



Keep Conyers-Rockdale Beautiful Advisory Council

Meeting Minutes

Date:	6/09/2025	Time:	6:00 pm – 9:04pm	Location:	C E Steele Community Center (1040 Oakland Ave SE, Conyers, GA 30012)
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Zoom Link:

Facilitator(s)	Commissioner Tuwanya Smith	Note Taker:	Hamm, Nashica [Nikki]
Attendees:	<u>Committee Board:</u> ☒ Commissioner Tuwanya Smith ☒ Chair: Darlisssha Tillman-Sadler ☒ Vice-Chair: Nailah Elridge ☒ Secretary: Nashica (Nikki) Hamm ☒ PM / Treasurer: Christopher Causey	<u>County Committee Members:</u> ☐ Marilyn Cooke ☒ CJ Lester ☒ Amanda Newcomb ☐ Alvenease Jackson ☒ Kurt Peters	<u>City Committee Members:</u> ☐ Kenroy Carney ☐ Diane Johnson ☒ Anthony Pacheco <u>Community Participant:</u> ☐ Mrs. George

Topic 1: Welcome and Icebreaker

Meeting called to order by the Chair at 6:06pm

- Brief introductions
- Approval of Agenda – Motion made by Chair, Darlisssha Tillman; Seconded by CJ Lester
- Approval of Minutes: May 12, 2025 – Motion by made Chair, Darlisssha Tillman; Seconded by CJ Lester
- Team-building activity – Fun Fact(s) round-robin style

Topic 2: Updates & Announcements

- General program and county updates
 - Chair informed the group of conversation with the Chamber of Commerce and Code Enforcement
- Introduction to Trello Board – Presented by Nikki Hamm
 - Overview of the main board usage, including a tutorial on how to add items to lists, assign tasks to members, create checklists, and post comments

Topic 3: Review of Action Items from Previous Meeting

- Recap of completed tasks, outstanding tasks, and progress updates
 - Recap of Everett Park Clean up
 - Possible future collaboration with Hills Academy for youth participation
 - Brief discussion on possible Future KCRB events – Pop the Cork, Rivers alive, Shredding
- Website updates
 - Document briefly reviewed - Additional review required

Topic 4: Committee Roles & Responsibilities

- Clarify roles within the Council
 - Further discussion is required to clarify the responsibilities of the Secretary and the establishment of a clearly defined Staff Liaison role is to be outlined
 - The official KCRB email address should no longer be used for internal communications. It is designated exclusively for outgoing notifications from the BOC Staff Liaison
 - Motion made by the Vice Chair, Nailah Elridge and seconded by the Secretary, Nikki Hamm
- Set expectations for each position
 - New amendments required within the Bylaws to include additional expectations for executive officer roles

Topic 5: Bylaws Review & Revisions

- Section-by-section discussion



Keep Conyers-Rockdale Beautiful Advisory Council

- New amendments were introduced by section, including updates to membership language, quorum requirements, the duties and responsibilities of the staff liaison, a communication section, and an expanded budget overview.
- Members are requested to review each section for clarity and provide their input
 - Update Trello board with suggestions
- Final vote to approve the completed bylaws to be scheduled for the next regular meeting or the Special Meeting on June 23, 2025, contingent upon available time

Topic 6: Training & Meeting Frequency

- Discussion and vote on implementing a hybrid work session (4th Monday of each month)
 - A motion was introduced by the Chair; however, it did not pass as the majority of committee members voted in opposition
- Virtual training session hosted by KGB – Proposed Date: June 23
 - A motion was introduced by the Chair; however, it passed as the majority of committee members voted in agreement
- Schedule Keep America Beautiful (KAB) Appearance Index training - TBD

Topic 7: Budget Discussion

- Overview of funding and the budget process
 - A motion was made by the Vice Chair to include a new budget section within the bylaws, the motion was seconded by Kurt Peters
- Following an open discussion and exchange of feedback, the committee reached a consensus to include a new Section IV.

Topic 8: Events & Initiatives

- Finalize first event: Potted Plant Recycling Program
- Proposed date for Rivers Alive 2025: October 17
 - The points above were discussed, but no consensus was reached

Topic 9: Working Agreement Discussion

- Define communication methods, meeting cadence, collaboration tools, and expectations for engagement

Topic 10: Community Engagement & Public Comments

Open floor for citizen feedback and community suggestions

Topic 11: Next Steps and Adjournment

- Special Meeting to be held June 23, 2025
 - First half for training
 - Second half for further discussion
- The next meeting is scheduled for:
 - Date: Monday, July 14, 2025
 - Time: 6:00 p.m
 - Location: C.E. Steele Community Center.
 - Cadence/Frequency: Meetings will be held monthly on the second Monday of each month.
- The meeting adjourned at 9:04 p.m.



Keep Conyers-Rockdale Beautiful Advisory Council

ACTION ITEMS

Items	Assigned To
Board members are to review each section of they bylaws for clarity and provide input	Advisory Board
Compile the amendments and submit them to the Secretary for recordkeeping and distribution	BOC Staff Liaison
Prepare the meeting minutes, upload the finalized document to the shared Google Drive folder, and notify board members upon completion	Secretary
Designate the KCRB email address to be exclusively used for outgoing notifications by the BOC Staff Liaison	BOC Staff Liaison BOC Commissioner