

Riverton Tenants Association (RTA)

Executive Board Meeting Minutes (Robert's Rules of Order Format)

Date: February 6, 2026

Time: 5:58 p.m. – 7:31 p.m.

Location: RTA Office

1. Call to Order

The meeting was called to order at 5:58 p.m. by Jonathan Gervasi, Interim President, who presided.

2. Roll Call

- Jonathan Gervasi – Interim President
- Jacqueline Spellen – Treasurer
- Carah-Lucas Hill – Sergeant at Arms
- Shareen Harvey – Sergeant at Arms

A quorum was present.

3. Adoption of Agenda

The agenda was presented and adopted by unanimous consent.

4. Elections

Election of Vice Chair:

It was moved and seconded to elect Dawn Simmons as Vice Chair.

Vote: 4 in favor, 0 opposed, 0 abstentions. Motion carried.

Election of First Vice Chair:

It was moved and seconded to elect Diane Collier as First Vice Chair.

Vote: 3 in favor, 1 opposed, 0 abstentions. Motion carried.

Appointment of Consultant:

It was moved and seconded to appoint Shawn Chin-Chance as Consultant to the Board.

Vote: 4 in favor, 0 opposed, 0 abstentions. Motion carried.

The nomination of Sheila was deferred due to absence.

With the addition of newly elected officers, total Board membership increased to six (6).

5. Reports

Security Report: Rashawn Jones, Head of Security, presented an overview of safety concerns and mitigation efforts. No motion resulted from the report.

6. New Business

Adoption of Code of Conduct:

It was moved and seconded to adopt the Code of Conduct as presented.

Vote: 6 in favor, 0 opposed, 0 abstentions. Motion carried.

The Code of Conduct will be posted for thirty (30) days prior to taking full effect. Board members were requested to review and sign by February 11, 2026.

7. Announcements

The RTA website will be updated to reflect current Board information, bylaws, and annual calendar.

Meeting minutes will be read and approved at subsequent meetings.

An annual calendar will be developed and published.

The Task Force was officially terminated. Further discussion was tabled.

8. Adjournment

There being no further business, the meeting was adjourned at 7:31 p.m.

Respectfully submitted,

Recording Secretary

Approved on: _____

Jonathan Gervasi, Interim President