



**Old Town Triangle Association
Board Meeting Minutes**

Date & Time: Thursday, November 14, 2013 7:00 P.M.

Location: 1763 N. North Park Avenue—OTTA North Room

The November 14, 2013 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, Karen Pfendler, Claire Leaman, David Pfendler, John Knoche, Jeff Smith, Lance Hornaday

Directors Absent: Rob Gibbs, Anne Giffels, Alan Lougee, & Rick Hyer

Others Present: Leslie Wolfe, Mary Ellen Moore, Steve Ivankovich, Katherine Mertes, & Jean Middleton

1: Approval of Minutes: Treasurer Leaman moved to approve the 10-8-13 Board minutes as redacted from the secretary's notes, a complete audio file of the meeting, and Board member corrections—Director Hornaday 2nded--- approved.

2: Treasurer's Report: A & O Director Wolfe presented the *Profit & Loss Budget Performance* for the month of *October 31, 2013* as follows: **Income: \$6,338.72; Expenses: \$20,065.94; Net Income: \$-13,727.22.** The report was approved as presented. John Knoche raised a query as to why the Art Fair ytd expenses were actually less than expenses for the month of October. To be investigated.

	<u>Oct '13</u>	<u>Aug-Oct '13</u>	<u>Annual Budget</u>
Ordinary Income/Expense			
Income			
001 · Association Revenue	308.87	2,604.58	
019 · Program Revenue	4,980.34	20,624.35	
250 ■ Fund Raising Events	0	900.00	
330 ■ Art Fair Revenues (Art Fair Master Account)	1,049.51	1,049.51	
Total Income	<u>6,338.72</u>	<u>25,178.44</u>	
Gross Profit	6,338.72	25,178.44	
Expenses			
060 · Association Expenses	5,234.64	13,597.61	
050 · Occupancy Expenses	2,056.81	7,568.36	
040 · Program Expenses	11,157.56	13,568.36	
230 · Neighborhood Improvements	1,092.93	3,103.81	
270 · Fund Raising Event Expenses			
300 · Art Fair Expenses	524.00	311.35	
090 · Contributions Expenses (Grants given)			
Total Expense	<u>20,065.94</u>	<u>38,149.56</u>	
Net Ordinary Income	<u>-13,727.22</u>	<u>≅ 12,971.12</u>	
Net Income	<u><u>-13,727.22</u></u>	<u><u>-12,971.12</u></u>	

Treasurer Leaman provided copies of the 2013-14 budgets as proposed by requests from each Committee chair. The same information was emailed to the board two weeks ago. This proposal results in a deficit of \$-17,820.21 After an hour & half discussion of how to arrive at a balanced budget for *FY 2013-14*, changes were made on the expense side of the budget ledger for the Art Fair, NIC, Center Maintenance, and the Capital Improvements committees. There was an increase on the revenue side of the ledger for the Art Fair and the Events committee. A balanced budget was achieved. Secretary Pfendler moved to approve the balanced budget for *FY 2013-14*...Director Hornaday 2nded....motion carried. Below is a copy of the balanced budget.

	2013-14 BUDGET	Last year 2012-13 ACTUAL
	14-Nov-13	
Income		
001 · Association Revenue		
009 · Old Books & Merchandise (Books, t-shirts,)	500.00	1,194.19
010 · Contributions (Direct public)	0.00	62.83
011 · Interest Earned (Checking/Money Market)	600.00	490.53
012 · Rent Earned (Yoga/MC/other)	14,000.00	14,600.00
Total 001 · Association Revenue	15,100.00	16,347.55
019 · Program Revenue		
020 · Member Dues (Member Dues)	9,800.00	10,983.63
022 · Events	3,000.00	245.00
031 · Continuing Education (Art School/Gallery/)		
016 · Art School Tuition (Tuition)	48,000.00	53,822.00
017 · Gallery Commission (10%)	500.00	359.50
Total 031 · Continuing Education (Art School/Gallery/)	48,500.00	54,181.50
Total 019 · Program Revenue	61,300.00	65,410.13
200 · Neighborhood Improvement (Parks/parkways/trees/trash)		
211 · Co-Sponsored Projects (Restricted for designated projects)	0.00	1,829.70
Total 200 · Neighborhood Improvement (Parks/parkways/trees/trash)	0.00	1,829.70
250 · Fund Raising Events		
251 · First Sight-Friday Night (Pre-Party)		
256 · Tickets for First Sight (tickets to benefit party)	21,000.00	21,103.30
257 · Art at First Sight (art sold at auction)	18,000.00	29,148.00
Total 251 · First Sight-Friday Night (Pre-Party)	39,000.00	50,251.30
Total 250 · Fund Raising Events	39,000.00	50,251.30
330 · Art Fair Revenues (Art Fair Master Account)		
331 · Gates (AF Gates)	135,000.00	143,031.22
333 · Vendors (AF Food Vendors)	46,000.00	54,450.00
334 · Merchandise (AF Art Store)	3,000.00	3,968.00
335 · Exhibitors (AF Exhibitors)	22,000.00	20,438.78
336 · Children's Corner (AF Children's Activities)	4,000.00	4,647.00
337 · Program Book Ads (AF Advertisers)		
337 · Program Book Ads (AF Advertisers) – Other	2,000.00	3,150.00
Total 337 · Program Book Ads (AF Advertisers)	2,000.00	3,150.00
338 · Friends of the Art Fair (AF Patrons)	9,500.00	10,582.00

341 · Sponsorships	16,500.00	4,500.00
342 · Booth Fee (Rental fee)	139,000.00	146,781.70
345 · ATM Revenues (Percent of ATM transactions)	600.00	636.30
Total 330 · Art Fair Revenues (Art Fair Master Account)	377,600.00	392,185.00
Total Income	493,000.00	526,023.68
	493,000.00	526,023.68

Expense

060 · Association Expenses		
061 · Salaries (Salary)	65,000.00	54,991.73
062 · Payroll Taxes (Payroll taxes)	5,106.01	4,319.82
063 · Equipment (Equipment)	3,500.00	2,025.68
064 · Office Supplies (Paper +)	2,000.00	1,743.39
065 · Printing (Printer maint./)	1,500.00	1,295.03
068 · Accounting & audit (CPA/+)	5,750.00	5,425.00
069 · Office Phone/Internet (Phone/internet)	2,550.00	2,820.45
070 · Miscellaneous Association exp (MISC)	200.00	0.00
072 · Insurance -WComp (Wkmn Comp Insur Premium)	1,529.00	1,857.00
073 · Bank fees (service fees)	200.00	219.38
075 · Merchant Bankcard Fees (Discount & fees)	3,000.00	2,585.90
078 · Other Mailings (Notices/)	200.00	429.53
Total 060 · Association Expenses	90,535.01	77,712.91

050 · Occupancy Expenses		
051 · Condo Assessment (Assessments)	9,300.00	9,239.64
055 · Center Maint. (Facility maint.)	14,000.00	10,552.50
053 · Improve OTTA (Capital Improvements)	3,866.99	2,435.56
056 · Electricity (Electricity)	2,700.00	2,220.61
058 · Insurance (Commercial/D&O)	12,158.00	11,987.00
Total 050 · Occupancy Expenses	42,024.99	36,435.31

040 · Program Expenses		
084 · Membership Expenses		
086 · Publications & Mailings (Directories, brochures, surveys, renewal ntcs, election materials,etc)	1,500.00	294.77
111 · Welcome Wagon (welcome new neighbors)	250.00	0.00
084 · Membership Expenses - Other	250.00	500.00
Total 084 · Membership Expenses	2,000.00	794.77

041 · Community Expenses		
049 · Neighborhood Relations (external relations)	300.00	0.00
043 · Historic District Preservation (Planning & Zoning Issues)	1,050.00	220.00
044 · Archives (Photos/documents)	500.00	102.51
047 · Bylaws	500.00	0.00
048 · Recognition to Volunteers (Award for community service)	300.00	300.00
Total 041 · Community Expenses	2,650.00	622.51

110 · Events	8,900.00	2,546.04
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080 · Communications Expenses
115 · IT (Digital)

119 · Website_Develop (new website)	0.00	6,260.00
116 · Website_Maintenance	2,000.00	250.00
117 · Web Hosting	110.00	0.00
118 · E-blast Service (Emma)	1,000.00	759.29
Total 115 · IT (Digital)	3,110.00	7,269.29
081 · Newsletter (Print)		
083 · Newsletter Design (graphic design fees)	3,000.00	3,126.50
088 · Newsletter Printing (printing costs)	6,500.00	5,900.00
082 · Newsletter Mailing (mailing & postage)	1,500.00	1,275.02
Total 081 · Newsletter (Print)	11,000.00	10,301.52
120 · Purchase Creative Assets (to purchase historic photo archive materials)	500.00	426.25
Total 080 · Communications Expenses	14,610.00	17,997.06
100 · Continuing Education Expenses (Art school/gallery/)		
101 · Instructors (Art Instruction)	36,000.00	39,492.25
102 · Materials & Equipment (AS-materials & equip)	2,000.00	1,941.66
103 · Postage (AS postage)	250.00	0.00
104 · Printing (AS brochures/pc's)	500.00	0.00
105 · Advertising (News ads)	750.00	0.00
109 · Gallery (Selection)	1,500.00	963.03
Total 100 · Continuing Education Expenses (Art school/gallery/)	41,000.00	42,396.94
Total 040 · Program Expenses	69,160.00	64,357.32
230 · Neighborhood Improvements		
229 · NIC Maintenance (Parks, parkways,)		
228 · Parkway Maintenance (tree spraying,trimming,)	12,000.00	5,567.00
233 · Old Town Triangle Park (Clark & Wisconsin Park)	6,000.00	14,979.08
234 · Trash Can Maintenance (trash removal)	5,300.00	4,634.23
232 · Parks Maintenance (Upkeep)	13,600.00	2,900.00
046 · Spring Clean Up (Spring Clean)	800.00	122.61
Total 229 · NIC Maintenance (Parks, parkways,)	37,700.00	28,202.92
231 · NIC Programs		
240 · Parkways Tree Program (Shared cost of trees)	3,000.00	18,000.00
241 · Brick Program (Shared cost of new bricks installed)	10,000.00	2,560.79
Total 231 · NIC Programs	13,000.00	20,560.79
236 · NIC Projects (targeted purchases)		
238 · Plantings	200.00	625.58
Total 236 · NIC Projects (targeted purchases)	200.00	625.58
Total 230 · Neighborhood Improvements	50,900.00	49,389.29
270 · Fund Raising Event Expenses		
271 · First Sight-Friday Night (Pre-Party)		
273 · First Sight Party (costs of party)	12,000.00	11,372.22
274 · Silent Auction Art (70% to artist)	11,700.00	17,624.60

Total 271 · First Sight-Friday Night (Pre-Party)	23,700.00	28,996.82
Total 270 · Fund Raising Event Expenses	23,700.00	28,996.82
300 · Art Fair Expenses		
301 · Gates (AF Gates)	4,500.00	2,217.65
303 · Food/ Beverage (AF Food Court)	3,000.00	11,684.55
304 · Merchandise (AF Art Store)	3,000.00	0.00
305 · Exhibitors (AF Exhibitors)	16,550.00	16,211.42
306 · Children's Corner (AF Children's activities)	2,500.00	1,855.63
307 · Program Book (AF Program Bk)	5,000.00	4,310.00
309 · Publicity (AF Promotion)	22,500.00	6,986.99
310 · Signs & Banners (AF Signs & Banners)	3,000.00	1,265.37
311 · Design (AF Graphic Design)	7,500.00	6,500.00
313 · General Operating (AF General Operations)	8,500.00	4,022.72
314 · Grounds, Maintenance (AF Maintenance)	18,500.00	14,686.92
315 · Friends of the Fair (Printing & postage, etc)	450.00	421.00
316 · Sales Tax (AF Sales Tax)	500.00	438.00
318 · Security (AF Security)	12,750.00	12,497.00
320 · Thank You Party (AF Thank You Party)	4,750.00	4,418.73
321 · Booth Fee (refunds)	3,200.00	3,075.00
324 · Entertainment (Music for Art Fair)	7,000.00	9,850.55
325 · Website (Setup & maint of AF website)	2,000.00	245.00
Total 300 · Art Fair Expenses	125,200.00	100,686.53
092 · Menomonee Club Art Fair 20% Share	50,480.00	76,700.00
090 · Contributions Expenses (Grants given)		
091 · Other Contributions Expenses (Grants Given)	38,000.00	37,820.00
093 · Boy Scouts (BSA)	3,000.00	3,000.00
Total 090 · Contributions Expenses (Grants given)	41,000.00	40,820.00
Total Expense	493,000.00	475,098.18
NET INCOME (LOSS)	0.00	50,925.50

3: Committee Reports:

- **Art Fair:** Chair Knoche held the January 5th, 2013 general Art Fair volunteer's meeting which was well attended. John reported that attendees totaled more than the combined number of attendees for the 2 previous year's start-up meetings. He showed the two final art poster choices and reported to the board that the one in yellow had been selected. First Site Friday Night will be held one week earlier. The downside to this change is that most likely only local artists will be able to attend.


- **By-Laws:** Chair D. Pfindler reported that membership had been noticed on November 8, 2013 regarding the upcoming changes to our Bylaws which will be voted on at the December 10, 2013 Board meeting. Attorneys Larry Blust, Allan Smart, and Scott Early were consulted on these Bylaw changes and they approved the wording.
- **Capital Improvements:** Chair Lougee reported repairs are needed to fix light fixture in North room.
- **Continuing Education:** Chairperson Karen Pfindler reported that the gallery committee met and selected the next 11 exhibits from a field of 38 applicants.
- **Events:** Director Anne Giffels was not in attendance but asked that the Secretary share this information:” We are following up on our very successful Oktoberfest with a Winter Festival on Sunday, December 8 from 3-6:30 pm. We'll have cookies, some salty snacks and beer, wine, soda and water. We hope to bring in Jeff Weaver to lead us in a Christmas sing-along, and we'll have a make-your-own-snowflake table for the little ones. We're also going to suggest people can bring in cookies if they want. I look forward to seeing all of you next month, and hopefully at our Winter Festival on December 8.”
- **Grants:** Chair Leaman had no updates for Grants committee.
- **HD/PZ:** Chair Hornaday reported there has been nothing on HD/PZ's agenda for the past two months. This month on Thursday, Nov 21 at 6:30 p.m. at the DePaul Student Center, there will be a meeting for the Children's Memorial Hospital rebuild. The 1920 Lincoln condo group is coming back to respond to the committee's concerns regarding what they last presented to the committee. 303 Wisconsin will also be presenting at the November meeting as well as neighbor Phil Graff who wants to present the idea for being able to use synthetic siding on buildings.
- **Marketing & Communications:** Chair Gibbs reported by email through President Daley as follows:
 - 1) The newsletter continues to receive great feedback from the community. It continues to require a lot of time and effort to produce. We want to increase the size of the newsletter to 12 pages, accepting local paid advertising to be placed only on p.11 (only from paying member businesses, with advert content approved by the newsletter team—obviously not taking ads from just anyone). The goal being to cover the increased newsletter costs and then some. Before we spend more time on this I would like board approval. If this needs to be a vote, please put it to a vote. {The board decided to table this request}.
 - 2) Please see attached the new OTTA website and various pages. I urgently require content for each committee/section. Please can the owner of each area send me their content ASAP (unless you have already provided it).
 - 3) Leslie and the rest of the marketing & communications committee are to be trained on how to make changes to the website.
 - 4) Our committee budget plan has been completed with Claire.
 - 5) Social media and photo uploading/online gallery management—we're looking for volunteers for this and ask the board for any ideas.
 - 6) Other volunteers—between vacations and moving, we're generally on volunteers in the marketing & communications committee—we have enrolled to participate in the second annual Volunteer Expo in February, held at the nature museum. This might be at no cost, but the organizers are yet to confirm so this is on hold until we get more information.

Lastly, I'm sending my backlog of committee meeting minutes to Leslie today.
The board then watched a Power Point presentation of selected pages from the new web site.
- **Membership:** Chair Karen Pfindler reported that total membership tallies fluctuate as renewal periods occur. Every member whose membership is a month away from expiring receives a 30 day notice for renewal. After 60 days has lapsed, the Membership chair sends out a second notice reminding members, again, that their membership has lapsed and to please continue to support our neighborhood Association.
- **Neighborhood Improvements:** Chair Smith had no updates from NIC.
- **Neighborhood Relations:** Director Hyer sent an email to President Daley asking her to report the following: the 18th District is having a holiday food drive Nov 1-Dec 15 and you can drop off non-perishables at the Community Policing Office. 1160 N. Larrabee, (312-742-5778). The CPD ClearMap web site for the period of Oct 26-Nov 7 shows our neighborhood essentially peaceful with 5 petty larcenies in the area around Armitage and Sedgwick, two simple assaults/batteries (one by LaSalle and Clark) and one instance of vandalism, also on Sedgwick.

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4: Archivist Report: Archivist D. Pfindler had no new updates for the Archives.

5: Arts & Operations Director's Report: A & O Director Wolfe distributed an up-dated list of *Policies for use of the Triangle Center* with updates specifically targeting Adult Events because of a request to use the facility for adult events where alcohol would be served. This would mean both rooms would be rented whereas the kid parties would only be held in the south room. The Secretary Karen Pfindler moved to ratify the revised Policies for use of the Triangle allowing for maximum 4 adult parties/month...Director Hornaday 2nded...motion was carried.

<p>Birthday Party for Kids & other Member Celebrations</p> <p>For current Association members</p> 	<p>Birthday Parties for Kids: South Room</p> <ul style="list-style-type: none"> ≡ Security Deposit: \$100, returned if Center is left as it was found. ≡ Fee: \$150, for two-hour event ≡ Kitchen privileges ≡ 25 child limit, with adequate adult supervision. <p>Adult Events:</p> <ul style="list-style-type: none"> ≡ Security Deposit: \$100 ≡ Fee: \$300 ≡ Kitchen privileges ≡ 100 guest limit ≡ 6-10pm limit ≡ No live music ≡ Certificate of Insurance required in advance ≡ No more than four adult events/month ≡ Alcohol can be served, but not sold <p>Subject to availability. Check out keys ahead.</p>
<p>Meetings (Condos; art groups; youth groups)</p> <p>For current Association members</p>	<p>Fee: \$25</p> <p>No kitchen privileges</p> <p>Subject to availability. Check out keys ahead.</p> <p>No fee for OTTA Condo</p>

Rates for Menomonee Club classes in South Room: \$40/day

Rates quoted for LaSalle Language Academy in South Room: \$40/hour

No fee charged for use of space for member memorials depending on availability.

Religious and political meetings are not appropriate at the Triangle.

Instructions for Use of the Old Town Triangle Association Center:

- ≡ Use the north doors to open and lock down the Center. When using the south room, lock the north doors and have guests enter through the south doors, rather than having uninvited guests in the art center.
- ≡ Adequate adult supervision must be provided. Children are not allowed in the north or south room unsupervised.
- ≡ Please be aware of noise. This is a residential building.
- ≡ Please cleanup after your event/party/meeting. All trash goes into trash cans.
- ≡ If food is served, tie up the garbage and put it in the trash cans near the kitchen door.
- ≡ Clean the kitchen after use. Clean any dishes or coffee pot and remove any food.
- ≡ You can use tables, on the carts south of the kitchen, just return them after use.
- ≡ When you leave turn off the lights
- ≡ Secure all the exit doors before leaving.

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The south room doors do not have keys; make sure they are tightly closed.

The north room door onto Menomonee must be shut securely

The north room door must be locked with the key, both locks.

Tables, chairs, and easels do not leave the Triangle.

Please leave the facility as you found it. (Articles of clothing and other materials left will be donated or thrown away.)

6: Old Business: None

7: New Business: A group of neighbors, Mary Ellen Moore, Katherine Mertes, Jean Middleton, and Steve Ivankovich made a quick presentation asking the OTTA Board to take a position on working with their group to ask that LaSalle Language Academy be returned to a neighborhood school rather than continuing as a magnet school. Further research needs to be done on what our Board could/should do with regard to taking a position on the future of LaSalle Language Academy. President Daley was going to seek out some ideas—perhaps sponsoring a

neighborhood town hall to garner the feelings of our constituents. We'll revisit this topic in December. Setting up a survey to send to our members will be a good idea. A simple survey through Survey Monkey will be created. Walk Score rated Old Town as the 16th most walkable neighborhood in Chicago. President Daley also thanked Alderman Smith for finally beginning installation of the median at Clark & Menomonee.

8: Announcements: Brenna Connelly from Active Transportation Alliance will attend the December Board meeting. She will talk about the Lake Shore Drive re-construction citing the 3 yr. study done with CDOT and IDOT.

9: Adjournment: Director Hornaday moved to adjourn... Treasurer Leaman 2nded...the board meeting was adjourned @ 10:00 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 12/10/13.

Respectfully submitted,

Karen Pfendler, Secretary OTTA