



## Keep Jackson County Beautiful Board Meeting Agenda

Jackson County Administration Building Auditorium  
67 Athens Street, Jefferson, Georgia 30549

Thursday, February 8, 2018  
5:00 p.m.

1. Call To Order
2. Approval Of 1/18/2018 Minutes
- 2.I. 1/18/2018 Minutes

Documents:

[KJCB MINUTES 1-18-18.PDF](#)

3. Financial Report
4. Staff Report
- 4.I. Member Survey Results

Documents:

[SURVEY RESULTS.XLSX](#)

5. New Business
- 5.I. Bylaws

Documents:

[KJCB BYLAWS.PDF](#)

6. Board Comments
7. Motion To Adjourn





## KEEP JACKSON COUNTY BEAUTIFUL



### Minutes

Jackson County Administration Building Auditorium  
67 Athens Street  
Jefferson, Georgia

January 18, 2018  
4:30 P.M.

#### Members Present

Christie Craig  
Erin Cummings  
Kayley Edwards  
Greg Laughinghouse  
Jack Legg  
Gina McKinney  
Chuck Murphy  
Susan Russell  
Philip Smith  
Yvette Wise

#### Members Absent

Mike Faulkner  
Wade Johnson  
Cecil Tatum

#### Staff Present

Jamie Dove – KJCB Coordinator  
Lucy Miller – Solid Waste Operations Manager  
Tom Page – Solid Waste Superintendent

Jamie Dove called the meeting to order at 4:30 pm.

Jamie Dove introduced Tom Page and Lucy Miller from Jackson County's Solid Waste Department. Tom Page is the Superintendent and Lucy Miller is the Operations Manager. Tom was asked to attend the first meeting of the new board to show the ways in which Solid Waste and Keep Jackson County Beautiful work together throughout the year. He noted his support for the program and explained that he does what he can to help with KJCB's bi-annual recycling events. Part of his budget pays for the disposal of the tires, paint, and bulbs. Mr. Page hopes that with the help of the KJCB Board of Directors, a tarping ordinance (one with teeth) could be created and adopted to help with the issue of litter around the County from those visiting the transfer station. Chuck Murphy asked Mr. Page where he was to report names/addresses on mail that he finds during his routine adopt-a-road pickups. Jamie Dove noted that the County's Code Enforcement Officer handles these issues and that she would get him the contact information.

Next, Jamie Dove explained how KJCB came underneath the umbrella of Public Development after Susan Trepagnier's retirement and gave a brief overview of the department. She explained that she would be coordinating the program with her director, Gina Roy's, oversight. Gina Roy would be coming to a meeting in the near future to introduce herself. Each member introduced themselves to the group. Jamie Dove made note of the three absences and gave a brief bio of those individuals.

The dynamics of KJCB were explained, specifically: the funding by Jackson County Government, the 501c3 arm of the program for donations, and good standing with Keep Georgia Beautiful, Keep America Beautiful, and the Jackson County Area Chamber of Commerce. Yvette Wise asked for a breakdown of the County's portion of funding at the next meeting. A financial report was given. There is currently \$16,856.09 in the non-profit account. Two checks need to be deposited and two invoices for the garden upkeep need to be paid. The past treasurer is no longer interested in being on the board, but is more than willing to work with the new treasurer to get the signatures on the back account changed for a smooth transition. Once this happens, the invoices can be paid. Members took a look at the board member survey and Jamie Dove explained the twelve initiatives in depth in order for the members to be knowledgeable on each when selecting their most important three.

### **New Business** –

#### 1. Adopt-a-Road Participation

Jamie Dove noted that she was in the process of connecting with the current adoptees to assure that they are still caring for their designated portion, but that this will be a year-long project as she has to obtain contact information for many of these groups or citizens. Five new roads (entirety and portions of) have been adopted. She assured the members that this would most likely continue to pick-up as those interested are learning that KJCB provides the pickers, vests, gloves, bags, etc., and will coordinate the trash pick-up with the County's Road Department. In the future, she will reach out to businesses and champions for local roads.

#### 2. Boy Scout Troop 35 Service Project at Illegal Dump Site on Woods Bridge Road

Troop 35 out of Commerce has chosen an illegal dump site on Woods Bridge Road as the subject of their service project to gain one of their badges. Jamie Dove will take lunch to the scouts as a thank you for their service. This site has been on EPD's list for quite some time and holds an estimate of some 100 tires, in addition to thousands of pounds of trash. This property backs up to a waterway and the scouts are truly helping to keep many aspects of Jackson County beautiful.

#### 3. Future Collaboration with Municipalities

With nine municipalities in the County, it would certainly be most efficient to collaborate with the municipalities to see what ways KJCB could help them down the road in terms of future beautification projects or events. Jamie Dove is planning to meet in February with the Main Street Managers from Braselton, Commerce, and Jefferson to see what exactly they could collaborate on and bounce ideas around.

#### 4. Spring Recycling Day – April 21, 2018

Jamie Dove explained that this was one of two recycling events held by KJCB each year and that these are usually very successful. Citizens rely on this event and whereas it attracts new participants each year, it is also the absolute norm to see repeat customers. An overview was given of what types of materials

are accepted and although the County does have inmates to help with the event, volunteers are also needed. For 2019, it might be worth looking into hosting these events in numerous locations as there is always feedback from residents on the edge of the County that Jefferson is very far for them to travel.

5. Keep Georgia Beautiful and Keep America Beautiful Standings

Jamie Dove will be meeting with KGB's new Executive Director, Natalie Russell, to make sure that KJCB is on track for reporting and to keep their good standing. This is to gain knowledge on the reporting in general and to make sure all was done properly in 2017 with Susan Trepagnier's retirement and KJCB's transition.

Board members were asked to complete their surveys before leaving the meeting so that future meeting dates and times could be determined. Members were also asked if they would read the current bylaws of KJCB and make notes for the next meeting, in case any of these bylaws were too stringent for a nonprofit organization. These notes would be reviewed at the next meeting for potential amendments to the bylaws in the future. Lastly, officers would be elected at the next meeting due to the absences at today's meeting.

Jack Legg asked for a roster to be created of KJCB's Board of Directors with contact information.

Meeting adjourned at 5:32 p.m.

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Chairman \_\_\_\_\_ Date \_\_\_\_\_

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## Survey Results from 1/18/2018

Initiative	Tally
Bi-Annual Recycling Days	7
Child Education Programs	6
Adult Education Programs	5
River's Alive/Stormwater	5
Great American Cleanup	4
Starting a Recycling Program	4
Adopt-a-Road	3
Scrap Tire Abatement	3
Litter Index/Prevention	2
Tree Planting	2
Bring One for the Chipper	0
Courthouse Garden	0

# **Keep Jackson County Beautiful Inc. By Laws**

## **Article I**

### **Sec. 1 - Name**

The name of the organization is Keep Jackson County Beautiful Inc. hereinafter referred to as KJCB Inc. KJCB Inc. is a non-profit 501©(3) organization for the support of Keep Jackson County Beautiful, hereinafter referred to as the "KJCB." The following bylaws address the duties of officers, roles of standing committees and financial and budgetary matters. Its principal office is located at 67 Athens Street, Jefferson; GA 30549. The principal office is subject to change as the Jackson County Board of Commissioners deems necessary.

## **Article II**

### **Sec. 1 - Purpose**

The purpose of KJCB Inc. is to sustain and support KJCB programs; encourage gifts and endowments for KJCB; recruit volunteers and; implement a successful fund raising campaign(s). In addition, the objectives of KJCB Inc. must directly relate to the KJCB mission: (1) to educate and build environmental behaviors and sustain community activities resulting in a more beautiful Jackson County; (2) to promote public interest and change public attitude in the general improvement of the environment; (3) to work toward creating a sustainable community where litter is a thing of the past and all households and businesses actively participate in recycling; (4) our streets are beautiful having been carefully planted with flowers and trees.

### **Sec. 2 - Goals**

The goals of KJCB Inc. are to increase public awareness of KJCB's purpose; implement a successful fund raising campaign(s) and to recruit volunteers and membership to carry forth the mission of the organization.

## **Article III – Board of Directors**

### **Sec. 1 - Membership**

KJCB Inc. shall consist of no less than 9 and no more than 18 board members. Candidates for board membership to KJCB Inc. shall be recommended by the Executive Committee and approved by the Jackson County Board of Commissioners who shall consider, but not be bound by such recommendations. Each member shall serve for a term of three (3) years, staggered so that three are appointed each year. In the event there are additional vacancies, those vacancies may be filled by the Chairman until the December Board of Commissioners. All members of KJCB Inc. shall have equal voting rights and privileges. Board members of KJCB Inc. must live or work in Jackson County.

## **Sec. 2 – Removal**

Absences of two or more consecutive regular meetings or three (3) meetings within a calendar year may be considered a form of nonperformance of duty. Upon nonperformance of duty, the Board may, at its discretion, recommend removal of such board member. The same may result should any board member become unable to perform their duties as directed by these by laws or should any board member have a negative impact on KJCB Inc. or KJCB due to circumstances not related to KJCB Inc. or KJCB.

## **Article IV - Officers**

### **Sec. 1 – Selection of Officers**

The four officers – Chairperson, Vice-Chairperson, Secretary and Treasurer shall be elected for a one-year term at the regular Board Meeting in December each year. This body constitutes the Executive Committee as well as the Past Chairman. Officers may serve a maximum of two consecutive terms in the same office. At least one year must lapse before eligibility for that office is restored. In the event an office becomes vacant between annual elections, the Chairperson shall appoint an acting replacement until the Board, at its next meeting, elects a replacement from the Board for the remainder of the term.

### **Sec. 2 – Chairperson**

The Chairperson is charged with providing overall guidance and leadership in implementing the policies of the Board. Duties include, but are not limited to, presiding at all meetings of the Board, Executive Committee and general membership; appointment of all committees with the approval of the Board and providing a charge to the committees; executing all documents authorized by the Board and ensuring proper coordination between all parties involved.

### **Sec. 3 – Vice- Chairperson**

The Vice-Chairperson shall assist the Chairperson in his/her duties and shall carry out the responsibilities of the Chairperson when the Chairperson is absent or otherwise unable to perform.

### **Sec. 4 – Secretary**

The Secretary is responsible for recording, preparing and distributing the minutes of each Board meeting for each Executive Committee meeting and each general membership meeting and shall perform other duties as assigned by the Chairperson and/or the Board. The Secretary presides over all meetings of the Board if the Chairperson and the Vice-Chairperson are absent.

### **Sec. 5 – Treasurer**

The Treasurer is responsible for executing all financial transactions of the corporation as authorized by the Board including, but not limited to, income, expenses, taxes, grants oversight and other reports and documents as required. The Treasurer works with the Executive Committee and the KJCB staff to prepare an annual projected budget. The



treasurer shall present a current balance sheet of the previous month or quarter that includes all expenses and income at each board meeting for review and approval by the board. The treasurer shall be responsible for submitting annual tax returns. A local tax person may be used to prepare and submit tax forms.

## **Article V – Affiliation**

### **Sec. 1 – Executive Director**

The Jackson County Government shall provide and fund a representative to serve as an Executive Director whose responsibility is to assist KJCB Inc. in meeting the Keep Jackson County Beautiful goals and objectives. The Director and other County Staff shall furnish professional and technical advice to the KJCB Inc. Board of Directors. When appointed, the Executive Director shall be the chief administrator of the business of Keep Jackson County Beautiful Inc. subject to the Jackson County Government administrative guidelines. The Executive Director shall be entitled to attend all committee meetings of KJCB Inc. Board of Directors and will be an ex-officio member of the Executive Committee.

### **Sec. 2 – Cooperation**

KJCB Inc. will be an advisory board to Keep Jackson County Beautiful and will work in accordance with the Jackson County Board of Commissioners and the Keep Jackson County Beautiful Executive Director to promote the goals and the mission of Keep Jackson County Beautiful.

## **Article VI – Financial and Budgetary Matters**

### **Sec. 1 - Procedures**

The Board shall approve all individual project budgets at the beginning of the fiscal year or at the time the project is adopted by the Board.

At each meeting the Board shall review the expenditures and income for each approved project. The Board is responsible for approving or disapproving any proposed revisions of project budgets.

In the event of an emergency where revisions must be made to a project budget pursuant to paragraph two, the Executive Director will present to the Executive Committee to approve or disapprove said proposed revision.

Committee chairperson and members of the Board must provide the Treasurer with all receipts from expenditures made on behalf of their various projects. All persons making expenditures for the Association must use tax exempt certificates whenever possible.

No member of the Board, nor any employee of KJCB, may open an account at any place of business nor make any expenditure over fifty dollars (\$50) outside the approved budget without prior approval of the Board.

KJCB Inc. shall, on an annual basis, be subject to an external audit and shall assist the Treasurer in completing necessary tax forms and other business necessary for fiscal accountability.

No member of the Board shall be financially compensated for providing materials or services to KJCB Inc. or Keep Jackson County Beautiful as long as that Board member holds office.

## **Article VII – Committees**

KJCB Inc. consists of two (2) administrative committees (Executive Committee and Nominating Committee) and three (3) standing committees Finance, Membership and Projects committees. The Board of Directors or the Executive Committee shall define duties of these committees. Chairperson for the standing committees shall be appointed by the Board Chairperson and approved by the Board of Directors at the January meeting. Each appointment shall be for a term of one year but may be renewed for successive one year terms. The Chairperson of each committee will be a member of the Board of Directors. The KJCB Executive Director shall sit ex-officio on all committees.

### **Sec. 1 – Executive Committee**

The Executive Committee shall consist of the Chairperson, Immediate Past Chairperson, Vice-Chairperson, Secretary, Treasurer and KJCB Executive Director (ex-officio). The Executive Committee may be authorized by the Board to make decisions within specific guidelines which must be then ratified by the full Board. Further, the Executive Committee may take independent action when time does not permit full meeting of the Board, but all such actions must be ratified by the full Board at the next scheduled meeting.

### **Sec. 2 – Nominating Committee**

The Nominating Committee is responsible for the development of a slate of nominated officers to include Chairperson, Vice-Chairperson, Secretary and Treasurer.

### **Sec. 3 - Standing Committees**

#### **A. Finance Committee**

The Finance Committee is responsible for generating funds, funding and direct and in-kind contributions. The Treasurer, unless otherwise directed by the Executive Committee, shall serve as Chairperson of the Finance Committee.

#### **B. Membership Committee**

The Membership Committee is responsible for the solicitation and acknowledgment of individual and business memberships in KJCB, the recording and acknowledgment of

honorary memberships in KJCB and the development and coordination of the annual Volunteer and Membership meeting.

### **C. Projects**

The Projects Committee shall be responsible for internal and external communications as well as oversee special projects of Keep Jackson County Beautiful.

### **Sec. 4 – Other Committees**

The Chairman shall appoint other committees and committee chairpersons, subject to the approval of the Board of Directors or the Executive Committee, to do preliminary work in the preparation of matters for the Board of Directors actions and to expedite the work of the Board of Directors. The Board of Directors or the Executive Committee shall define duties of these committees.

## **Article VIII - Meetings**

### **Sec. 1 – Regular Meetings**

The Board of Directors shall meet no less than once a quarter. Special meetings of the Board of Directors may be called by the Chairperson or on petition of at least four members of the Board of Directors.

### **Sec. 2 – Notice of Meetings**

Written notice of all meetings shall be given to KJCB Inc. members by email or US Postal Service no later than five (5) days prior to a meeting.

### **Sec. 3 – Special meetings**

Special meetings of KJCB Inc. will be held when called by the Chairman of KJCB Inc. or by any five (5) board members. For such special meetings, at least seven (7) days notice must be given to each board member.

### **Sec. 4 – Quorum**

A quorum shall consist of one half the KJCB Inc. members of the board.

### **Sec. 5 – Parliamentary Authority**

Any rules of parliamentary procedure not covered by these by laws shall be covered by the latest edition of Roberts Rules of Order.

## **Article IX**

### **Sec. 1 – Amendments**

The by laws may be amended by the Board of Directors at any meeting of the Board of Directors at which a quorum is present, provided the proposed amendment is inserted in the notice of such meeting. A proposed amendment is passed only upon an affirmative vote of 2/3 of those present.

### **Sec. 2 – Conflict of Interest**

In the event that any member or any member of their immediate family has or could reasonably be construed to have conflict of interest, as defined by the laws of the State of Georgia and the Jackson County Board of Commissioners, the member shall declare such conflict of interest prior to the commencement of any deliberation of the agenda item and shall be excused from participation in the discussion or voting on such item.

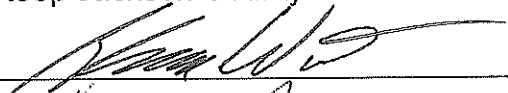
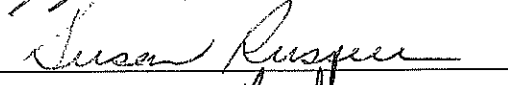
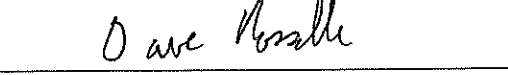
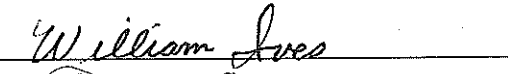

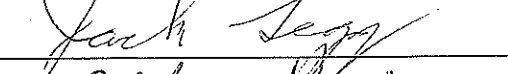
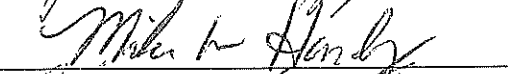


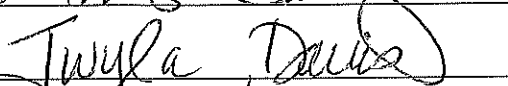
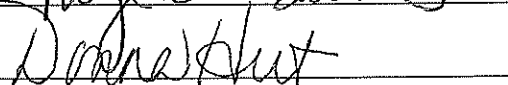
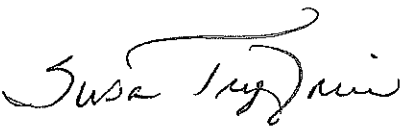
## Article X

### Sec. 1 – Dissolution of the Commission

Upon the dissolution, the residual assets of Keep Jackson County Beautiful Inc. will be remitted to the Jackson County Government for exclusive public service.

Adopted this 17<sup>th</sup> Day of November 2011

Keep Jackson County Beautiful Inc. Board Members

	Shawn Watson, Chairman
	Susan Russell, Vice-Chairman
	Dave Rosselle, Secretary
	William Ives, Treasurer
	Dwayne Ansley, Past Chairman
	Jack Legg
	Mike Hardy
	Charles James
	Lora Gady
	Twyla Davis
	Donna Hut
	Susan Trepagnier, Exec. Director KTCB