



Board Meeting Minutes

Meeting Date: April 3, 2019 Location: QVNA, 417 South Street

Attendance

Voting Officers	Name	Present	Absent	Voting Directors	Present	Absent
President	Eleanor Ingersoll	1		Joe Brin	1	
Vice President	Melissa Donnelly	1		Dahvia Dalton		1
Treasurer	Justin Fishman		1	Anita Brook Dupree	1	
Secretary	Mark Grabarits	1		Inez Green		1
				Elizabeth Grimaldi		1
Staff				LaTasha McKnight	1	
Acting Exec Director	Lucy Erdelac	1		Emily Perschetz	1	
Office Manager	Jake Peterson	1		Mike Seidenberg	1	

Meeting Agenda

7:00	Presentation to Board	Overview of Bainbridge Green	Jonathan Rubin
7:15	Meeting Call to Order	<ul style="list-style-type: none"> Opening statement Confirmation of Board quorum Review agenda 	Melissa Donnelly
7:20	Board Minutes - March	Presentation and motion to approve	Mark Grabarits
7:25	Financials	<ul style="list-style-type: none"> Fiduciary Responsibilities of Board Members How to review Association financials and Q&A Presentation of March Financials and motion to approve 	Bonnie Johnson, CPA COO & Sr. Mgr. J. Miller & Associates
8:00	Presidential Appointment	Presentation of newly appointed Board Director Mike McPhilmly and motion to approve	Eleanor Ingersoll
8:05	Strategic Discussion	Nominating Committee: <ul style="list-style-type: none"> Board's role in recruiting/retaining volunteers Upcoming opportunities for recruitment 	Melissa
		QVNA Fiscal Sponsorship Agreement Overview	Melissa
8:45	Quick Updates	<ul style="list-style-type: none"> Zoning/Executive Committees Conflict of Interest Policy status April 27th LOVE QUEEN VILLAGE DAY 	Eleanor Lucy Erdelac
9:00	Meeting Adjournment	Note ending time	Melissa



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I. Call to Order

The meeting was called to order at 7:15pm. Seven voting Board Members were in attendance therefore a quorum existed, and Board action could be taken.

II. Minutes

Minutes from the March 2019 Board meetings were provided to the Board for review in advance of the meeting.

Motion:	A motion for the Board to approve the minutes of the March Board meetings was made by Mark Grabarits and seconded by Eleanor Ingersoll.
Vote:	Unanimously approved.

III. Financial Statement

Bonnie Johnson, CPA, QVNA’s accountant, reviewed the legal and fiduciary duties and responsibilities of directors of nonprofit associations. She also reviewed the fundamentals of financial statements and how to properly read and interpret the documents. Additionally, Bonnie presented and reviewed the March financial statements. Jake discussed parking lot report and explained the costs involved with operating the parking lot and net parking lot revenue.

Motion:	A motion for the Board to approve the February financial statements was made by Mike Seidenberg and seconded by Anita Brook Dupree.
Vote:	Unanimously approved.

IV. Presidential Appointment

Eleanor Ingersoll appointed Mike McPhilly as a director replacing Charles Craige who resigned from the Board in December 2018. Board appointments are subject to the approval of the Board.

Motion:	A motion for the Board to approve Mike McPhilly as a director for the 2019-2020 term was made by Eleanor Ingersoll and seconded by Melissa Donnelly.
Vote:	Unanimously approved.

V. Strategic Discussion

Nominating Committee:

Melissa discussed strategies on engaging our neighbors to bring them into the association. The Board needs to focus on being ambassadors of the association and to bring in our neighbors as volunteers and leadership positions.

QVNA Fiscal Sponsorship Agreement:

Melissa provided an overview of the new document, which was developed the assistance of outside counsel. She discussed key learning points from discussions with counsel. Melissa and Dahvia will take comments back to counsel to draft a final agreement. Fiscally sponsored Friends groups will be presented with a Board-approved fiscal sponsorship agreement, which will hold both QVNA and Friends groups accountable to activities that are both within the scope of QVNA’s mission and 501(c)(3) tax-exempt status.

VI. Quick Updates

- Eleanor discussed:
 - PPD 3rd District PSA-1 Safety meeting- the police department will be increasing bike and foot patrols as well as enforcing the curfew ahead of the summer because the temperatures are climbing and the crowds are coming to South Street.
 - Eleanor has been appointed as an alternate member on the Interstate Land Management Corporation



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- (ILMAC) Board by State Representative Mary Isaacson.
- Bethel Burial Ground historical marker at the Weccacoe Playground has been approved by the state. A reception will mark the dedication on a date to be determined.

 - Lucy Erdelac provided an overview of LOVE QUEEN VILLAGE DAY on April 27, 2019
 - Volunteer recruitment/retention
 - Common space beautification (6 parks)
 - Celebrating and rewarding volunteers with exclusive offers of free/discounted food & beverage from QV restaurants, pubs and cafes

VII. Meeting Adjournment

There being no other business, the meeting was adjourned at 9:03pm

Respectfully submitted by Secretary Mark Grabarits
April 27, 2019