



Old Town Triangle Association Board Meeting Minutes

Date & Time: Tuesday, August 14, 2012 7:00 P.M.
Location: 1763 N. North Park Avenue—OTTA North Room

The August 14, 2012 regular meeting of the OTTA Board of Directors was called to order by President Vi Daley, at 7:04 P.M. A Quorum was present.

Directors Present: Vi Daley, Jeff Smith, Karen Pfendler, Claire Leaman, David Pfendler, Lance Hornaday, Robert Gibbs

Directors Absent: Rick Hyer, Alan Lougee, Kim Hitchcock

Others Present: John Morgan

1: Approval of Minutes: Secretary Karen Pfendler moved to approve the 7-10-12 Board minutes as redacted from her notes, a complete audio file of the meeting, and Board corrections—Dir. D. Pfendler 2nded---7-0 approved.

2: Treasurer's Report: Treasurer Leaman distributed several sets of financial sheets: A detailed Profit & Loss Budget Performance sheet (two yellow lines in the document); the OTTA Cash Position over the last 11 years spreadsheet; a more condensed Profit & Loss Budget Performance spreadsheet through July 2012; a Balance Sheet as of July 31, 2012; a Profit & Loss Budget vs. Actual spreadsheet through July 31, 2012. These documents represent the financial position of the OTTA at the end of Fiscal year 2011-2012. Total Actual Revenues were **\$475,496**; Total Actual Expenses: **\$564,009**; Net Income: **(\$88,512)**

Treasurer Leaman then moved into a Power Point presentation based on Budget requests from Committee Chairs as a means beginning the process of establishing the new budget for the fiscal year 2012-2013. Each committee chair was asked to discuss 2012 accomplishments, past dollars expended, dollars requested and anticipated expenses for 2012-2013.

2012-13 Budget Presentations
Board Meeting: August 14, 2012
Historic District/ Planning and Zoning
Last Year (1 Aug 2011 - 31 July 2012)

<u>Accomplishments</u>	<u>Expenses</u>
Replaced Bronze Plaque	\$1,179
Misc. Membership fees	\$ 299

Next Year (1 Aug 2012 - 31 July 2013)

<u>Goals</u>	<u>Budget Request</u>
Build a more cohesive and active committee.	•\$650 (same as last year)
Improve communications with the community.	

Membership

Last Year (1 Aug 2011 - 31 July 2012)

Accomplishments

New Member Brochure
New Members since 8/1/11 = **63**
Breakdown of some Membership Types:
COMPs= 26; BUS= 8;
Life= 75; seniors= 75;
Family=142

Expenses

Membership Publications:
Directories, surveys, other=\$150
Membership Publications=\$900

Budgeted Income (dues) = **\$10,500**

Actual (dues) = **\$ 9,722**

Total Members=669 (460 voting)

Next Year (1 Aug 2012 - 31 July 2013)

Goals

Reprint Membership Brochure = **\$500**
•Postage, supplies for mailing renewal reminders/expiration notices, election materials & any other print materials needed to be sent to Membership = **\$1,000**
•*New Member Welcome Initiatives = **\$500**

**Footnote: this is a budget transfer from Events to Membership*

Budget Request

Revenues forecast= **\$9,800**

Expenses:

publications & mailings= **\$1,500**
new member initiatives= **\$ 500**

Expenses: Total Requested= \$2,000

Communications

Last Year (1 Aug 2011 - 31 July 2012)

	2011-12	2011-12
COMMUNICATIONS COMMITTEE	Budget	ACTUAL
Expense		
080 · Communications Expenses		
115 · IT (technology)		
116 · IT Development (website updates)	2,000	0
117 · Web Hosting	500	469
118 · E-blast Service (Emma)	1,500	1,018
115 · IT (technology) - Other		60
Total 115 · IT (technology)	4,000	1,547
081 · Newsletter (Design/printing)		
082 · Newsletter mailing (Mailing & postage)	1,000	1,567
081 · Newsletter (Design/printing) - Other	10,000	8,173
Total 081 · Newsletter (Design/printing)	11,000	9,740
085 · Membership Publications		
086 · Directories, Surveys, other (Neighborhood Info)		150
085 · Membership Publications - Other	3,000	900
Total 085 · Membership Publications	3,000	1,050
080 · Communications Expenses - Other		53
Total 080 · Communications Expenses	18,000	12,390

Next Year (1 Aug 2012 - 31 July 2013)

<u>Goals</u>	<u>Budget Request</u>
Continue all existing tasks/goals ↔	Keep existing budget of \$ 18,000
Design and develop new website (new line item in budget) ↔	Additional \$ 8,000
	Total Request= \$ 26,000

Archives

Last Year (1 Aug 2011 - 31 July 2012)

<u>Accomplishments</u>	<u>Expenses</u>
Set up Archive display in N. room	Cost of current archive display
Digitized large portion of Archived Board Minutes from 1948-1970	boxes which were not budgeted
•Retrieved a number of "in force"* documents currently added to A&O Administrator's files [*i.e. Revenue sharing agreement with Menomonee Club]	
•Received donated archival records from various sources	

(Archives {cont.})

Next Year (1 Aug 2012 - 31 July 2013)

Goals

- Reconfigure display boxes and add lights
- Continue to digitize both textual & visual documents
- Continue to search for "in force" documents

Budget Request

\$500 to cover digitizing key deteriorating visual artifacts (fading newsprint archives)

By-Laws

Last Year (1 Aug 2011 - 31 July 2012)

Accomplishments

- Proposed 4 By-Law Amendments for Board approval September, '12
- Several additional By-Law Amendments pending

Expenses

- \$1500** was budgeted*
- \$28** spent for 2 copies of Robert's Rules of Order
- \$1,000** was returned to general OTTA funds in April

Next Year (1 Aug 2012 - 31 July 2013)

Goals

- Obtain from Secretary of State all pertinent records of OTTA and up date as necessary
- Continue the By-Law revision process

Budget Request

\$700 to be expended on records, fees, postage for any required printed membership notifications, and possible legal consultation fees*

*Any unspent dollars to be re-Turned to OTTA general funds By April 1, 2013

Total Request= **\$700**

Capital Improvements

Last Year (1 Aug 2011 - 31 July 2012)

Accomplishments

AC in both N & S rooms of OTTA

Expenses

-**\$16,000**

Next Year (1 Aug 2012 - 31 July 2013)

- All current work on front doors & Plumbing covered by condo Assessments

Budget Request

Cover emergencies: **\$ 5,000**

Neighborhood Relations

Last Year (1 Aug 2011 - 31 July 2012)

Accomplishments

- Keep in regular contact with nearby neighborhood institutions in order that the Triangle Association may be both an actively good neighbor and a conduit of relevant news.
- Hosting CAPS as appropriate.

Expenses

- Budget **\$ 300**
- Spent **\$ 0**

(Neighborhood Relations {cont.})

Next Year (1 Aug 2012 - 31 July 2013)

Goals

-Continue to responsibly follow the Committee's mandate

Budget Request

↔

\$300 (same as prior year)

Continuing Education

Last Year (1 Aug 2011 - 31 July 2012)

Accomplishments

Raised fitness class tuitions **\$10-12/class** (OTTA's share of fee is **\$2/student/class**)

•Increased tuition revenues by **19%** (Budget **\$45,000**; Actual **\$53,549**; **19%** difference)

•Almost met goal on gallery commissions (Budget **\$1,000**; Actual **\$900**; **10%** difference)

•Revenues from Yoga/MC/other {which fall under rent category} (Budgeted: **\$7,000**; Actual: **\$8,568** [less 3 B-Day parties @ \$100/party=**\$8,268**]; **18%** difference)

•**Total Cont. Ed. Revenue: Budget: \$52,000; Actual: \$63,017**

•Triangle hosted 3 big shows last year: Faculty Exhibition {held every other year}; Co-hosted Phil Renaud show; Annual Student/Faculty Exhibition {held during Art Fair}

•Triangle added 1 new faculty member-Roger Bole- who replaced Robert Brasher

•Wed morning Pastels, and Tues morning Oils classes have built larger followings since added to the schedule several years ago

Expenses

• Instructors (Budgeted: **\$33,750** Actual: **\$42,897**; difference **27%**)

• AS Materials & Equip: (**Budgeted \$1,500**; Actual **\$1,710**; **14%** difference)

• AS Postage: (Budgeted: **\$800**; Actual **\$0**; **-0%** difference)

• AS Brochures/Pictures printing costs: (Budgeted: **\$1,500**; Actual: **\$0**; **-100%** difference)

• Advertising (news Ads): (Budgeted: **\$1,500**; Actual: **\$17**; **-99%** difference)

• Tuition Refunds (Budgeted: **\$200**; Actual **\$0**; **-100%** difference)

• Gallery (Selection): (Budgeted: **\$1,500**; Actual: **\$1,876**; **25%** difference)

• **Total Expenses:** (Budgeted: **\$40,750**; Actual **\$46,500**; **14%** difference)

• **Net Income: \$16,517**

Next Year (1 Aug 2012 - 31 July 2013)

Goals

Raise Art Class tuitions **\$5/class**

•Investigate other areas of interest/offerings for continuing education

•Gallery: Continue offering full range of quality 2-dimensional artwork—deadline for artist submission Oct. 15th

•**Cont. Ed. Projected Revenues:**

•**Art School tuitions: \$48,000**

•**Fitness Classes: \$ 3,600**

•**Gallery Commissions: \$ 1,000**

•**MC/Other {rent}: \$ 3,900**

•**Total Projected Revenues: \$56,500**

Budget Request

Instructors: **\$ 36,000**

AS Materials & Equip: **\$ 2,000**

AS Postage: **\$ 500**

AS Publication costs: **\$ 1,000**

Advertising (news ads): **\$ 500**

Tuition Refunds: **\$ 0**

Gallery (Selection): **\$ 1,500**

Total Expenses: **\$ 41,400**

Net Income: \$15,000

* *Revenues are conservative (\$63k last year); Expenses down from \$46k to \$41k.*

Grants

Last Year (1 Aug 2011 - 31 July 2012)

Accomplishments

-Continued 25+ year tradition of giving back to the community
-Grants ceremony as part of the OTAF Thank You Party- "closing the loop"

-Grants spotlight' now a regular newsletter feature

Expenses

-Community schools & other non-profit organizations (total of 13): **\$ 37,500**
-Boy Scouts: **\$ 3,680**
-Menomonee Club: **\$ 33,570**

Next Year (1 Aug 2012 - 31 July 2013)

Goals

-Continue OTTA tradition of giving back
-Hold grants ceremony again at Art Fair Thank You party
-Continue to keep membership informed of the good work being done with Art Fair \$\$

Budget Request

Same as last year
Schools & Non-profits: **\$ 37,500**
Boy Scouts: **\$ 3,500**
??Menomonee Club: **\$ 41,000**
(40% of OTAF net—avg. of \$41,000 over last 3 yrs.)
Total Requests: (+ or -) \$ 82,000

Next Board Meeting: Sept 11, 2012

-NIC, -Events, -Art Fair, -Association & Occupancy presentations will be made.

3. President Daley asked for a motion to move into Executive session: At 8:14 P.M. Secretary Pfendler moved to go into Executive Session...Director D. Pfendler 2nded.

4. President Daley asked for a motion to return from Executive to the regular Meeting: At 10:55 P.M. Secretary Pfendler moved to end Executive Session and return to the regular Board Meeting...2nded Director Hornaday.

5: Committee Reports: There were no committee reports for this month.

- *Art Fair:*
- *By-Laws:*
- *Capital Improvements:*
- *Communications:*
- *Continuing Education:*
- *Events/Gallery:*
- *Grants:*
- *HD/PZ: Membership:*
- *Neighborhood Improvements:*
- *Neighborhood Relations:*

6: Executive Director's Report: There was no Executive Director's report this month

7: Arts & Operations Director's Report: There was no Arts & Operations Director's report this month.

8: Old Business: After returning to the regular meeting, Director Gibbs moved to appoint John Knoche to the position of Art Fair Chair...Director Hornaday 2nded...6-1 passed. John Knoche will now be serving as the board's 2nd Vice President. This completes the necessary complement of 11 Board Members as required by the OTTA By-Laws.

9: New Business: None

10: Announcements: There were no announcements.

11: Adjournment: Secretary Pfendler moved to adjourn...VP Smith 2nded...the board meeting was adjourned @ 10:55 P.M.

These minutes were approved as redacted from the Secretary's notes, a complete audio file of the meeting, and board member corrections on 9/10/12.

Respectfully submitted,

Karen Pfendler, Secretary OTTA