

FHNA Board Meeting Minutes

Monday, October 21st, 2019 Mayfair Church 6:30pm

Present: Kevin Kelling, Gwen Howey, Arielle Leipham Ellis, Kayla Srodawa-Domeyer, Diane Velzen, Don Wheeler, Mark Staves, Andrea Lehman, Bill Robinson

Absent: Sam Warber

Calendar Items: 2 min

Newsletter Delivery (needs to be delivered by Oct 26th)

Fall meeting (Thursday, Nov. 7 @ 7:00pm, Mayfair Church Sanctuary)

Garden: (Mark Staves) 10 min

Mark: Any progress on the arborist? Martha Chieply is new member of the garden committee, a forester with a degree in forestry.

Mark: Will she look at the trees in question to determine health?

Gwen: Update on legal language on garden application, next steps? Garden will communicate info to Gwen in Dec./Jan.

What documents need streamlining on the website for the garden? Mark and Sheila will communicate to Gwen and then the public relations comm. in March/April.

-Garden is interested in hosting events, and should coordinate with the events committee.

Block Captains: (Don) 7 min

Don: Is Alten in favor of absorbing E. Terrace. for passing out the newsletter, etc? Yes

Events: (Kevin) 20 min

Kevin: Does the events committee need anymore support, or do you feel good about running the fall meeting? Kevin says that the events committee has it handled and requested board members' presence by 6:30pm. Bill Robinson has agreed to moderate the conversation to the new commissioner. Kevin went over the format for the meeting that was discussed last time.

Business portion:

1. President
2. Vote in new board members
3. Financial statement from Treasurer
 1. Gwen will mention the new audit in place
4. New business

-**Sam, Gwen**, and one other volunteer (potentially Gwen's neighbor) will process registration. The board will pay for childcare (free for neighbors): \$15 or \$20/per person.

-Childcare: 2-3 people Kate Robinson has recruited.

-**Kayla** will print documents going over principles, procedures, policies for childcare and ask childcare providers to sign them.

-Board is expected to be there at 6:30pm.

-The board asks the **Events Committee** to take minutes and have a meeting about a week prior to the board meeting so we aren't asking questions about things that have been covered & planned.

-Did we receive the check from Uptown for summer picnic? Yes, \$330. It did not cover taxes or the bubble guy as there was no receipt submitted for that (however Arielle assumes that in the future, items like that could/would be covered).

-Luminaries for December holidays: Is the board hosting a craft night to make luminaries or are we just purchasing them?

- The board is hosting a space where people can bring tin cans, come make a luminary and display them on the 21st on your own porch. **Kayla** will be bringing tools and hosting that event. Please coordinate with the events committee.
- The date of the craft night is contingent on the space.
- Kevin** is going to reach out to Temple Emanuel to see if they have a space available for the craft night.
- Events committee, will you coordinate with Sam regarding napkins/plates/silverware, etc? That (bin of supplies) might be a good thing for **Sam** to give to **Kate** as Kate is the new chair of the events committee.

Treasurer Updates: (Kevin/Gwen) 7 min

Kevin: any updates on the audit process? What are the next steps? Vote on if we want to approve Mark Cangelosi; which would involve a minimum of 2 hours, \$50/hour. We'd be looking at employing Mark Cangelosi in April after tax day. Mark Cangelosi was approved and the board will do a once/year audit.

Gwen: Is the LARA paperwork now under our business address as opposed to a personal address? Yes and no: a personal address is required in addition to a mailing address).

Personal address: Sam Warber's & Mailing address: FHNA PO Box

Gwen: The process for collecting ad revenue is that treasurer will now send invoices for ads making it highly important that we have all accurate contact information when we sell an ad.

Kayla: is going to re-think the newsletter process from start to finish and present a new idea to the board for what is her best case scenario.

Public Relations: (Kayla/Arielle) 5 min

Kayla: MailChimp Update

-Over 50% open rate for volunteer list

-Advertisers: we have to be careful not to send unsolicited emails, if we have a transaction with them then we can put them on our MailChimp List.

-**Kayla** can you make a MailChimp list for block captain members?

Facebook discussion: Let's pick it up after new board members join

Arielle: switching to Events committee.

Other (KevinKayla) 5 min

-Kevin: Are committee heads covered by D&O insurance? Yes, anyone who is in meeting minutes in any capacity for the neighborhood is covered—Gwen has the policy in her email.

-Kayla's last meeting? Or will she attend November board meeting, as well?

This is Kayla's last meeting and she will not be attending the November board meeting, just the November 7th neighborhood-wide meeting.

-Diane nominated Bill Robinson & Andrea Lehman, Arielle Leipham Ellis seconded the motion, unanimous approval. The neighborhood will vote on their nominations on November 7th at the board meeting.

Committees

Events: Kevin Kelling, Gloria Cangelosi, Kate Robinson, Arielle Leipham Ellis

Garden: They're in the garden minutes

Block Captains: They're in the block captain minutes

Public Relations: Kayla Sorda-Domeyer