

Northgate Park Neighborhood Association Board
Meeting Minutes
April 20, 2023, 7:00 PM
Civitan Club on Glendale

Board Members

Dwayne Taylor (President), Eric Miller (Vice President), Ian Pond (Treasurer), Kari Grace (Secretary), Alice Kolacinski, Keith Cochran, and Bernie Page

Other Attendees

Lisa Boggs, Olivia Samples, Sharon Bagatell, Nancy Kneepkens, Claire Alexander Smith, and Charlie Smith

Call to order – 7:03pm

Welcome/Introductions

Additions to Agenda

The following two items were added to the agenda:

Board nominations

Financial audit team

Administrative:

- Minutes from March 2023 – accepted
- Monthly Financial Summary March 2023 – number of members now at 33
- Year End Financial Summary (see Exhibit A)

Report period:	March 1st 2023-March 31 2023			
Fiscal period:	April 1st 2022 - March 31st 2023			
Memberships:	79	Current, since April 1st		
	17	Pre-paid for 2023		
				Total
Operating fund:		Contingency fund		
Beginning balance	2094.08	Beginning balance	4277.36	6371.44
Income	341.76	Income	8.76	350.52
Expenses	666.15	Expenses	0.00	666.15
Transfers	0.00	Transfers	0.00	
Ending balance	1760.93	Ending balance	4286.12	6047.05

Announcements:

- None

Old business:

- Discussion and vote on newsletter schedule and format

- There was continued discussion on revising the newsletter schedule and length to reduce costs. The proposed change would move towards three publications per year with the printed publications limited to four pages total.
- The tentative schedule would be early March, August, and November. The annual advertisement rate would remain the same.
- Eric made a motion to implement the proposed newsletter changes; Keith seconded the motion, which passed with a vote of 7-0.
- Discussion and vote on community garden donation
 - The board received an update from the community garden leadership members about the garden's progress and continued interest from the community.
 - The community garden requested a monetary donation from NPNA to assist with continued start up of the garden.
 - NPNA members expressed interest in garden help for the traffic circle.
 - Eric made a motion for NPNA to donate \$300 towards the community garden project; Alice seconded the motion, which passed with a vote of 7-0.

New business:

- Planning for Annual Member Picnic on May 20th
 - Kari made a motion to budget up to \$300 for food for the annual picnic; Ian seconded the motion, which passed with a vote of 7-0.
 - Alice volunteered to bring neighborhood memorabilia for display
 - Kari volunteered to seek out lawn games to borrow or rent
- Discussion on board member recruitment and elections
 - 15 members per bylaws
 - Nominations for officer positions were Eric as President and Keith as Vice President; Kari to continue as Secretary, and recruitment needed for Treasurer
 - Confirm with Eli will continue to be newsletter editor; not required to be on board
 - Several neighborhood residents in attendance were interested in serving on the board
 - Several non-board positions include newsletter editor (Eli), website administrator (Carol), state representative for registered agent (Carol), and financial budget team (Keith)
- Feedback on Draft 2023/2024 Budget (see Exhibit B)
 - Can be amended throughout year as needed
 - Keith moved to adopt budget; Bernie seconded the motion, which passed with a vote of 7-0
- Discussion on email signature blocks
 - Use of quotes, slogans, logos etc. are commonly used in email signature blocks; NPNA board members using their own email addresses are not required nor encouraged to remove such information when posting on the listserv

Committee Reports:

- Egg hunt summary – not as much attendance, but rain date,
- Food truck rodeo – next week 4/27
 - Seeking new food truck coordinator next calendar year

Hearing from our neighbors:

- No discussion

To be recorded in the minutes: None

Adjourn – 8:16

Exhibit A: 2022/2023 Summary

		Actuals														
	2022/2023	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Full Year	Full Year Budget	Variance
INCOME	Membership	493	213	43	63	33	103	78	28	43	23	28	333	1481	1689	-208
	Newsletter	0	0	0	525	190	0	0	526	0	0	35	0	1276	1536	-260
	Donations/misc	2	100.83	0	0	0	0	10	0	0	0	0	0	112.83	0	112.83
	Luminaries	0	0	0	0	0	0	0	0	10	10	20	0	40	80	-40
	SHCU Interest	0.8	1.08	1.39	1.91	2.23	2.83	4.98	5.31	6.76	7.68	7.61	8.76	51.34	8.66	42.68
	Food truck donations/fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Park tree planting program	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Income	495.8	314.91	44.39	589.91	225.23	105.83	92.98	559.31	59.76	40.68	90.61	341.76	2961.17	3313.66	-352.49
EXPENSE	Newsletter	0	0	0	370.88	0	380.88	0	483.77	0	0	0	578.38	1813.91	1726.84	-87.07
	Picnic/Nov Potluck/EOY Thanks	75	217.71	0	0	0	0	0	0	0	0	0	75	367.71	106	-261.71
	NNO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Domain regis Go Daddy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Website Hostgator	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Yard Sale	0	0	0	0	0	0	0	67.57	0	0	0	0	67.57	47.55	-20.02
	INC	0	0	25	0	0	0	0	0							

Exhibit B: Draft 2023/2024 Budget

		Budget													
	2023/2024	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Budget Total	2021-2022 total
INCOME	Membership	493	213	43	63	33	103	78	28	43	23	28	133	1281	1679
	Newsletter	0	0	0	525	190	0	0	526	0	0	35	0	1276	1386
	Donations/misc	0	0	0	0	0	0	10	0	0	0	0	0	10	0
	Luminaries	0	0	0	0	0	0	0	0	10	10	20	0	40	80
	SHCU Interest	0.8	1.08	1.39	1.91	2.23	2.83	4.98	5.31	6.76	7.68	7.61	8.76	51.34	7.98
	Food truck donations/fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Park tree planting program	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Income	493.8	214.08	44.39	589.91	225.23	105.83	92.98	559.31	59.76	40.68	90.61	141.76	2658.34	3152.98
EXPENSE	Newsletter	0	0	0	579	0		0	579	0	0	0	579	1737	1737
	Picnic/Nov Potluck/EOY Thanks	0	217.71	0	0	0	0	0	0	0	0	0	75	292.71	292.71
	NNO	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Domain regis Go Daddy	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Website Hostgator	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Yard Sale	0	0	0	0	0	0	0	67.57	0	0	0	0	67.57	47.55
	INC	0	0	25	0	0	0	0	0	0	0	0	0	25	0
	ECWA	0	0	0	0	0	0	0	0	0	0	0	0	0	25
	Egg Hunt/Halloween Party	117.87	0	0	0	0	0	0	0	0	0	0	0	117.87	15.15
	Luminaries	0	0	0	0	0	0	0	0	0	274.05	0	0	274.05	283.71
	Neighborhood Improvement	0	0	0	0	0	0	0	0	0	0	0	0	0	149.9
	Bank/PayPal fees	23.45	11.36	4.17	6.99	9.37	7.7	4.8	2.47	4.95	3.88	5.23	12.77	97.14	87.62