

## **Minutes of the Board of Directors Meeting June 4, 2020**

The OTTA Board did not meet in the months of April or May 2020. Board business was conducted via email during this time period. Five motions were voted upon by the Board.

1. Motion to postpone the Art Fair was unanimously approved.
2. Motion to postpone First Sight was unanimously approved
3. Motion to approve refund policy proposed by Art Fair co-chairs was unanimously approved. This policy specifies that all booth fees will be refunded ASAP to artists and all artists who were chosen to participate in 2020 and did not previously withdraw will be automatically invited back for the 2021 Art Fair.
4. Motion for the NIC to cancel their bricks program for 2020 was made by Ed and seconded by Karen. Motion passed unanimously.
5. Motion for the Grants Committee to cancel the grant program for 2020 was made by Ed and seconded by Karen. Motion passed—those in favor were Ed, Karen, Shannon, Darius, Alan, and Sachi.
6. Motion to pay Michael Garzel \$1500 for advertising work regarding the Art Fair was made by Shelly and seconded by Shannon. Motion was unanimously approved.

### **Members Present:**

Karen Pfendler, Shannon Waterfield, Ed Sokolofski, Sachi Kubo, Chris Nelson, Alan Lougee, Sasha Mayoras, Shelly Murphy, Darius Tandon, Steve Nichols

### **Members Absent:**

Elaine Frei

### **Others Present on Call:**

Vi Daley, Phil Graff, Catherine Roche, Lynn Smith, Anne Giffels, Christopher Hamich, Corinne Rohr, Brad Neumann, Kathy Clark.

Note: there were other Association members who were on the call for part of the meeting, but did not have their names showing to identify themselves on Zoom.

Call to Order. President Karen Pfendler called the meeting to order 7:10PM. A quorum was present.

Minutes from February Meeting. Motion to approve the minutes from March Board meeting by Chris. Seconded by Shelly. Motion approved.

Treasurer Report (Ed). Year to date through May 2020 budget numbers--\$133K loss. Majority of funds for Art Fair have been returned to vendors. Typical year would be plus \$175K. If no Art Fair next year, reserves are sufficient that we would be able to cover costs.

February and March is when Art Fair revenue is likely to come should there be a 2021 Art Fair. Karen indicated Board should consider cost reductions (e.g., grants, NIC) given the ongoing COVID-19 pandemic. Chris clarified that most reserves would be eliminated if there was no 2021 Art Fair and legal costs from the ongoing lawsuit continued. Ed confirmed that this would be the case and suggested the Board would then need to consider reducing expenditures to the monthly operating budget which currently is about \$20-\$25K/month. Barb confirmed that the

Association has almost met the \$10K deductible for legal fees associated with the lawsuit and Karen indicated that our lawyers indicated that the case is likely 1.5-2 years from having a court date, which should all be considered in budgeting.

#### Committee Reports:

Art Fair (Sasha, Shelly). Brad and Linda Newman had idea to create a 2021 calendar to feature doors of the Old Town neighborhood which could be sold as fundraiser. They have offered to donate/print the first 200 calendars. Suggested price of \$8-12/calendar. Ed noted there was a t-shirt idea and Sasha indicated Kathy Clark raised idea of painted benches. Chris noted many ideas have been raised and suggested using one (perhaps calendar) as a test to see how membership reacts and pursue other options if successful. Calendar could be digital. Brad asked permission to use OTTA logo, publicize through OTTA newsletter, and distribute at OTTA office. No issues were raised by Board, other than confirming that homeowners permit use of their home's image. Chris will send Brad and Sasha a template that could be used for this permission form. Motion to support pocket calendar re: Doors of Old Town as Art Fair fundraiser by Chris. Seconded by Sasha. Motion approved.

Sasha referenced the Virtual Art Fair and brief discussion ensued.

Community Relations (Darius). Darius posed question to Board and visitors about whether Association should be attempting to support any coordinated community efforts related to the COVID-19 pandemic. Sasha suggested OTTA serve as hub for businesses. Karen mentioned letter sent by Alderman Smith's office to OTTA Board to encourage restaurants to consider expanding their outdoor seating space. Darius and Shelly agreed to canvas local restaurants to make them aware of the option to expand their outdoor seating. Question about whether streets can be closed off to encourage pedestrian traffic and more outdoor seating. Was discussed at meeting with Alderman Smith and this is being considered. Chris suggested that Board members should also publicize these activities among community members.

Events. Elaine not present, but Karen noted that we are not at a point where we can schedule events. Shelly mentioned the next big event for Association would be Ocktoberfest at end of September/early October and decisions will be made on this closer to the date.

Finance (Ed). No further updates.

Grants (Steve). Steve confirmed that due to Board decision not to provide grants this year there are no grant updates.

HDPZ (Karen). Karen referenced letter sent to Board that describes activities undertaken by HDPZ. Properties are still moving forward with plans for renovation. Examples: (1) 1834 N. Lincoln. Approved by committee; neighbors had concern about adding another floor, but approved since view from street was not out of guidelines; (2) Fence around St. Michael's.

Membership (Chris, Sachi). Chris provided update on membership numbers: 609 total members, with 401 voting members. Efforts being made to encourage individuals to use the membership database. Newsletter forthcoming in next few weeks.

NIC (Shannon). Asking for reassessment of all contracts to see if things can be scaled back. Fountain not turned on to save money. Hudson Street Project still interested in moving forward with brick project paying full retail even if Board is not providing 50% payment now; Board asked for approval to “grandfather” payment for the 50% in subsequent years when funding becomes available again. Motion by Shannon and seconded by Alan. Motion approved.

Tree survey by Dan Baldwin brought up by Shelly. Shannon indicated there is an ongoing process working with City and Alderman regarding tree servicing. Shannon indicated she had responded to an email Dan sent regarding his assessment. Question was raised by Ann (OTTA member) about whether members can review list Dan sends and edit this list and lengthy discussion ensued about process for identifying trees needing service. Recommendation to put in member email to let NIC know if there are trees needing service which will be communicated by Board to Sheila at Alderman Smith’s office.

Capital Improvements (Alan). Lindeman Chimney will be relining boiler chimney. Torres Brothers roofing will be putting on roof sealant, reflective paint, and chimney caps.

#### A&O Director’s Report (Barb):

--Barb has completed City self-certification for “cautious reopening”. Need to set up additional sanitization stations as well as additional cleaning/disinfectant for “high touch” areas.

--Question asked of Board regarding having 2-3 art classes. The classes would likely be limited to five people which would maintain distancing. Barb recommended a half-session for each class (i.e., five sessions). Eight tables total which would suggest no more than seven participants. Chris suggested deferring to Barb about holding classes. Barb will contact instructors about the classes and determine if there is student interest. Liability issues were not discussed as part of self-certification. All individuals should be asked if they are feeling unwell when coming into the Triangle office and other protocols also will need to be followed.

--Barb to work with Alan regarding set-up of building to ensure physical distancing.

--Karen asked Alderman’s office about reopening Triangle Office and they said reopening could start now, although the City self-certification recommended less time in the office.

President’s Remarks. Karen gave thank you to Board for handling the Art Fair cancellation and dealing with uncertainties associated with the pandemic.

#### New business.

Weekly email to be used to promote any neighborhood activities during Art Fair weekend.

Phil G. (OTTA member) thanked Board for their focus during difficult times and raised the question about leveraging upcoming Art Fair weekend to appeal to members for special contribution to support the Association and community more broadly. Phil agreed to pen some type of communication that will be sent to Barb and/or Karen prior to being sent to members. This communication could tie in other efforts (e.g., virtual Old Town walking tour).

Shelly brought up the need to have more clarity on ongoing lawsuit involving the Association. Sasha suggested this conversation happen soon. Karen indicated she would try to set up a meeting prior to the next regularly scheduled Board meeting to have an Executive Session to discuss the lawsuit. Karen will also send an update that summarizes where things stand with the lawsuit.

Move to Adjourn Meeting at 7:47 PM. Motion by Alan. Second from Ed.

Submitted by:  
Darius Tandon

OTTA Secretary

4:24 PM  
04/09/20  
Cash Basis

**Old Town Triangle Association**  
**Profit & Loss Budget Performance**  
March 2020

	Mar 20	Aug '19 - Mar 20	Annual Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Restricted Donations (Suzanne Flavin Scholarship Funds)	0.00	-560.00	
001 · Association Revenue	786.29	9,833.59	19,150.00
019 · Program Revenue	915.00	37,385.00	80,250.00
250 · Fund Raising Events	0.00	5,000.00	35,000.00
330 · Art Fair Revenues (Art Fair Master Account)	103,790.00	225,075.00	482,000.00
<b>Total Income</b>	<u>105,491.29</u>	<u>276,723.59</u>	<u>576,400.00</u>
<b>Gross Profit</b>	105,491.29	276,723.59	576,400.00
<b>Expense</b>			
66900 · Reconciliation Discrepancies (Discrepancies between bank statements and company records)	0.00	1,935.25	0.00
060 · Association Expenses	9,178.27	67,702.40	102,200.00
050 · Occupancy Expenses	2,102.13	37,398.57	50,000.00
040 · Program Expenses	7,600.27	49,159.20	89,862.00
230 · Neighborhood Improvements	744.85	12,916.01	72,500.00
270 · Fund Raising Event Expenses	0.00	2,200.00	15,250.00
300 · Art Fair Expenses	2,000.08	11,852.83	122,735.00
090 · Contributions Expenses	0.00	0.00	123,853.00
<b>Total Expense</b>	<u>21,625.60</u>	<u>182,964.26</u>	<u>576,400.00</u>
<b>Net Ordinary Income</b>	83,865.69	93,759.33	0.00
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
126 · Legal Fees - Defend HDP/Z	0.00	31,771.50	0.00
127 · Capital Improvements to OTTA	0.00	38,899.83	40,000.00
<b>Total Other Expense</b>	<u>0.00</u>	<u>70,671.33</u>	<u>40,000.00</u>
<b>Net Other Income</b>	0.00	-70,671.33	-40,000.00
<b>Net Income</b>	<u><u>83,865.69</u></u>	<u><u>23,088.00</u></u>	<u><u>-40,000.00</u></u>

4:37 PM  
05/05/20  
Cash Basis

Old Town Triangle Association  
Profit & Loss Budget Performance  
April 2020

	Apr 20	Aug '19 - Apr 20	Annual Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Restricted Donations (Suzanne Flavin Scholarship Funds)	0.00	-550.00	
001 - Association Revenue	1,224.82	11,363.30	19,150.00
019 - Program Revenue	185.00	41,155.00	60,250.00
250 - Fund Raising Events	0.00	5,000.00	35,000.00
330 - Art Fair Revenues (Art Fair Master Account)	-4,224.00	220,851.00	462,000.00
<b>Total Income</b>	<b>-2,804.18</b>	<b>277,819.30</b>	<b>576,400.00</b>
<b>Gross Profit</b>	<b>-2,804.18</b>	<b>277,819.30</b>	<b>576,400.00</b>
<b>Expense</b>			
66900 - Reconciliation Discrepancies (Discrepancies between bank statements and company records)	0.00	1,935.25	0.00
060 - Association Expenses	7,127.38	74,829.78	102,200.00
050 - Occupancy Expenses	1,942.22	39,340.79	50,000.00
040 - Program Expenses	50.99	53,340.19	89,862.00
230 - Neighborhood Improvements	2,551.96	15,467.97	72,500.00
270 - Fund Raising Event Expenses	0.00	2,200.00	15,250.00
300 - Art Fair Expenses	157,803.24	189,456.07	122,735.00
090 - Contributions Expenses	0.00	0.00	123,853.00
<b>Total Expense</b>	<b>169,475.79</b>	<b>356,570.05</b>	<b>576,400.00</b>
<b>Net Ordinary Income</b>	<b>-172,279.97</b>	<b>-78,750.75</b>	<b>0.00</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
126 - Legal Fees - Defend HDP/Z	6,982.50	38,754.00	0.00
127 - Capital Improvements to OTTA	0.00	38,899.83	40,000.00
<b>Total Other Expense</b>	<b>6,982.50</b>	<b>77,653.83</b>	<b>40,000.00</b>
<b>Net Other Income</b>	<b>-6,982.50</b>	<b>-77,653.83</b>	<b>-40,000.00</b>
<b>Net Income</b>	<b>-179,262.47</b>	<b>-156,404.58</b>	<b>-40,000.00</b>

2:47 PM  
06/02/20  
Cash Basis

Old Town Triangle Association  
Profit & Loss Budget Performance  
May 2020

	May 20	Aug '19 - May 20	Annual Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Restricted Donations (Suzanne Flavin Scholarship Funds)	0.00	-550.00	
001 - Association Revenue	889.10	13,803.40	19,150.00
019 - Program Revenue	130.00	41,285.00	60,250.00
250 - Fund Raising Events	-5,000.00	0.00	35,000.00
330 - Art Fair Revenues (Art Fair Master Account)	-28,500.00	190,800.00	462,000.00
<b>Total Income</b>	<b>-32,480.90</b>	<b>245,338.40</b>	<b>576,400.00</b>
<b>Gross Profit</b>	<b>-32,480.90</b>	<b>245,338.40</b>	<b>576,400.00</b>
<b>Expense</b>			
66900 - Reconciliation Discrepancies (Discrepancies between bank statements and company records)	0.00	1,935.25	0.00
060 - Association Expenses	6,597.23	81,427.01	102,200.00
050 - Occupancy Expenses	1,033.35	40,374.14	50,000.00
040 - Program Expenses	670.99	54,011.18	89,862.00
230 - Neighborhood Improvements	5,932.66	21,400.83	72,500.00
270 - Fund Raising Event Expenses	0.00	2,200.00	15,250.00
300 - Art Fair Expenses	7,716.00	177,171.07	122,735.00
090 - Contributions Expenses	0.00	0.00	123,853.00
<b>Total Expense</b>	<b>21,949.23</b>	<b>378,519.28</b>	<b>576,400.00</b>
<b>Net Ordinary Income</b>	<b>-54,430.13</b>	<b>-133,180.88</b>	<b>0.00</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
126 - Legal Fees - Defend HDP/Z	4,809.00	43,563.00	0.00
127 - Capital Improvements to OTTA	0.00	38,899.83	40,000.00
<b>Total Other Expense</b>	<b>4,809.00</b>	<b>82,462.83</b>	<b>40,000.00</b>
<b>Net Other Income</b>	<b>-4,809.00</b>	<b>-82,462.83</b>	<b>-40,000.00</b>
<b>Net Income</b>	<b>-59,239.13</b>	<b>-215,643.71</b>	<b>-40,000.00</b>