

# ENA Board Meeting Minutes

## September 3, 2014

**Present:** Tiffani Roltgen, Jamie Meise, Mike Digman, Justin Martin, Isaac Semrow, Rod Gennrich, and Betsy Winterhack

**Absent:** Faye Reber

**Call to Order:** Tiff called the meeting to order at 7:03pm.

**Word on the Streets:** As usual, the board started the meeting by discussing anything they had heard about or saw going on in the neighborhood over the past month. Betsy mentioned a nice neighbor who was walking around giving away tomatoes. Tiff brought up the back to school madness at Elvehjem.

**Secretary's Report:** The ENA Website and Facebook page are up to date regarding upcoming events. Thank you notes have all been sent to the Fourth of July donors. Jamie will put together the secretary's report for the next Echo.

**Treasurer's Report:** We only had a few financial transactions last month with a couple remaining from Fourth of July including \$370 in donations from the race, storage, Echo printing and mailing, and a few deposits transferred from PayPal. Upcoming expenses expected through year end include storage, Echo printing, the Halloween Bonfire, and Holiday in the Park. We do not expect any additional income. Current membership is at roughly 460 membership households.

A motion was made by Mike and seconded by Isaac to authorize the Treasurer to purchase ENA Board's own registered and updated QuickBooks software. It is currently on sale for on sale for \$149 from its regular price of \$249. Our current version is not registered to ENA and is a 2008 version which is now out of date. Motion carried.

Financial audit update: Mike has downloaded the financial summaries and will deliver them to Scot Whitney for review.

### **Echo Report:**

**Advertising:** This edition we have an unpaid ad from A to Z and one prepaid ad for MG&E.

**Business Recognition:** Rod brought paper copies of the previous newsletter, board members will distribute to business donors from the Fourth of July.

### **Technology:**

The board discussed content areas still needed to be entered into the Wordpress website and assigned topics as follows:

Isaac-Contact us and about our neighborhood

Rod-Membership

Jamie-Minutes, Homepage

Betsy-Events

Tiff- Get involved, Meet the Board, Related Links

Justin- create login ids for everyone

**Other issues:** Justin discussed a customer relations management software he discovered which is designed for associations so it fits well with what we do and is free. He loaded it into Wordpress and is still working on learning it. This program should replace PHP lists and solve many of our data management issues. It can handle event signups, calendars, mailing lists, and memberships including accepting payments. Justin set a goal to have it completed by the next membership drive and in the meantime will coordinate a forwarding address for Turkey Trot signups.

### **Old Business:**

**Board member(s) recognition gifts, Echo notice, transition of duties, recruitment:** Rod will put together a paragraph for the upcoming Echo to thank recently outgoing board members. Thank you gifts are all set. Justin is looking to transition out of his current role as treasurer. He plans to stay on the board an additional year to mentor and assist a new treasurer while giving him time to focus on the technology issues and new database software. Tiff and Justin recently met with a potential new treasurer but it was determined that it was not a good fit so we are continuing to search. Board members will continue to be on the lookout for people to fill the current board openings.

**501(c) (3) application:** In order to apply for 501(c) (3) status, ENA's current Articles of Incorporation need to be changed to include required language. This proposed change must be passed by a 2/3 vote based on responding members. This vote will be collected through an electronic survey sent out to the current ENA blast email list and will also include a question to qualify if a respondent is a current association member. The board discussed the proposed change in language. Betsy will put together a draft email to be sent to members with the survey link explaining the change in simpler terms and also stating the benefit of the change namely that donations to ENA would become tax deductible.

**Mayor's Conference (Saturday, September 13, 8 a.m. – 4:30 p.m.)** We currently have 5 board members registered to attend the Mayor's Conference. Elvehjem Neighborhood will be featured in a segment discussing ways to make the neighborhood more accessible and walker friendly. A group is planning to go out for dinner afterward, ENA board members are welcome to join.

### **Taste of Elvehjem- (Sunday, September 14, 11 a.m. – 2 p.m.)-**

The current schedule of events is as follows:

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| i. 9:30-10:30 a.m. | Set Up   |
| ii. 11:00 a.m.     | Informal Garden Tours/Cookbook Exchange  |
| iii. 11:30 a.m.    | Story time in the Garden (Mayor Paul Soglin and Elvehjem Principal Sarah Larson)   |
| iv. 11:50 a.m.     | Mayor Soglin Welcome   |
| v. 12 noon         | Potluck Lunch/Recipe Contest Voting  |
| vi. 12:45 p.m.     | Recipe Contest Winners/Lynn Munsinger Brown Thank You  |
| vii. 1:00 p.m.     | Free Activities (Yoga in the Park-Jessica Kennedy, Scavenger Hunt-Justin and Faye, Rock Painting-Diane Amundson, Sanctuary |

- viii. 2:00-3:00 p.m. Tour- Yes or no, Relay Races- Betsy, Face Painting/Air Bru  
Clean Up  
ix. Volunteer needs [www.SignUpGenius.com/go/10C0E45ADA72C7-taste](http://www.SignUpGenius.com/go/10C0E45ADA72C7-taste)

Justin, Isaac, Rod, Betsy, and Tiff all plan to attend and will be available to help with setup. A request was sent out on Facebook looking for volunteers from the neighborhood to assist with various tasks. There will be two winners for the recipe contest: Mayors choice and neighborhood choice. Isaac and Rod will do a shed run to get tables. Rod will get water bottles from Walgreens. Tiff will bring plates. The board discussed hiring a face painter from the neighborhood for \$125 an hour but determined that it was not in the budget for this event. A motion was made by Justin and seconded by Isaac to allow up to \$25 for incidental supplies related to the Taste of Elvehjem. Motion carried.

**Fall Slow Down Campaign (Tuesday, September 2 – Friday, September 12)** - Signs are up! Quite a few signs that were posted on East Buckeye Rd are missing. We have an inquiry in with the police precinct.

**Winter Neighborhood bowling party**-Jamie and Faye will meet with Dream Lanes to discuss other pricing options and potential dates and will bring an update to the next meeting.

### **New Business**

**Board binders**-Tiff is still working on binders with fresh bylaws, board contact info, etc.

**Good Neighbor Day (Sunday, September 28)** - There is currently no event planned for this day but we plan to make a couple posts on Facebook to raise awareness.

**Costco neighborhood day proposal**-The board discussed the opportunity presented by Costco for our neighborhood to have a date to shop without a membership. If neighbors decide to purchase a membership on that day, they could receive a \$10 or \$20 gift card depending on the type of membership purchased. There is no discount or kickback to the neighborhood association. The board is open to the opportunity but due to limited space in the newsletter, Mike will respond to the request with the offer to place an ad in the Echo to advertise this event.

**Halloween Bonfire (Friday, October 31<sup>st</sup>)** - Betsy volunteered to lead the bonfire event again and will put together a flyer for Facebook and the website. We will plan to have a Jack-o-lantern contest again as well as the usual hot chocolate. Mike will show Isaac how to obtain the burn permit. Rod volunteered to lead the Halloween Decorating contest including putting an announcement in the Echo and putting a flyer on the website.

**Adjournment:** Tiff adjourned the meeting at 8:42pm.

### **Announcements:**

**Next Meeting:** The next ENA Board Meeting is Wednesday, October 1, from 7 to 9 p.m. at the East District Police Station, 809 S Thompson Drive.

**Echo Deadline:** The next Echo Newsletter deadline is September 15 for the October/November Echo. Please save articles to Dropbox in the appropriate folder—Tier 1-Paid Ads, Tier 2-Important, Tier 3-If Space Allows.

**SAVE THE DATE!** Eastside Neighborhood Association Coalition (ENAC) Meeting— Hosted by Elvehjem October 28, 7-9 p.m. East District Police Station

Submitted by Jamie Meise