

# MINUTES

Meeting of the Hansberry Garden Board of Directors  
January 21, 2023  
Janet Peterman's

**Present: Claudia Ginanni, Janet Peterman, Dennis Barnebey, Kathy Miller, Sarah Getz, Megan Bridge, Daniel Crozier**

- A. Call to Order 10:17
- B. Minutes of June 27, 2022 meeting altered to reflect Sara Getz' absence and approved.
- C. Proposed Agenda altered: Kelly Green Project Report moved to first item, followed by Treasurer's Report and President's Report.

## Items of Business

### 1) Kelly Green Project Report

- a) Dennis reported an active summer with successful farm stands.
- b) Meadow improvements were not completed including weather proof display boards. A bench was installed.
- c) The Audubon society has engaged with Kelly Green, offering classes. The Audubon Soccer Program runs a Kindergarten to Second Grade Soccer Clinic - currently in the gym, in the spring this will move to the school yard as an after school program. School yard improvements and plans to pursue play equipment funds were discussed.

### 2) Treasurer's Report

- a) Sarah is verifying and collecting financial information to compile an end of the year report.
- b) Oracle has donated a copy of NETSUITE, a cloud-based secure accounting system to HGNC. The product is specialized for non- profit organizations and Oracle has been responsive in working with Sarah and Claudia to fine tune the system for our needs, developing a structure for income and expense, for instance dividing designated gifts from general donations for tracking purposes. Implementation of the product will take 6-8 weeks
- c) Sarah prepared a draft of proposed budget lines for 2023. See below.

<b>DRAFT Chart of Accounts</b>			
January 20, 2023			
The format of the following Income/Expense structure may change subsequent to consultation with the NetSuite system implementation experts. The cash and asset management structure will follow standard accounting practice and NetSuite system recommendations.			
Transactions (both income and expenses) pertaining to specific projects such as Kelly Green will be coded so that we can run reports reflecting designated funds and expenses for any given project and also for HGNC overall. This will enable us easily to separate the Kelly Green Project's funds and records in the event that the project splits off, and to determine how much cash we can dedicate to other projects.			

Type	Category	Description	Class
<b>The following income lines reflect the means by which cash is collected. Multiple items, such as multiple grants or members, would be uniquely identified as separate records within each income line.</b>			
Income	HGNC	Grants	<i>HGC / KGP</i>
Income	HGNC	Membership Dues	<i>HGC / KGP</i>
Income	HGNC	Event Donations	<i>HGC / KGP</i>
Income	HGNC	General Donations	<i>HGC / KGP</i>
Income	HGNC	In-Kind Gifts	<i>HGC / KGP</i>
Income	HGNC	Plant Sale: Receipts	<i>HGC / KGP</i>
<b>The following expense lines reflect the budget group and specific expense function.</b>			
Expense	Maintenance	Landscape/ Maint Supplies	<i>HGC / KGP</i>
Expense	Maintenance	Maintenance Contractors	<i>HGC / KGP</i>
Expense	Maintenance	PortaPotty	<i>HGC / KGP</i>
Expense	Membership	Keys & Locks	<i>HGC / KGP</i>
Expense	Events & Programs	Refreshments	<i>HGC / KGP</i>
Expense	Events & Programs	Artists & Educators	<i>HGC / KGP</i>
Expense	Events & Programs	Kelly School Educator	<i>HGC / KGP</i>
Expense	Communications	Website & Multimedia	<i>HGC / KGP</i>
Expense	Communications	Printed Fliers/Cards & Supplies	<i>HGC / KGP</i>
Expense	Communications	Merchandise	<i>HGC / KGP</i>
Expense	Plant Sale	Plant Sale: Plants	<i>HGC / KGP</i>
Expense	Plant Sale	Plant Sale: Supplies	<i>HGC / KGP</i>
Expense	Business Admin	Bank Fees	<i>HGC / KGP</i>
Expense	Business Admin	Insurance	<i>HGC / KGP</i>
Expense	Site Improvements	Project Contractors	<i>HGC / KGP</i>
Expense	Site Improvements	Project Supplies	<i>HGC / KGP</i>

After discussion, the board agreed that two other lines would be added, one for fund-raising and one for software.

A donor report is in progress. We will discuss the feasibility of hiring a bookkeeper and 2023 budget at the next meeting.

### 3) President's Report

- a) Update on capital-improvement projects
  - i) Raised-higher bed completed
  - ii) Water project completed except for hose holsters
  - iii) Wheelchair path: Met with mason John Sutton, who advised that permeable-paver companies have their own lists of approved contractors and we need to get bids from them. Dennis will help Claudia research this.

b) **Board Confirmation:** Confirmation of the 2023 status of the following board members and verification of the documented dates of their terms

HGNC Board of Directors		Current Term Initiated (first term initiated)	# of terms in office	Expiration date of current term	HGNC Email	Phone
<b>Officers</b>	<b>3-Year Terms</b>					
Claudia Ginanni	President	1/2021 (1/2018)	2	1/2024	info@HansberryGarden.org	215-255-5422
Dennis Barnebey	Vice President, Kelly Green Project Lead	0000		now	kellygreen@hansberrygarden.org	
Hillary Van Anda	Secretary, City Harvest Chair	11/2018	2	1/2024	cityharvest@hansberrygarden.org	
Sarah Getz	Treasurer	3/2022	1	3/2025	Finance@HansberryGarden.org	267 251-3862
<b>Directors</b>	<b>3-Year Terms</b>					
Janet Peterman	Membership Chair	11/2021 (11/2018)	2	11/2024	membership@hansberrygarden.org	
Kirk Raper	Maintenance?	11/2021 (11/2018)	2	11/2024		
Marilyn Cutts	At Large	11/2021 (11/2018)	2	11/2024		
Laura Thomae	At Large	11/2021 (11/2018)	2	11/2024		
Camille Poinvil	Kelly Green	11/2021 (11/2018)	2	11/2024		
Pamela Darville	Fundraising	4/2022?	1	4/2025		
Kathy Miller	Events	4/2022	1	4/2025		
Megan Bridge	Events	4/2022	1	4/2025	events@hansberrygarden.org	
Troy Jenkins	Maintenance	6/2022	1	6/2025		
Dan Crozier	Maintenance	6/2022	1	6/2025		

Claudia read from the by-laws, Article 3 and noted variances in the way the organization currently operates. We discussed board and committee vacancies and the governance structure of HGNC. Board members don't need to be garden members. New board members could come from neighborhood organizations which might include Weavers Way.

c) The garden requires a cabinet for the electrics and a working lawn mower.

4) Confirmation of Date: February's Meeting

- a) Date: February 18 at 10:00 PM (March meeting on 3/11, Spring Gathering on March 25)
- b) Janet Petermann's
- c) To Include:
  - i) NetSuite Update
  - ii) 2022 Financial Data
  - iii) 2023 Budget Proposals
  - iv) Membership Renewal Process Update
  - v) Garden Collective data
  - vi) Committee Structure/Leadership on Board

5) Meeting adjourned at 12:27

Respectfully Submitted  
Daniel Crozier