

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
BOARD OF DIRECTORS OF BHV, INC.
APRIL 16, 2024**

I. CALL TO ORDER

President Robert Lord called the meeting to order at 4:35 p.m. on Zoom and in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Present

Robert Lord, President
Susan Schwartz, Vice President
Keith Brown, Member
Carl Moerer, Member
Laurie Rosenbaum, Secretary
Will Franklin, Treasurer

Staff in Attendance

Gerardo Barrera, Assistant Secretary of the Board of Directors/ City Administrator
Susan Engels, Assistant Treasurer of the Board of Directors/ Finance Director
Loren Smith, City Attorney
Mallory Pack, Management Analyst

Absent

Eric Thode, Member

II. PUBLIC COMMENTS

There were no public comments.

III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE SEPTEMBER 19, 2023, MEETING MINUTES

A motion was made by Board Member Franklin and seconded by Board Member Schwartz to approve the September 23, 2023, meeting minutes.

The motion carried 6-0

IV. CONSIDERATION AND POSSIBLE ACTION REGARDING ELECTION OF OFFICERS

The BHV, Inc. bylaws require the Board of Directors to hold an annual meeting in April of each year to elect officers to the Board.

At the March 21, 2023, BHV, Inc. meeting, the Board elected the following Board Members to the officer positions listed below:

Officer Position	Current Appointment
President	Robert Lord
Vice President	Susan Schwartz
Secretary	Laurie Rosenbaum
Treasurer	Will Franklin
Assistant Secretary	City Secretary of the City of Bunker Hill Village
Assistant Treasurer	Finance Director of the City of Bunker Hill Village

The Board was in favor of keeping the current officer positions unchanged.

A motion was made by Board Member Brown and seconded by Board Member Schwartz to appoint Robert Lord as President, Susan Schwartz as Vice President, Laurie Rosenbaum as Secretary, Will Franklin as Treasurer, City Secretary of the City of Bunker Hill Village as Assistant Secretary, and Finance Director of the City of Bunker Hill Village as Assistant Treasurer, to the BHV, Inc. Board of Directors for a one-year term ending April 15, 2025.

The motion carried 6-0

V. REPORT FROM CITY ADMINISTRATOR OF CITY OF BUNKER HILL VILLAGE

City Administrator Barrera provided an update on the Public Works & Disaster Operations Building Enhancement Project:

- Five (5) donors have contributed to the project.
- Furniture has been delivered, and City staff have earmarked \$12,000 for this purchase.
- The certificate of occupancy has been issued. Staff are working to establish phone and internet connectivity in the building before moving Public Works crews into the new workspace.
- Staff have opened an account at Independent Financial, the City's primary depository bank, to receive donations. The total balance as of March 29, 2024, is \$24,031.34.
- Staff are coordinating with MVPD to schedule a ribbon cutting event for the building.

Finance Director Engels stated that the Corporation will be audited as part of the City's annual audit and reported as a separate/ special revenue line item.

Board Member Franklin requested that staff provide a quarterly financial report to the Treasurer.

The Board discussed fundraising strategies to increase donations, including:

- *Develop a list of needed items and estimated costs.*
- *Establish a "Giving Day" in conjunction with National Public Works Week.*

- *Continue to promote the fundraiser project through the City newsletter, website, and V-Linc.*


This item was for discussion only. No action was taken.

VI. ADJOURN

A motion was made by Board Member Brown and seconded by Board Member Lord to adjourn the meeting at 4:51 p.m.


The motion carried 6-0

Approved and accepted on April 15, 2025.

Vice 

President of the Corporation

ATTEST:



Secretary of the Corporation