

VENUS COMMUNITY SERVICE DEVELOPMENT CORPORATION

MEETING MINUTES

Special Called VCSDC Meeting

MARCH 10, 2026

1. Call to Order, Roll Call, Invocation, Pledge of Allegiance, Pledge to Texas Flag:

Chair, Joe Russell called the meeting to order at 06:33 PM, gave the Invocation, and all led the Pledge of Allegiance and Pledge to the Texas Flag.

Boardmembers present: Joe Russell, Jeannie Prazak, Raymond Jackman, Katie Drambareanu, Michelle Crane and Elisabeth Livingstone.

Staff present: Callie Driggars, Melissa Westen, Scott Williams and Oscar Ortiz.

2. Citizen Public Comment Period:

No public speakers.

3. Consent Agenda:

3.1. Approval of meeting minutes from the regular called meeting on January 6, 2026.

I make a motion to approve the consent agenda item 3.1 meeting minutes for the regular called meeting on January 6, 2026.

Moved by: Raymond Jackman

Seconded by: Jeannie Prazak

For: Unanimous. Motion carried Yes 6, No 0, Abstained 0.

3.2. Ratify the monthly report for February 2026.

I make a motion to remove 3.2 from the consent agenda.

Moved by: Raymond Jackman

Seconded by: Jeannie Prazak

For: Unanimous. Motion carried Yes 6, No 0, Abstained 0.

4. Discussion and Consideration Items:

The City Council reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, pursuant to authorization by the Texas Open Meetings Act TEXAS GOVERNMENT CODE, Chapter 551.071 (Private consultation with attorney for the city).

4.1. Discuss and consider amending the Venus Community Service Development Corporation meeting time from 6:00 pm to 6:30 pm.

I make a motion to approve amending the Venus Community Service Development Corporation meeting time from 6:00pm to 6:30pm.

Moved by: Michelle Crane

Seconded by: Elisabeth Livingstone

For: Unanimous. Motion carried Yes 6, No 0, Abstained 0.

- 4.2. Discussion regarding the content for the Venus Community Service Development Corporation web hosting and domain acquisition such as layout, structure, page flow, logo, colors, newsletter, accessibility, and email accounts.

Oscar Ortiz presented. Boardmember Jackman asked about a roadmap for months 1-3 and asked if Ortiz was going to do this himself or use a company for the website. Asked for a write-up with proposal of cost. Boardmember Drambareanu doesn't see a need for individual emails but rather one as a whole for the board. Thanked Oscar for his work so far on the layout. Boardmember Prazak would like a separate logo different from the city and Boardmember Jackman would like to see the colors match the city with blue and yellow/gold.

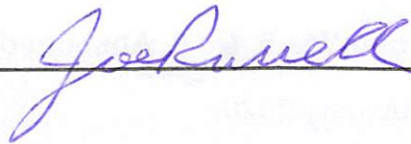
- 4.3. Future Agenda Items.

Oscar Ortiz mentioned maybe a strategic plan.

5. Adjournment:

Chair, Joe Russell adjourned the meeting at 07:06 PM.

Chair



Attest