

**Parkwood Garden Club
Board of Directors' Minutes**

June 16, 2014 Meeting

The June 16, 2014 meeting of the Parkwood Garden Club (PGC) Board of Directors was held at 220 Upland Rd., Decatur, GA. The meeting was called to order at 7:21 pm. The following officers and committee chairs attended: Steve Elmore, Sean Pruett, Becky Vocaire, Tom Bell, Karna Candler, Sheri Kennedy, Katy Mallory, Christina Carter

Overview of Robert's Rules, Review Board Member's Roles, Communication – Karna Candler

- A. The Board read through Robert's Rules Script to familiarize new members with procedure
- B. Board members to give secretary any reports prior to scheduled meetings
- C. Minutes will be posted to the PGC website, once approved, with the committee reports. PPC and the Historic Committee shall submit reports to Webmaster (Bryan Bell) if they need to be posted more frequently.
- D. Email Marketing Tool:
 - a. If a committee has an email to get out to the neighborhood, copy Katy Mallory, Sean Pruett, and Becky Vocaire. Katy Mallory suggests using MailChimp to organize correspondence. PGC members can elect what information they wish to receive from the PGC. We can customize a template, calendar, archive, etc. It was stated that members should be able to opt out of emails, as opposed to opting in.
 - b. MailChimp is a service not an outside party so this would not infringe on the board's decision last year that PGC members' email addresses are not to be distributed outside of the board.
 - c. The board should make an effort to consolidate emails. Check with other board members to make sure no one else has anything else to add before hitting send.
 - d. Mondays and Fridays should be avoided for sending announcements to increase the likelihood of the emails being read. The announcements will dictate the regularity of the schedule.
- E. Nation of Neighbors – City of Decatur should be selected in the user's profile. Communication should be sent to neighborhood in order to have more people sign up. Karna shall talk to Bryan about some of the crime/safety aspects that should be sent to the whole neighborhood. Only about 50% of the neighborhood is signed up for Nation of Neighbors.

Tom Bell moves we remove the password protection on the PGC website. Sheri Kennedy seconds. There is a discussion about what the cons may be of removing the password. It was stated that the members have a right to know what happens in the meetings. **Vote on removing the password on the meeting minutes: 7 aye, 1 nay. The motion is adopted.**

Treasurer's Report – Steve Elmore

- A. See the attached budget report
- B. Report is (3) pages and reviewed by Steve Elmore
- C. Tom Bell questions the 5-16-14 line item in the PGC Checking Account Transaction Register for 2014: \$25 expense to the "Epiphany Church". Tom states that this expense was not run across the board.

Tom moves to accept Treasurers Report. Katy seconds. All approved.

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Membership Committee – Katy Mallory

- A. Summer Party Update
 - a. The Summer Parkwood Party is all set to be Sunday, June 29 at the home of Erin & Steve Elmore (328 West Parkwood Road) from 4:30 to 7pm.
 - b. So far 35 people have RSVPed "yes."
 - c. The organizers of this year's summer party (Sheri Kennedy & Karna Candler - with Katy's input) think they will be at or under budget. There will be a signature cocktail (Parkwood Pucker - spiked lemonade) and beer for adults and juice boxes (and kid-friendly snacks) for the 21-and-under crowd.
 - d. We invited three new families to the party. Hoping all three families join the PCG once the membership drive rolls around this fall. The Potts, The Peeters and Karen Schlanger.
 - e. Karna says we should send out an email in addition to the Evite.
- B. Neighbor Care – The board can help Anne out by letting her know if anyone moves in. We need to check with Decatur if they have a packet to hand out to new neighbors. It would be nice to include: City of Decatur maps, pencils, directories, membership welcome letter. Anne will take Meal Train over for Sussy Margiasso so let her know about any deaths, births, and sicknesses.
- C. Sussy Margiasso set up a MealTrain for new parents Emily and Ryan Fagan (251 E Parkwood).

Update on Historic District Project – Tom Bell

- A. See attached Reports
 - 1. Parkwoods Local Historic District
 - 2. Parkwood Fact Sheet – This item should be put on website
 - 3. Parkwood Ordinance – Final Draft – This will go into the city code chapter 58-12 in effect as of July 7th
 - 4. Parkwood Designation Report
- B. The board needs to get involved after July 7th to promote involvement in the neighborhood for a discussion on the HPC. The entire neighborhood should be present at City Hall on Aug 5th at 7p. Regina will host a walk through of the neighborhood on Aug 9th.
- C. Tom will be the point of contact to establish Parkwoods Local Historic Committee (PLHC).
- D. There should be discussion on whether we want to go after a National Register nomination. A benefit of this is that homeowners can receive grants on remodeling. It is expensive to be part of the Nation Register, however, there are grants up to 60% and COD could possibly cover 50% of the Parkwoods' 40% portion.
- E. Repairs for sidewalks/streets need to be sent to the city manager in a letter. To get a sidewalk fixed, use the CRM system on the Decatur website. Sheri and Tom will survey

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neighborhood for the areas that need attention.

- F. The Decatur city limits signs will need to be moved.
- G. Decatur 101 class starts again next spring. Get your name on the list if interested.
- H. Sheri Kennedy submits the following from a June 16th email from Anne Wallace:

“The bylaws update is not on the agenda for June’s DHCA meeting. The DHCA Board is waiting on the official annexation date of July 1st and the approval of the interim historic district (July 7th) before proposing the changes to the bylaws. Once the historic district is approved on July 7th, the DHCA Board will discuss the language changes for border descriptions at the July meeting. If the Board approves the recommendation, it will have to be voted on at the DHCA Annual Meeting in Jan/Feb 2015. All changes to the bylaws have to be voted on at the Annual Meeting.”

Anne Wallace

Co-Chair Division 2 DHCA

There is discussion over whether the DHCA will have any jurisdiction over Decatur Historic District.

Civic Committee – Bryan Bell (topics submitted via email and reviewed by board members present at the meeting)

- A. Dan Mallory will be serving on the Civic Committee with Bryan Bell
- B. Civic Goals –See attached report

Parkwood Park Committee (PPC) – Sheri Kennedy

- A. Sheri reviews the 2014-15 project list for the park. See Attached report.

Miscellaneous Issues

Karna motions to purchase (3) “Drive Like Your Kids Live Here” signs. They are \$10/sign. Karna will check to see if the signs can be purchased without the metal stands. The funds for the signs will come out of “Miscellaneous Funds”. **Tom seconds. Vote: 7 aye and 1 nay (Sheri vote no to sign pollution).** Karna will order the signs.

Tentative Future PGC Meetings:

The board agrees to forgo a July meeting.

The second Monday of each month is scheduled for the future board meetings unless notified otherwise.

Meeting adjourned at 9:23 pm. The next meeting is scheduled for August 11th at 7:15 p.m. at The Pruett’s House (160 E. Parkwood).

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To Do List/Action Items

- Katy – count PGC emails to check if we are under the free minimum for MailChimp, investigate its usage for the PGC.
- Investigate changing settings on Facebook (Membership)
- Review Membership Letter for any changes. Make sure Nation of Neighbors is referenced (Membership)
- Revisit a quarterly newsletter – assign a new committee? (Membership)
- Check with Decatur to see if they have a packet to hand out to new neighbors. (Membership)
- Board discussion of communication to neighbors on Decatur. Sending a refresher about City of Decatur services and amenities to the entire neighborhood. (Civic)
- In Aug –Sept, the Board needs to set a budget before the Sept meeting in order to set dues for the membership drive. (President agenda item)
- Should we have COD to go through our neighborhood for code violations and notify violators? (Civic for next meeting)
- Traffic Calming from the city of Decatur needs 75% approval. Is this something to take action on? (Civic for next meeting)
- Decatur Focus article on the park (Park Committee)
- Discuss involvement in the DHCA with the annexed homeowners. (Civic for next meeting)