

QUEEN VILLAGE NEIGHBORS ASSOCIATION

BOARD MEETING MINUTES

December 4, 2014

Present: Jeff Hornstein, Amy Shelanski, Ben Schindler, Cindy Elliott, Kathy Dilonardo, Amy Grant, Eleanor Ingersoll, Lauren Leonard, Peter Ross, Jonathan Rubin, Duncan Spencer, Carla Puppin (Executive Director)

Absent: Sean Edwards, Maria Roberts

1. Minutes. The board reviewed the minutes from the November meeting and necessary revisions and additions were noted.

Duncan Spencer moved that the minutes be approved as revised, Amy Shelanski seconded the motion and the motion was approved by unanimous voice vote.

2. Financials.

- a. Financials. Ben reported that he had reviewed the statements and found them acceptable. All numbers are bigger because of the Friends of Bainbridge Green (FOBG) fund-raising event. For instance, the profit/loss statement for November shows nearly \$18,000 in donations that was almost all FOBG. The \$7500 event donation was actually the distribution of FOBG restricted funds. Ben would like disbursement of restricted funds to be shown differently, maybe like lump sum restricted donations. The statement reflects prepayment of the holiday party rental, telephone and internet. It appears that the QVNA Magazine had a \$2000 loss, because ad receipts lag behind expenses. QVNA was flat on unrestricted funds for November. All restricted funds will be transferred to the TD account and all unrestricted funds to the PNC account to more clearly delineate between the two types of accounts.

***Amy Grant moved that the financial statements be approved as presented, Peter Ross seconded the motion and he motion was approved by unanimous voice vote.**

- b. Budget. Ben presented the proposed 2015 budget. One page is the simplified budget for publication in the QVNA Magazine and on the website. Ben will rename the document "Projected QVNA 2015 Budget". Carla Puppin suggested that Building and Sidewalk Expenses be set out separately, since sidewalk cleaning is so much more, so the neighborhood can see how much we spend for services that directly benefit everyone. There ensued a discussion about how to properly categorize the projected or anticipated community disbursements. Duncan suggested that we refer in the QVNA Magazine to the projected budget being on the website.

3. President's Report

- a. Development without Displacement. Christy Clark and Nancy Salandra of the Philadelphia Coalition for Affordable Communities (PCAC) followed-up on their presentation to the Board during the November meeting. They are taking very seriously our suggestion that there be civic representation on the PCAC board. PCAC is working to find ways to put more money in the Land Trust fund. Jeff Hornstein doesn't see any downside to greater community involvement. They aren't ready to propose actual legislation, but are considering a flip tax, as noted during the November presentation to the QVNA Board.

- b. Crosstown Coalition Education Committee meeting. Jeff reported there were 40 people representing 20+ schools in the city at the Crosstown Coalition Education Committee meeting. The Coalition is planning a summit for early February so that all Friends Of groups may share experiences and make plans going forward.

 - c. There will be a Community Meeting at the Weccacoe Community Center on Monday at 7:30 with Scott Schroeder and Paul Markowitz, who plan to open an 80-seat restaurant at 4th and Fitzwater. Jeff noted that there is a strong public safety argument for having a business open after 7:00 on that block. Paul lives on the block himself.
4. Executive Director's Report. Carla is asking LRC (the company that QVNA engages to clean the sidewalks) for a quote for emptying the dog receptacles, especially those at 3rd and Fitzwater and at 5th and Queen. Kathy DiLorenzo noted that the Dog Committee promised it would keep on top of emptying dog waste cans. Carla asked if anyone had any recommendations for the Volunteer Appreciation element of Holiday Party. QVK9 was mentioned. The Quality of Life Committee has done a great job with Christmas tree removal. Carla will contact recipients of award to make sure someone is there. Neville Vakharia did a lot of fund-raising for the 4th and Fitzwater Mural. Frank Tavani has done a ton of work on a number of fronts. QVNA will do an email blast and publicize the party and volunteer appreciation recipients on website. Carla asked for other food donation sources. Jeff agreed to purchase box wine; others are doing a wine tasting. Amy Shelanski said she would keep putting out information about party, including plans for a bake-off and the wine tasting. Rich Miller is doing the music.
5. Committee Reports
- a. Schools. Eleanor Ingersoll reported the November General Meeting held at Nebinger School was great and that there were a handful of prospective families visiting. The Big Sand Lot, which is rehabbing outdoor play area, gave a presentation. Eleanor would like to take advantage of the momentum. She gave a special thanks to Amy Grant for distributing flyers and explaining the event so well.

 - b. Weccacoe. Duncan reported that Councilman Squilla said Everett Gillison, Mayor Nutter's Chief of Staff, was prepared to go ahead with playground renovation, but not the building. The Department of Parks & Recreation is ready to tell Mark Focht (Parks and Recreation Deputy Commissioner) to get going. Duncan noted that this is the same thing that's been said before many times.

 - c. Friends of Bainbridge Green. Jonathan Rubin thanked everyone for supporting fund-raising event. FOBG has \$20,000 and is ready to create a plan in 2015 for public disclosure and debate. FOBG will probably do another fund-raiser.
6. New Business. Jeff is going to talk with Honey Pertnoy about the dog waste can situation and will report back so we can decide how to handle the issue going forward.
7. Executive Session. The Board met in executive session to discuss issues related to the move from a part-time Executive Director to a full-time Execution Director proposed by the long-range planning group.

QVNA needs to form a hiring committee immediately and finalize the new job description. People are concerned about waiting until April 1st, since there are only two more meetings left until the end of year after that. Jeff thought a 2-week overlap would be sufficient. Ben Schindler noted that neither the by-laws nor the general operating procedure provides a structure for hiring anyone and that needs to be addressed by the Hiring Committee. He thought the summer downtime would be good for the new Executive Director to get up to speed. Amy Shelanski asked Ben how much overlap QVNA can afford. Ben thinks QVNA could afford 2 weeks but not 2 months. The Board supported the severance offer proposed by Jeff and requested that Carla be asked to prepare an operating manual, and leave the rolodex, laptop and keys.

Jeff, Amy Grant, Maria Roberts, Ben Schindler and Duncan Spencer will compose the Hiring Committee. They will create a job description and circulate it to Board for review and comment. The Hiring Committee will decide on 3 candidates, who will be interviewed and selected by the Board. Kathy wants us to set performance standards and a set time to review them with the Executive Director. Jeff suggested that we discuss employee management issues at the upcoming Board Retreat.

There being no other business, the meeting was adjourned.

Respectfully submitted,
Cindy A. Elliott, Esq.
Recording Secretary