

Parkwood Park Committee Meeting Minutes

September 18, 2014

In Attendance: Steve Elmore, Karna Candler, Joe Foley, Sheri Kennedy (Chairperson)

I. Budget

Steve reviewed the current Park Budget (Attachment I). Steve to submit receipt to South Fork to reimburse Sheri for the design charge for Plants Creative Landscape.

II. Insurance

Our current insurance coverage will expire at the end of October and will not be renewed by the current company. Steve is researching a replacement and will have recommendations by Friday, September 26 for the PPC to review. The approval of the new insurance policy will be handled via email in order to have the information available for the October 6 Parkwood Garden Club Board meeting.

III. Fundraising/Partnership

October Membership/Park Donation Handout

Sheri proposed creating a tri-fold brochure this year instead of a letter. Sheri provided an example of the format. Sheri also provided a draft copy to Katy Mallory who is creating the PGC membership trifold.

Karna presented the cost for 130 brochures: \$56 B/W, \$92 color. All agreed the color version created more of an impact and agreed to use the Park funds to create the brochure.

Karna will look at a photo of the W Parkwood meadow area to see if she can create a drawing of the new meadow to possibly use in the brochure and on the presentation board at the Fall Party.

Joe volunteered to create the verbiage. Sheri will research possible photos. Joe and Sheri will have a draft ready for review by Friday 9/26. All will need to review, provide feedback, in order to get final copy to Karna by 9/29. Karna will check with the printing company about format.

Fall Party Display Boards

Sheri is purchasing two display boards for the Fall Party. One will contain a drawing and photos of the plants for the meadow. The other one may contain the planting plan and plant photos of the By-Pass Plant.

Plants Creative Landscape

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Sheri has not been able to schedule an appointment with Pam Dooley, Plants Creative Landscape owner but they have traded emails. Plans are to contact Pam on Friday 9/19 and schedule an appointment next week to verify their future involvement in the park.

Druid Hills Civic Association

Sheri spoke with Anne Wallace about Druid Hills matching donations during the membership drive in order to create a Tree Maintenance fund. Anne said DHCA will make a donation to the PGC this year but doesn't know the amount until the Board has approved the budget. Sheri will follow-up with Anne.

Decatur Beer Festival Grant

The award amount will be announced after the Beer Festival but not exactly sure when. We will be invited to a DBA meeting in December for the presentation. Sheri will keep everyone posted.

IV. Communication

Steve wrote an article about the park for the Decatur Focus and has provided four photos. Steve will verify with Cassie Yoder the DF editor what edition the article might be published.

V. Overall Tree Plan

Steve will be working on the tree plan once his work slows down. At this time we don't have any issues. Steve's plans are to meet with the new Tree Arborist in Decatur to discuss a plan for the park.

VI. Proposed Projects

Summer Projects

Invasive Plant removal is continuing. Ivy removal is best handled during the fall/winter months. The invasive summer annuals, perennials are currently targeted.

Tree Work - no work to report.

Fall Projects

Stump removal will be scheduled in October/November after the Fall Party.

Leveling the ground and filling holes will be scheduled for November after the Fall Party.

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Attachment 1: BUDGET

1. PGC Budget for Park Maintenance:

The 2014 PGC budget has funds for 20 visits (March through December). Due to a mix-up in scheduling the visits for early-2014, Tammy came twice in January (both unplanned and unbudgeted). To stay within our 20 visit budget, Tammy was asked to skip one visit in March and skip another in August. We had hoped the grass would be drier and not growing, but the recent rains may cause us to be very glad when she resumes twice a month visits in September.

Budgeted through PGC	\$3,500 (20 visits)
<u>Expensed to date</u>	<u>1,750 (10 visits)</u>
Remaining	\$1,750 (10 visits)

Anticipate next invoice from Tammy in October.

2. Park Special Fund

No new contributions have been made to the Park Special Fund.

Since the last report, the following expenses have been paid from the Park Special fund:

- 1) Sheri for Roundup Concentrate and an additional hose (\$145.33)
- 2) Emmanuel Johnson to clear fallen tree on West Parkwood and to remove several small trees in the proposed prairie area (\$800)

Balance is currently \$786.89.

3. South Fork Conservancy

The Carters made a \$100 donation in honor of selling Cliff Lutton's house on West Parkwood.

Not yet paid is a charge for \$650 to pre-pay for the Plants, Inc. plan for the south end of the park.

After paying for the Plants, Inc. plant, the SFC balance will be \$2,135.23.

Summary

In addition to fully funding the Park Maintenance through the PGC Budget the following funds are available to the Park Committee.

Park Special Fund	\$ 786.89
<u>South Fork Conservancy</u>	<u>\$2,135.23</u>
Funds Available	\$2,922.12 as of September 18, 2014

Note: Previously noted invoice from Esther Stokes was canceled.