

Minutes

Meeting of the Hansberry Garden Board of Directors

May 16, 2019

At the home of Janet Peterman

Present: Dennis, Keisa, Janet, Laura, Kathy, Hillary, Claudia, Terry (guest), Shelah

- A. H.Call to Order
- B. Introduction of Candidate for treasurer
 - a. **GUCDC could not provide insurance, fees, bookkeeper would probably be less than 6%, Terry offered to become treasurer, this would mean formalizing Kelly Green as a project of Hansberry Garden, City wants \$5 million insurance for the grant**
 - b. **Terry is the record keeper for the St Vincents campaign, did the accounting? SW Germantown Credit Union, works for Philly Fight**
 - c. **Transition will be on going with Keisa,**
 - d. **Need 1-2 other signers for the banks, not have Terry as signer for checks and balances. Dennis, Janet, Claudia (already a signer)**
- C. Consent Agenda:
 - a. Approve minutes of last meeting: **approved**
 - b. Approve agenda: **approved**
- D. President's report:
 - a. Tax and accounting matters:
 - i. 2018 taxes filed: **990 postcard form, sometimes grant providers request a schedule A, Shelah suggests preemptively filling one out. Having an accountant doing full 990**
 - ii. Filing 1099s: **Had Ramon fill out W-9, need to make sure going forward we do this. Is Camille a contractor or an employee? Needs looking at. Look at Your Part Time Comptroller.**
 - iii. PA Dept. of Revenue tax exemption **They do not have a record of one, Claudia will fill out form, (This is for state sales tax)**
 - b. Open Air Open Mic: G-Town Radio request: **Would like a table and inflatable dino,**
 - i. **Janet: motion to add \$50 to concession stand Open Air/Open Mic Seed money: Approved, 1 case beer, chips, tea, water, pretzels, popcorn**
- E. Treasurer's Report
 - a. **Plant Sale: Gross income: 3,031.75 = bake sale + plant sale, a few IOU**
 - i. **Spent: Cherron ~300, Claudia <400**
 - b. **Currently we have: Money Market 15,173, Checking 1,068 as of April 30,**
 - c. **Proposed:Plant Sale Review a hard look at the plant sale, inventory that sells, work vs outcome, how to increase profit. 1st half of next meeting.**

F. Committee Reports:

- a. Kelly Green Project; **Next Thursday 9am Pipe organ demonstration.**
- b. Membership: **4th set of keys has been returned, out of 6. Almost all membership money has been turned in. Next meeting will be total for membership. Next step are we satisfied in the committee role, and does our passion match our role. Progress reports/newsletter for members?**
- c. LUMP: **Native grass needs to be planted from plugs - begin this coming Friday afternoon; What should the final walk paving be? Could we offer pavers with names on them to cover the cost? Grass seed should be spread soon with the seeded area roped off.**
Action: LUMP committee should meet before the next Board meeting to determine final plans re: above.

G. Events: **Clarification needed over who is/isn't a member from initial interests.**

H. New Business:

- a. Discussion of Treasurer Nominee
 - i. Motion from Janet: **Require criminal background check and FBI fingerprinting for Treasurer position, and for all people who can sign checks to be paid for by the Garden and to be kept active for the duration the position is held**
 1. **2nd by Shelah**
 2. **Vote: 7 aye - 0 nay**
 - ii. **Open Floor to nominations of treasurer: Terry Trudeau 7 aye 0 nay**
 - iii. **Nominations to the board: Terry Trudeau Aye 7 aye 0 nay**

I. Adjournment: 8:30 PM