

**Parkwood Garden Club**  
**Board of Directors' Minutes DRAFT**  
September 15, 2014 Meeting

The September 15, 2014 meeting of the Parkwood Garden Club (PGC) Board of Directors was held at 211 E. Parkwood Rd, Decatur, GA. The meeting was called to order at 7:45 pm. The following officers and committee chairs attended: Steve Elmore, Sean Pruett, Becky Vocaire, Katy Mallory, Tom Bell, Karna Candler, Sheri Kennedy

Discuss Budget and Dues – Sean Pruett

A. Membership Letter

- a. The goal is to state that the dues are \$60 and then sell everything members would get in return: Social events, Family Parties, Easter Egg Hunt, Winter Adult Party, Bunco, Communications, Updates, Announcements, and the Directory.
- b. With \$60 dues, there needs to be 93 members to break even with the proposed budget.
- c. **Tom Bell moved to vote for dues to be \$60. Second from Katy. All present voted Aye.**
- d. There will be a Parkwood Garden Club brochure, a Parkwood Park brochure and an envelope.
  - i. Parkwood Park brochure will cover park projects and solicit South Fork donations.
  - ii. Katy will format and put together the membership brochure, PPC will do the Parkwood Park brochure
    1. The drafts will be ready for review on September 27<sup>th</sup> at the latest
    2. The board will have until Oct 1<sup>st</sup> to voice any revisions or comments. No comments by that point in time will be considered an approval
    3. The brochures will be printed by Oct 6<sup>th</sup> for the next board meeting where they will be folded and divvied up to distribute to neighbors
      - a. Having the brochures folded by machine at the printer will be looked into.
  - iii. There will be a digital form in addition to the paper form in the brochure to fill out
  - iv. Options for what MailChimp topics members wish to receive will be a separate email, not on the membership form
  - v. There is discussion amongst the board as to whether to charge the service fee back to people who choose to use Paypal to pay their dues.
  - vi. **Katy moved to add a \$2 convenience charge for members who choose to pay their dues with Paypal. Karna seconded. Steve abstained, everyone else present voted Aye.**

B. Directory

- a. If members' dues are received after December 1st then they will not be included in the directory as to not hold up printing but they will receive one.
- b. Directory Sponsorship
  - i. There is discussion about looking to business owners in area for the possibility of soliciting ads in the future
  - ii. Any funds we would receive from ads should not be counted in the budget and could be used in the Tree Fund.

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- iii. If a sponsor is found this year to cover costs of printing, the budget would then be adjusted in January
- iv. **Katy moved to look into finding a sponsor for the directory to cover printing charges, Sheri seconded. All present voted Aye.**
- C. In November the Facebook settings will be changed to only include current members on the page
- D. Steve will separate any additional funds that people donate over the \$60 dues and the board will figure out where it will be distributed at a later date.

Civic Committee – Tom Bell

- A. Traffic Report and Letter to the City Manager are discussed. See attached.
- B. Steve found a website that maps out the research and work that COD has done to date.
  - a. There is a threshold of 600 cars/hour to raise a flag.
- C. Bryan and Tom are willing to be available to work with the city on this.
- D. Board is happy with sending this letter out. Sean Pruett will email the letter to Peggy Merriss and cc. Bryan and Tom.

Membership – Katy Mallory

- A. October kicks off the membership drive. There will be a Membership table at the block party as another sign-up opportunity.
- B. Bunco
  - a. Sally Thomas will be Bunco Chair for the 2014-2015 PGC year. Karna will host the first one.
- C. Fall Block Party – October 26<sup>th</sup>
  - a. An Evite will go out in October to get an accurate headcount
  - b. Fire truck and road barricades are reserved
- D. Welcome Packages for Neighbor Care
  - a. 12 COD nylon backpacks are secured and will be added to the new neighbors' care packages
  - b. 300 W. Parkwood has new owners – Tom DeWinne and Daphne Cobb. They have been added to MailChimp.
    - i. The Carters will pay for their first year membership as a housewarming
- E. Becky Vocaire has been shown how to use the MailChimp system for back-up purposes.

Parkwood Park Update

- A. Sheri is working with DHCA to boost the Tree Fund. The goal is to have every South Fork donation matched by the DHCA.
- B. Plants partnership
  - a. PPC contracted with Plants Creative Landscape to develop a landscape plan for the south end of the park.
  - b. The plan should be ready for the Fall Party and the PPC will set up a table with the design.

**Tom moves to approve August's meeting minutes. Steve seconds. All present approve.**

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Upcoming Meeting – October 6, 7:30p @ 160 E. Parkwood (The Pruetts)

Meeting closed at 8:40p

To Do List/Action Items

- Sending a refresher about City of Decatur services and amenities to the entire neighborhood. Post membership drive December (Civic)
- Should we have COD to go through our neighborhood for code violations and notify violators? Spring cleaning (Civic for next meeting)
- Preserving the History of the PGC at the DeKalb History Center - discussion of plans to preserve our history going forward and how to catch up some of the missed years (Sheri Kennedy)
- Parkwood LHD Committee needs to put together an education plan to get news and information out to neighbors (Bryan).
- Work up the (1) proposed by-law on forming new committees for the October meeting (Sean)
- Look at the book from Frances to find a membership form (Becky)
- Look at possible ideas for drumming up more sponsorship at the November meeting – (committee chairs)