

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

April 6, 2015 Meeting

The April 6th, 2015 meeting of the Parkwood Garden Club (PGC) Board of Directors was held at 371 W. Parkwood Rd, Decatur, GA. The meeting was called to order at 7:40 pm. The following officers and committee chairs attended: Tom Bell, Becky Vocaire, Karna Candler, Katy Mallory, Sean Pruett, Sheri Kennedy, Steve Elmore

Approval of March's Minutes – all approved.

Call to Order – Sean Pruett

Treasurer's Report

- A. Budget - See Report

Membership – Katy Mallory

- A. See Report
- B. Spring Party
 - a. Katy will send out the Evite
 - b. Cindy Thigpen and Cindy Bell will be helping the Elmore's organize

Parkwood Park Update – Sheri Kennedy

- A. See reports of meeting minutes, budget for the park.

Civic Committee

- A. See report

Nominating Committee – Tom Bell

- A. See report
- B. Review of the slate of incoming board members
 - a. **Tom moves to amend by-laws to create a new Communications Chair position and reduce the At Large positions from 2 to 1. Karna seconds. All approve.**
- C. Annual Meeting Location
 - a. The board agrees to meet at the Decatur Recreation Center, 7:00p, Thursday, May 28th.
 - b. There is a \$250 fully refundable deposit.
- D. Neighbor Care falls under the Membership Committee and is responsible for greeting new members and sending cards to members for illness, new babies, death and hardships.
 - a. Meal Train will remain Sussy Margiasso's responsibility.

General Discussion

- A. PGC Policy Update
 - a. See report "PGC Directory Advertising Policy"

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- 101.
- a. Using a stencil over concrete and spraying it with Rustoleum Never Wet. The pattern is only present when it rains.
 - b. Stamp a Powl into any fresh concrete.
- E. Annual Audit of the Budget
- a. See report/proposal
 - b. The Auditor would be someone not currently on board or the immediate past board.
 - c. The new board would audit the books of the previous year's board. This would ideally happen annually in June.
 - d. The Auditor goes to the bank with the Treasurer to ask for the bank reports.
 - e. **Steve moves that the Annual Audit proposal be added to the Board Policies under "Financial Policies". Tom seconds. All approved.**

Upcoming Meeting – May 11th 7:30p @ Tom Bell's

Meeting closed at 9:45p

To Do List/Action Items

- Tom will ask code compliance person to come and address the neighborhood at the annual meeting. (Tom)
- Preserving the History of the PGC at the DeKalb History Center – We will have a Dropbox beginning and ending in June that will be turned over to the Dekalb History Center annually. This will be a responsibility for the Secretary. Karna will write up policy for the May Board Meeting. (Karna)
- Looking through old meeting minutes to find if anything of significance needs to be added to the History Center over the last couple years. Annex, PLHD, National Registry, Park, Rewrite of the by-laws – (Becky)
- Send out a reminder to people to keep their dogs on leashes/poop in the park and in the neighborhood – add on to an email. Could also be discussed by code compliance person at the annual meeting. (Katy)
- Original letter regarding directory advertising need to be included in records (Sean)
- Was Decatur contacted about the streetlights? (Bryan)
- Traffic Calming – Tom Bell
- Karna will talk with Jim Jarboe about the directory advertising (Karna)
- Should we put board policies on the website? – Discussion for May meeting
- Approve job descriptions for membership and communications – May meeting