

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

March 9, 2015 Meeting

The March 9th, 2015 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 7:33 pm. The following officers and committee chairs attended: Steve Elmore, Becky Vocaire, Karna Candler, Christina Carter, Tom Bell

Approval of February's Minutes – all approved.

Call to Order – Tom Bell

Treasurer's Report – Steve Elmore

- A. Budget - See Reports
- B. The update since last month was that the Park received a \$1000 grant from Druid Hills this year.

Membership

- A. Late Spring Party
 - a. The Elmores have volunteered to host and will get back to the board with a date.
- B. Bunco
 - a. Due to low attendance and people forgetting to RSVP, Karna thought the Bunco chair may want to send out two notices via email. One a week before the date and another the Friday before as a reminder to RSVP.

Parkwood Park Update – Steve Elmore

- A. See reports of meeting minutes, budget for the park.
- B. Sheri busy pricing and getting ready to order plants. There are almost 2000 plants all together.
- C. She believes the committee will split the meadow into two phases.

Historic District Update – Steve Elmore

- A. See report
 - a. Comments back from some neighbors on the historic district were reviewed and upcoming milestones were discussed.
- B. A survey for legacy Decatur side of the neighborhood was discussed.
 - a. A presentation at the PGC Public Meeting in May would be a good time to discuss this possibility with the neighborhood.

Nominating Committee – Tom Bell

- A. See report
 - a. Upcoming milestones discussed.
 - i. Tom wants to have a proposed slate for the April Board meeting for Board approval.

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- b. Tom will send an email to board for approval of the email he wishes to send to the neighborhood by Friday, March 13th and have proposed names by the end of March.
- c. **Tom moves to set the Annual Meeting of the Membership for Thursday, May 28th. Karna seconds. All approve.**

General Discussion

- A. Thank You cards
 - a. Karna was quoted 125 matte thank you cards at Sprint Print.
 - i. Black ink on cream paper \$26
 - ii. Gray ink on white paper \$42
 - iii. 250 envelopes for \$27
 - b. Katy quoted \$62 for 100 with Vista Print.
 - c. **Karna moves to have Sprint Print print 125 cards, black ink on cream paper, cut, scored and folded and order 250 envelopes for a total of \$53. The money will be taken out of Miscellaneous Admin in the budget. Steve seconds. All vote aye.**
- B. PGC Policy Update
 - a. "Advertising in the PGC Directory" policy needs to be added to "Financial Policies". Becky will draft a proposal for the next meeting.
 - b. "Communication Policies" need to be reviewed and updated. Katy will draft a proposal for the next meeting.
 - i. #3, #4, #8, #9 should be reviewed and edited.
 - ii. Delete #7 completely
 - iii. Adjust the Communications Matrix adding Nation of Neighbors
 - iv. #2 is currently under Communication Policies and should be moved to General Policies.
- C. Flags
 - a. Review of previous work, see report
 - b. Christina will revisit sizes and see if we can have a mock-up for the Spring Party.
- D. By-law Revisions
 - a. Discussion of splitting the Membership position into two positions - a Membership and a Communications position. Katy will write a job description for the Communications position.
 - i. Instead of a board position for Communications, would it be better if Membership had a committee?
 - b. Steve states that if we are going to make any by-law changes we should make sure that we don't need to revise anything at the same time. Steve will review by-laws.
- E. Annual Audit of the Budget
 - a. Steve recommends the Board formalize an audit of the books.
 - b. Steve will write a proposal to perform an audit at the end of a board year-June 1st.
 - c. Joanna Quillen is recommended for the position. Karna will contact her.

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Upcoming Meeting – April 6th 7:30p @ The Vocaire's House

Meeting closed at 8:48p

To Do List/Action Items

- Go through our neighborhood for code violations and notify City of Decatur? (Civic)
- 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)
- Add a communications chair to relieve some of the responsibilities of the Membership. Change one of the at large members to the communications chair so the number of board positions does not change. Add to agenda for vote/discussion in 2015.
- Memorial tree/planting discussion? (Sheri)
- Send out a reminder to people to keep their dogs on leashes in the park and in the neighborhood – add on to an email. (Katy)
- PGC Board of Directors Policies - Revise communications policies to include MailChimp (Katy)
- PGC Board of Directors Policies - Write up for directory advertising (Becky)
- Samples of Flags – aim to have something to show for the spring party (Christina)
- Response and original letter regarding directory advertising need to be included in records (Becky)
- Waiting to hear back from Angela Threadgill on the National Register status. (Bryan)