

QUEEN VILLAGE NEIGHBORS ASSOCIATION

BOARD MEETING MINUTES

January 9, 2014

Present: Jeff Hornstein, Amy Shelanski, Ben Schindler, Kathy Dilonardo, Amy Grant, Lauren Leonard, Maria Roberts, Peter Ross, Jonathan Rubin, Duncan Spencer, Sean Edwards, Carla Puppini (Executive Director)

Not Present: Leslie Patterson-Tyler

1. Minutes. The December minutes were reviewed and revisions noted.

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

2. Financials. Ben Schindler went over the financial statements for December and 2013 year end. Ben noted that he would double-check the bank statements for any checks that may have been received but not yet deposited. \$7500 in support has been paid out to Conrad Booker for the Fulton St. Mural Project out of the applicable restricted fund, consisting of a \$5000 grant from QVNA and more than \$5000 raised by separate group.* Maria Roberts asked about how we are distinguishing between the amount QVNA granted and the amount raised by the separate group and recommended that we track both amounts carefully. Kathy Dilonardo noted that the grant committee has procedures for disbursing money. Jeff Hornstein asked that Kathy give these procedures to the Finance Committee for review. A question was raised about how grants are worded; is it "QVNA is giving you \$5000 outright" or "QVNA is reimbursing you for verified expenditures up to \$5000"? Jeff would like this taken up by the Finance and Grant Committees.
*The amount paid to Conrad Booker was revised to \$3750, per the statement presented.

Ben then went through the Profit and Loss Statements for the 2013 calendar year. He discussed the new formatting designed to make the reports more readable and notes the Committee is still working on refining the format. There was a negative net income of \$25,000 for 2013 and Ben explained to the new board members that the reserve was reduced following discussion by the Committee and the Board. He also noted that some contributions were made in 2012, but didn't get spent until 2013. Ben and Carla Puppini explained the restricted funds process to the new Board members. The Finance Committee will consider whether an administrative fee should be charged for restricted funds that QVNA holds for third parties, as many other 501(c)(3) organizations do. The 2013 year-end reserve is \$42,512.

There are two bank accounts. Ben and Carla talked about making one for unrestricted funds and one for restricted funds. Maria asked why we're using two different banks and noted that

we might get better rates if both accounts are in one bank. Jeff thinks this isn't something the entire Board needs to address, but that the Finance Committee can handle and keep the Board advised.

Carla suggested a more formal way of overseeing the checks she writes to herself and the payment of quarterly taxes. Ben agrees that we should have a specific review and that the Treasurer should do it on quarterly basis. Jeff thinks the Finance Committee should formulate a statement of policy that would be approved by Board.

***Duncan Spencer moved that the financial statements be approved as presented, Amy Shelanski seconded the motion and the motion was approved by unanimous voice vote.**

3. Swearing in. New Board members Peter Ross, Duncan Spencer, Ben Schindler, Maria Roberts and Jonathan Rubin were sworn in, taking the oath of office.
4. Committees
 - a. Clean and Green: Lauren Leonard reported that tree-cycling was held last Saturday and that 337 trees and 12 wreaths were recycled. Lots of Queen Village volunteers participated in the program. Mulch from the trees went to a South Philadelphia older adult center. The Committee should receive a \$345 check. Other civic organizations indicated that they'd like to participate in the program in the future. Mark Roop, who wrote an article for The Crier last month, is going to do energy audits and Lauren will document and publish the results in The Crier so everyone knows process. She would like the February general meeting to have a sustainability focus.
 - b. Friends of Nebinger: Ben Schindler reported that the Friends of Nebinger would like to be a subcommittee of the Schools and Youth Committee. The Friends need help getting people to attend its meetings and think making part of the Schools and Youth Committee meetings would help increase attendance. Jeff didn't think there was a bureaucratic decision to be made by the Board in this regard. Kathy Dilonardo noted that QVNA is responsible for what committees do and wondered how this interface would work. Jeff responded that the Friends of Nebinger would have to fill out the Committee report sheet to keep the Board informed. He also suggested that we publish in The Crier an article on how Nebinger is now full. Carla Puppin will email Leslie Patterson-Tyler and Nebinger Principal Ahn Lee about preparing the article.
 - c. Friends of Weccacoe: Duncan Spencer reported that most of the Friends of Weccacoe activities have been reported in The Crier. The design for the playground is completed. There are three elements to the project– playground renovations, cemetery preservation and commemoration, and the civic building. Renovation will start this spring, but it may not include the area that sits above cemetery at all. Mother Bethel is committed to supporting the playground with proper acknowledgment of cemetery.

Councilman Squilla thinks he can get funds for the civic building and is working on that with Jeff.

- d. Friends of Bainbridge Green: Jonathan Rubin reported that the Friends of Bainbridge Green got the renovation proposal yesterday and he will share it with the Board when its 100% finalized. The next meeting of Friends of Bainbridge Green is Tuesday, January 14th. The next challenge is the need to raise \$2.1 million to implement design. This project is tied in with the 4th Street renovation, for which Mike Harris also got a Community Design Collaborative grant.
 - e. Frank Tavani: Frank is a transportation engineer and is interested in getting involved in QVNA. Frank provided the Board with his background and the types of issues in which he is interested. He would like to restart the Transportation Committee and is interested in Front Street issues, bikes, parking, scooters, and Delaware Avenue on/off ramps.
 - f. General Meeting: Mike O'Brien coming to the January meeting to talk about school funding. Ed Kirlin, the new executive director of the Interstate Land Management Corporation, is coming to speak about improving service to community. Information about two real estate tax programs that are being implemented – LOOP and Deferral - will be made available. Jeff needs someone to plan the March meeting.
 - g. Board Retreat: The Board will hold its semi-annual retreat on January 18th from 10:00 am-4:00 pm at Old Pine Community Center. The retreat will start with goal setting for 2014 and wrap up revisions to the By-Laws. Amy Grant asked that the Committees prepare standard information for the QVNA website when there's no specific news to report.
 - h. Schools & Youth: A new Bridget Foy's School Spirit Night will be held on February 11th, starting at 5:00 pm.
5. President's Report
- a. Parkway Corporation. Jeff had a good meeting with Parkway about managing the second lot. There will be a 7-year lease, with the first 3 months rent-free. Parkway proposed making the existing and the new lots one big lot, so that there would be no need to spend money on an extra card reader or additional electrical work. This would save QVNA about \$25,000 and make the second lot operation in 2 weeks, rather than 3 months as originally planned. If this doesn't work, QVNA can always go to operating the lots separately. Amy Shelanski and Maria Roberts think the Carpenter Walkway area between the two lots needs to remain a people place, which may not lend itself to cars driving through. The walkway is not concrete, but pavers, and they are concerned that car traffic will destroy the pavers. Maria also noted that there is a group that wants to

use the walkway for a farmers' market. Ben Schindler noted that the plan is to make only one lane as a drive-through on Water Street side. Jeff noted that joining the two lots is not irreversible and that QVNA could always change it to two lots if the one-lot approach doesn't work. Jeff also reported that we are still waiting for approval from PennDOT's general counsel of our ILMC-approved proposal.

- b. Crosstown Coalition. The Crosstown Coalition has done a lot of work on zoning reform and the Actual Value Initiative tax program. The group is scheduled to become a permanent confederation of civics. It will hold two meet-and-greets with gubernatorial candidates on January 23rd and February 24th for a limited number of representatives from each member civic organization. The Coalition will also hold major city-wide forums as the primary elections approach.
6. Executive Director's Report: Carla has checked the list of all meetings scheduled for 2014 and checked that there are no conflicts with religious holidays. She reminded the Board that [Board] meetings will start at 7:00.
 7. New Business: The Board discussed Carla's compensation – raise and bonus. General discussion about how Carla interacts with public. There was the general feeling that Carla could use someone to help her with administrative tasks, such as filing, etc. Perhaps QVNA could make the position an internship and provide a small stipend. The Board recognized that it gave Carla a lot to learn and do this year, and she managed these new tasks well. Ben reported that Carla's 2013 bonus was \$2500 and her raise was 3%. Duncan Spencer observed that Carla's office could be more visitor-friendly, esthetically.

***The Board approved, via unanimous voice vote, a 3% raise and \$3000 bonus for Carla for 2014.**

Carla returned to the meeting and was advised of the Board's decision. She was also asked to write job description for discussion during the retreat and informed that an intern to assist her had been suggested. The Board will help Carla in preparing the job description during retreat.

There being no other business, the meetings was adjourned.

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