

## **Queen Village Board Meeting Minutes – December 2, 2011**

**Present:** Richard Wolk, Ted Warren, Mike Hauptman, Walt Lowthian, Keith Grube, Kathy Dilonardo, Jeff Hornstein, Honey Pertnoy, Amy Shelanski, Ed Bell, Jeff Rush, Bill Landy, Carla Puppin (Executive Director), Kathy Conroy (Emeritus)

**Not Present:** Bill Stewart

**Southwark Queen Village Community Garden Grant Request:** Carolyn Scott, Chairwoman of the garden made a presentation, summarizing the garden's contributions to the community (over 150 gardeners, contributions of 1400 pounds of food to the low income Riverview Apartments, the plant sale in the spring and barbecue in the fall, hosting summer day camp from Riverview Apartments once a week in the summer, and conducting programs at local schools on bee culture). She shared her knowledge of beekeeping with the board, and indicated how the grant would be used to complete the interior of the building and how it would further contribute to the garden's ability to provide education and training to the larger community. She brought photographs of the multi-purpose building/honey house and a jar of honey. Board members had a chance to ask questions. Jeff R moved we award the grant in the full amount (\$5000) and Amy seconded it. The motion was approved by vote of the board.

**Minutes:** There were no additions or corrections to the minutes. Keith moved and Amy seconded that we approve the minutes. They were approved by the board. They can now be posted on the website.

**Treasurer's Report:** Bill L. noted that he and Carla had figured out the problem with the QuickBook entries that had been creating confusion and rectified it. Richard made a motion and Ted seconded it that we accept both the October and November Treasurer's reports. The board passed the motion.

**Thank-You:** Jeff expressed his gratitude for the work of all members of the QVNA Board over the last two years. He welcomed the new officers and board members and expressed his confidence that they would continue to make Queen Village a great neighborhood.

### **Executive Director's Report for October December 2, 2011 (verbal)**

**The QVNA Holiday party** is December 15, 2011 at Old Swede's Church. Carla had a sign-up sheet for board members to help with clean-up and pick up the beverages.

**Elections:** They were conducted smoothly in November--265 people voted. She indicated that we need a written policy on absentee ballots. There were many more of them this year than in previous years.

**Contribution to Old Pine Community Center:** Carla indicated that in March 2011 we donated \$400. She has to go back and search the records to see if that was a delayed payment for 2010. If it was, the board authorized her to send a check for \$500 for 2011. If it was the 2011 contribution, do not send another check.

**Energy Audits:** Jean Barr and Ceil Stelzer were the winners of the drawings for the rebate on the energy audit. Jean wrote a thank you note and indicated that she was having follow-up work done as a result of the audit and would gladly pass on her experiences to encourage others to participate.*End of Executive Director's Report*

**ILMAC Highway Funds:** Jeff said that ILMAC had set aside \$3500 for use along the east side of Front Street between Washington Avenue and South Street. The Board can decide exactly how to spend it but it needs to be highway related. Jeff said we need to formally request the funds through Barry Promos. **Carla will follow-up on that request.**

**Sustainability Committee:** Ed reported that Christmas trees would be recycled on January 7 in Queen Village. There would be curbside pick-up. There is an article on the front page of the *Crier* giving details.

Ed said there will be a street clean-up on December 4. This was organized through the Philadelphia More Beautiful Block Captain on the 200 block of Monroe so residents of any block that do not have a captain in that program may not be notified of that clean-up.

Ed indicated that there will be a Sustainability Fair that will include a "Spokesdog" contest among area dogs in June 2012. The "Spokesdog" will encourage all dog owners to pick up after their dogs and educate dog owners and others regarding such waste being washed into the river and therefore the water supply.

Jeff R. reported that there will be collection of all used electronics on January 14 from 10-2 by e-force compliance. They do not ship the collected electronics to China but follow environmental guidelines for disposal. Jeff has notified other civics so they can e-blast their residents about it including Washington West, Society Hill, and Bella Vista. **We may also inform Northern Liberties and Old City.**

**Liquor Licenses:** Mako Shark has closed. As a result, the problems there seem to have migrated to Blarney's. Let the board know of problems. Pressure can be applied to the Liquor Control Board and the State Police to control the problems.

**Zoning:** The new Zoning Code may be approved by City Council shortly. While it is not perfect, it is worth passing, Jeff noted, saying it is a good start. Jeff recognized the fabulous job done by Mike Hauptman and former Queen Village resident and Zoning committee co-chair, Rick Cole. He said their work on the Neighborhood Conservation District (NCD) has had a positive effect on Queen Village. That overlay provides us protection. We are the only neighborhood in the city with a NCD overlay. Other neighborhoods are beginning to draft them using ours as a model.

**Weccacoe Playground Building:** Walt reported that meetings have been held with Jason Austin, who is doing the schematic drawings. Proposals are for a storage area added to the space between the office and the all-purpose room, improvement of the bathrooms, enhancement of the entrance way with a glass facade, addition of a bathroom on the corner of the building with access from the outside and the transformation of the alcove in the all-purpose room into a kitchen.

**Board Member Resignation:** Keith said it had been a pleasure and honor serving on the board but that he found that he did not have the time needed to devote to board responsibilities so he was resigning as of December 3. He nominated Jeff Rush to fill his position on the board. Bill L. seconded it. There was discussion about whether that was possible based on the By-Laws. The motion was defeated by vote of the board.

**Grants:** Kathy had sent a document prepared by members of the Grant Committee to all board members prior to this meeting which outlined policy and procedures regarding grants given by QVNA. Richard moved that the document be approved as written and Honey seconded it. The motion was passed by the board. A copy of the document which was passed is included below as part of the record of the meeting.

### **QVNA Grants: Policy and procedures: Passed by Board– DECEMBER 2, 2011**

**Grant philosophy:** QVNA has a grant program that welcomes funding requests for all projects that have a positive impact on the quality of life for the residents of Queen Village.

**Who is eligible:** EX. All established groups in Queen Village (QVNA committees, “Friends of” groups, garden groups, parks, schools, etc.) as well as newly forming groups, or committees.

**What can get funded?** EX: Greening, sustainability, historic preservation, beautification, safety, schools/education, health—any project that affects quality of life issues for residents of Queen Village will be considered.

**Timeframe:** QVNA welcomes funding requests from qualified groups at any time. The process uses a tiered system of review described below based on the amount being requested.

1. \$0–\$500– The request should be in writing, identifying what the grant will be used for, the amount and noting the benefits to the community. It should be submitted through the QVNA office. The request is presented at the next Board meeting; review and approval (or non–approval) is made at that time. The Board reserves the right to request documentation if any questions arise.

2. \$501 – \$1,000. The request and any background documentation should be submitted to the QVNA office and is sent out to the Board for review prior to the monthly meeting. This allows the Board the opportunity for focused discussion, followed by approval (non–approval) or request for more information.
3. \$1,001 – \$3,000 – Requires a written request and an evaluation by the Grants Committee, with recommendation being passed along to the board. The same processes apply as in #2 in terms of presentation to the Board.
4. \$3,001 and up – Requires a full grant consideration process (submission of a grant request, background documentation on group, outline of project, and cost estimates, etc.) to the Grants Committee. The Grants Committee evaluates, and makes a recommendation to the Board for consideration. The Board votes whether to approve or not. The Board reserves the right to request additional documentation.

Depending upon the nature of the grant, the grantee may be required to sign a letter of agreement which will be forwarded to them by the QVNA office.

A Checklist /format description will be provided by QVNA office to anyone wishing to request a grant; also available on the web site.

**Adjournment:**The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Kathy Dilonardo  
Recording Secretary