minutes and send to next acting president (Bob Dee); write column for April Currents; Proofread April Currents with Jen.

**APRIL - Bob Dee** Last week of March email board April agenda with December minutes; review April minutes and send to next acting president (John Havel); write column for May Currents. Proofread May Currents with Jen.

**MAY - John Havel** Last week of April email board agenda for May and include April minutes; review May minutes and send to next acting president (Karen Harvey Teeley); write column for June Currents. Proofread June Currents with Jen.  
Host candidates and budget meeting, too!

**JUNE - Karen Harvey Teeley** Last week of May email board agenda for June and include May minutes; review June minutes and send to next acting president (DJ Long); write column for July Currents. Proofread July Currents with Jen.

**JULY - D.J Long** Last week of June email board agenda for July and include June minutes; review July minutes and send to next acting president (Lisa Nagel); write column for August Currents. Proofread August Currents with Jen.

**AUGUST - Lisa Nagel** Last week of July email board agenda for August and include July minutes; review August minutes and send to next acting president (Christy Curtis); write column for September Currents. Proofread September Currents with Jen.

**SEPTEMBER - Christy Curtis** Last week of August email board agenda for September and include August minutes; review September minutes and send to next acting president (TBD); write column for October Currents. Proofread October Currents with Jen.

**OCTOBER** - new president and VP

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**Tip** for Currents Columns - look at last years edition on our website for your month. Think about what is being discussed/current at our board meetings. (parade, Christmas in Cotuit, clean-up day, Candidate and budget night, membership drive, new items on website, check with Jen to see if commissioner chairs, Seth, others need a nudge for their contribution. Deadline is the Wednesday after our monthly meeting but this is a soft deadline for President column. Work with Jen directly on your time needs.

**Tip** for agenda: There is a standard format to use that aligns with the format of the minutes. Keep the agenda from the month before your turn to easily update.

When creating the agenda review the previous months agenda and think about the upcoming months and what CSCA will be doing. Check in with the chairs to see if there is anything to add to the new agenda (parade, Christmas in Cotuit, clean-up day, Candidate and budget night, membership drive, history, website, etc)

**Tip** Please check in with Carol if you have any questions at all about anything!

**Tip** Absent any objections is the wording for accepting the minutes and treasurer report

Have fun! **It's only one month!!**