

**Hempstead Commerce and Civic Association**  
**Executive Board Meeting**  
**Tuesday August 6, 2024**

<b>Board Members:</b> Cheryl Hardwick - Present	James Garfield - Present
Melissa Hegemeyer – Absent	Vicki LeBlanc - Present
Katherine Ward – Present	Thomas Payne - Present
Raul Villarreal – Absent	Kenneth Pilcher - Present

**Call to Order:**

President Cheryl Hardwick called to order the Executive Board Meeting of the Hempstead Commerce and Civic Association at 6:09 P.M. on Tuesday, August 6<sup>th</sup>, 2024.

**Roll Call of Board Members:**

President Cheryl Hardwick called roll call for the HCCA Board Members. President Cheryl Hardwick, Secretary Katherine Ward, Board Members Vicki LeBlanc, Kenneth Pilcher, and Thomas Payne were all present. Vice President Melissa Hegemeyer and Treasurer Raul Villarreal were absent.

**Approval of Board Minutes for June 25th, 2024:**

A motion was made by Board Member Kenneth Pilcher to accept the minutes from the June 25th, 2024, board meeting and a second was made by Secretary Katherine Ward. A vote was taken, and the motion carried.

**Approval to have our Monthly Meetings at the St Bartholomew’s Episcopal Church in the amount of \$500.00 for the year:**

A motion was made by Board Member Kenneth Pilcher that the HCCA continue to have our HCCA Monthly meetings at the St Bartholomew’s Episcopal Church in the amount of \$500.00 per year and a second was made by Board Member Thomas Payne. A vote was taken, and the motion carried. President Cheryl Hardwick will issue a check and get it to the church.

**Approval to pay the note due on the HCCA Float in the amount of \$2,826.04 to Prosperity Bank for the year 2024.**

A motion was made by Secretary Katherine Ward that HCCA pay the note due to Prosperity Bank in the amount of \$2,826.04 for the year 2024 and a second was made by Board Member

Kenneth Pilcher. A vote was taken, and the motion carried. President Cheryl Hardwick will drop off a check to Prosperity Bank.

**Discussion on a donation to the Hempstead High School Beta Club for \$1,000.00:**

The HCCA board discussed giving the Hempstead High School Beta Club a donation of \$1,000.00. President Cheryl Hardwick stated that the last two years that HCCA had donated \$1,000.00 to the HHS Beta Club. A motion was made by Board Member Kenneth Pilcher that HCCA make a donation of \$1,000.00 to the Hempstead Beta Club and a second was made by Board Member Vicki LeBlanc. A vote was taken, and the motion carried.

**Discussion on a donation to the Hempstead Theatre Club for \$1,500.00:**

The HCCA board discussed giving the Hempstead High School Theatre Club Company a donation of \$1,500.00. President Cheryl Hardwick stated that the last two years that HCCA had donated \$1,500.00 as a Platinum Sponsor to the Theatre Club Company. A motion was made by Board Member Vicki LeBlanc that HCCA make a donation of \$1,500.00 to the Hempstead Theatre Club Company and a second was made by Board Member Thomas Payne. A vote was taken, and the motion carried.

**Approval to remove Barbara Bezub and Sherion Grant from the HCCA Checking Account at Prosperity Bank and add Vice President Melissa Hegemeyer and Treasurer Raul Villarreal:**

The HCCA discussed removing Barbara Bezub and Sherion Grant off the HCCA checking account at the Prosperity Bank and add Vice President Melissa Hegemeyer and Treasurer Raul Villarreal.

A motion was made by Board Member Thomas Payne to remove Barbara Bezub and Sherion Grant from the HCCA checking account at Prosperity Bank and add to the checking account Vice President Melissa Hegemeyer and Treasurer Raul Villarreal. A vote was taken, and the motion carried. President Cheryl Hardwick will take the minutes to Prosperity Bank so the changes can be made.

**Discussion on having a Trunk or Treat at the Gazebo with other organizations and Churches:**

The board discussed having a Trunk or Treat at the downtown Gazebo on Saturday, October 26<sup>th</sup>, 2024, and include churches, the school district, other organizations, and the courthouse. We could have a costume contest, a kid's zones, and have some live entertainment. The board will discuss more about this event at the next board meeting and we will get some feedback from the community.

### **Discussion on the Festival of Lights and a Christmas Tree Lighting:**

The board discussed the upcoming Festival of Lights and having a Christmas tree lighting at the downtown gazebo. Everyone liked the idea of having a Christmas Tree Lighting that was presented by Secretary Katherine Ward. The board discussed moving the Festival of Lights from the second Saturday in December to the first Saturday in December since we will be having a Christmas tree lighting. The parade will still be at night-time and will follow the same parade route as it always has been. A motion was made by Board Member Kenneth Pilcher that the HCCA move the Festival of Lights and have a Christmas Tree Lightning to the first Saturday, in December, for December 7<sup>th</sup> and a second was made by Board Member Thomas Payne. A vote was taken, and the motion carried. There will be more discussion about the Festival of Lights and the Christmas tree lighting at the next HCCA board meeting.

### **Watermelon Festival Report and Discussion for the 35<sup>th</sup> Annual Festival:**

President Cheryl Hardwick stated that we were waiting on a few invoices and some sponsorship money to come in from the Watermelon Festival. Once we receive everything, we will have the final number for the profits that were made from the Watermelon Festival. The Watermelon Festival will meet at a later day to discuss any issues that may have arisen and to start planning the 35<sup>th</sup> Annual Watermelon Festival. President Cheryl Hardwick thanked everyone for volunteering for the festival. Board Member Thomas Payne stated that he would not be in charge of the vendors for next year. The board will need to find someone to replace him for the vendor chairperson.

### **Payment to the Chamber of Commerce for their share of payment from the carnival:**

HCCA had agreed to give half of the proceeds from the carnival profits to the Hempstead Chamber of Commerce. The amount that HCCA received from the carnival, Texas Born Amusement's was \$2,000.00 and \$1,000.00 will be given to the Chamber of Commerce.

### **Discussion on an Appreciation Dinner for Sponsors, Volunteers, and Workers:**

The board discussed having an appreciation dinner for the sponsors, volunteers, and workers that have supported the HCCA events throughout the year. The last three appreciation dinners that HCCA had were a Christmas theme in the month of December, an Oktoberfest theme in the month of October, and one in November with a presentation of a play by the Hempstead Theatre Club Company. President Cheryl Hardwick asked everyone to think about some ideas for our next appreciation dinner and come back with some ideas at the next HCCA board meeting.

**Report on the IRS for the HCCA:**

President Cheryl Hardwick stated that the Hempstead EDC office had held some of the HCCA mail for over six months and one of the letters had been from the IRS. It took almost a full year for the HCCA to receive their 501 C (3) status. Due to the lateness of receiving our non-profit status, the HCCA was late filing their 2021 and 2022 taxes. President Cheryl Hardwick called the IRS several times and she was told to write and send a forgiveness letter to the IRS. She was told to be sure and put the account number, dates, and to be sure the letters were signed. There needed to be a letter for each year 2021 and 2022. The letters needed to be mailed directly to the IRS at EO Account Unit, Mail Stop 6552, Ogden, Utah 84201. The HCCA CPA took care of the letters being sent off and the IRS told President Cheryl Hardwick to check back in six weeks on the issue. President Cheryl Hardwick will follow up on the letters.

**Old Business:**

No old business.

**New Business:**

No old business.

**Next HCCA Board Meeting:**

The next HCCA Board meeting will be held on Tuesday, August 27th, 2024, due to the Labor Day Holiday.

**Adjourn:**

Secretary Katherine Ward made a motion to adjourn the meeting, and a second motion was made by Board Member James Garfield. A vote was taken, and the motion carried. The meeting was adjourned at 7:15 P.M.

**Submitted by Secretary Katherine Ward** \_\_\_\_\_

**Approved and signed by President Cheryl Hardwick** \_\_\_\_\_