

Parkwood Garden Club
Board of Directors' Minutes
May 11, 2015 Meeting

The May 11th, 2015 meeting of the Parkwood Garden Club (PGC) Board of Directors was held at 243 E. 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, Sheri Kennedy, Steve Elmore

Approval of April's Minutes – all approved.

Call to Order – Tom Bell

Treasurer's Report – Steve Elmore

- A. Budget - See Report
- B. All expenses have been paid to date, including almost 300 plants for the park at \$1500.
- C. Audit status
 - a. The new board will decide on who will be slated to audit this past year (2014-2015) after June 1st.

Membership – Katy Mallory

- A. See Report
- B. Spring Party Recap – see report
 - a. The report compiled by Karna and Cindy was very informative and a good way to track preparations and budget for future parties.
 - b. Consider a plan in the future to account for a percentage of the headcount as no-shows.
 - c. Adam Williams is a great source for purchasing the adult beverages.
- C. Anne Dicks has a new neighbor to welcome.
- D. Anne Dicks is not staying on as the neighbor care representative for next year. Danielle Beck will take over.
- E. Sussy Margiasso is moving. Katy Mallory will help with Meal Train until someone else takes over.
- F. Bunco
 - a. Becky Vocaire volunteers to host for May 19th and a notice will be included in the newsletter.
 - b. Sally Thomas will continue as Bunco chair this coming year.

Parkwood Park Update – Sheri Kennedy

- A. See report
- B. New grasses have been ordered and will arrive May 22nd. A workday is scheduled for May 23rd.
 - a. Sheri will relay info on this to Katy for the newsletter.
- C. Watering all the new plants is a large job for the summer. Volunteers are needed and a sign-up sheet will be provided.
- D. Garden-go-seek is this weekend. A notice on this will also be included in the newsletter.

Civic Committee

Parkwood Garden Club
Board of Directors' Minutes
May 11, 2015 Meeting

- A. See report
- B. The Historic District Survey will be sent out to legacy Decatur households after the Annual Meeting. Let Bryan Bell know if anything is not clear or should be adjusted.

Nominating Committee – Tom Bell

- A. See report
 - a. The Board needs to be at the Decatur Rec Center at 6:30p. Park behind the library.
 - b. An email announcing the meeting needs to go out Thursday. This email will be separate from the newsletter.
 - i. The email should begin with the new board slate then state that the first order of business will be the changes to the By-Laws.
 - ii. Bryan Bell will post the By-Laws with the tracked changes to the website and provide the link to Katy for the email.
 - c. Tom will let all the new board members know that they should plan to be present for the Annual Meeting.
 - d. There should be a table for the Parkwood banner at the meeting with a sign-up sheet.
 - e. Proposed Agenda
 - i. Welcome from the president – Sean Pruett
 - ii. Treasurer Report – a one page treasury recap – Steve Elmore
 - iii. Park Report – Sheri
 - iv. Membership Report – Katy Mallory
 - 1. Thank Anne Dicks for her service and a Powl Memorial for Joe Dicks.
 - 2. A Parkwood Banner will be provided to Ann Dicks on behalf of the Board.
 - 3. Announce Danielle Beck as the new neighbor care representative.
 - v. By-law changes reviewed with a motion to adopt – Sean Pruett
 - vi. Election of the new Board – Sean Pruett
 - vii. Bryan Bell will introduce Angela Threadgill
 - 1. Historic District
 - 2. National Register

General Discussion

- A. By-Law Changes Approval – see report
 - a. **Steve moves that the board present the membership with the draft of the proposed By-laws date 4-6-2015. Karna seconds. All approved.**
- B. Membership and Committee Chair Position Proposal – see report
 - a. The Membership and Communications Chair will pass down the job descriptions from year to year.
 - b. The Secretary will keep a copy as well.
 - c. All present approve the descriptions.
- C. PGC Policy Document Update
 - a. History and Records – see report for approval
 - i. Ammended to change “Dropbox” to “online file sharing account”.

Parkwood Garden Club
Board of Directors' Minutes
May 11, 2015 Meeting

- ii. Approved as amended.
 - b. Advertising in the Directory
 - i. The Board will table this discussion.
 - c. There is a discussion of placing the PGC Policy Document on the website.
 - i. The Secretary will pass down the PGC document to be reviewed at the first meeting of a new Board.
- D. Karna moves that a \$100 donation to Westminster Presbyterian Church be made on behalf of the PGC for Joe Dicks' many contributions. Steve seconds. All approve.**
- E. Banner Update
- a. See Report
 - b. The Board agrees to sell the banners for \$35 a piece.
 - c. There will be a table with the sample and sign-up sheet at the Annual Meeting. An email will go out post-Annual Meeting to PGC members to reach out to anyone who could not attend.
- F. Research on past topics of interest that should be highlighted and included for the Historic Society
- a. Becky was able to review the minutes from 2011-2012 and 2012-2013. See Report
 - b. The 2013-2014 year (and previous years – late 90's-2010's) will be passed on to Leigh Potts.

Meeting closed at 9:23p

To Do List/Action Items

- 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.
- 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)
- Original letter regarding directory advertising need to be included in records (Sean)
- Traffic Calming – Tom Bell
- Street Lights - Sean volunteered to help Bryan head this up.
- Type up agenda for annual meeting and send to Sean (Tom)
- Handout for Leigh on Secretary responsibilities (Becky)