

**Minutes of the Board of Directors Meeting
October 10, 2017**

Steve Weiss called the meeting to order at 7:04 pm. A quorum was present.

**Members** **Present:** Steve Weiss, Hans Pusch, Jordan Matyas, Karen Pfendler, Christy Cardenas , Lynn Smith, Chris Nelson, Karl Hjerpe, Robert Jones

**Members Absent:** Shannon Waterfield

**Others Present:** Barb Guttmann, Vi Daley, Laurie Miller, Rob Tivador (1812 LPW condo owner)

* **Approval of Minutes**: ***Karen Pfendler***: moved to approve the September 12, 2017 minutes---the minutes were approved by the board. Hans felt the minutes weren’t an accurate reflection of the discussion that took place in September. The Secretary reported that she reviewed the tape of the meeting and the minutes reflected that the only action item was Hans making a motion to pay $12,000 (half of our stated share of the porch rebuild) and the remaining $12,000 would be paid once we have the signed agreed upon amendment(s) to the Condo Declarations. There were 2 no votes on this motion: Jordan Maytas, and Karen Pfendler. Chris Nelson’s name needed to be added to the minutes. Also the secretary had to add the approval of the Lynn Smith and Vi Daley as the 2018 Art Fair Chairs along with approval of Lynn Smith to sit on our board as the 2nd Vice President.
* **Treasurer’s Report:** ***Christy Cardenas:*** Budget performance reports for August 31, 2017



A discussion of about 1 hour was held to review the requested dollar amounts for every committee. Originally there was approximately a $12,000+ dollar overspend asked for by the committees than was available based on the anticipated income for 2018. After each committee chair reviewed its budget requests, several committees amended their requests and a balanced budget was achieved. Credit is to be given to all committee chairs who willingly adjusted their budgets so as to arrive at a balanced number. NIC cut $6,000 from its requested budget thereby reducing the over spend to less than $6000 to be spread amongst the other committees. Grants reduced their requests by $1000; Education Outreach cut $500; Communications cut $1500; Membership cut $400; Events cut $1000. The Art Fair committee also increased its anticipated sponsor revenues.

**Overall FY 18 Budget Request Summary -- Board Review October 2017**

***Income***

001 – Association Revenue $13,150

* Merchandise $100
* Contributions $50
* Interest $4,000
* Rent $9,000

019 – Program Revenue $57,350

* Member dues $9,000
* Events $100
* Art Tuition $48,000
* Gallery Comm $250

250 – Fundraising Events $27,000

* First Sight $27,000

330 – Art Fair $435,400

* (see attached detail)

**TOTAL FY 18 INCOME $532,900**

***Expense***

060 – Association Expense 107,100

* Payroll Salaries $85,000
* Payroll Expenses/Taxes $5,500
* President’s Discretion Fund $1,000
* Equipment $500
* Office Supplies/Printing $2,200
* Fees and Subscriptions $1,200
* Audit $4,600
* Phone/Internet $2,000
* Insurance (workman’s comp) $1,400
* Bank/Merch Fees $3,600
* Other Mailings/Notices $100

050 – Occupancy Expenses $76,990

* Condo Assessments $9,240
* Center Maintenance $13,000
* Repairs $500
* Electricity $2,300
* Insurance (Commercial) $12,950
* Condo Special $39,000 (Roof and Porch/Stairs)\*

040 – Program Expenses $79,816

* Membership $8,446
* Events $14,070
* Communication $15,800
* Continuing Ed/Gallery $41,500

230 – Neighborhood Improvements $60,750

* Maintenance $48,750
* Bricks $12,000

270 – Fundraising Event (First Sight) $14,000

300 – Art Fair Expenses $112,474

(see attached detail)

090 – Contributions Expenses $119,270

* Grants $55,000
* Menomonee Club $64,270 (based on 20% of budgeted net for art fair)

Landmarks/Historic Pres $52,000

* Landmark Status $10,000\*
* Legal Fees $40,000\*
* Architectural Cons. $2,000\*

Education and Outreach $1,500

Ogden Park Renovation Contribution $10,000\*

**TOTAL FY 18 EXPENSE $633,900**

***Expenses to be taken from savings and removed from FY18 operating budget***

Condo Special $39,000

Landmark Status $10,000

Legal Fees $40,000

Architectural Cons. $2,000

Ogden Park Renovation Contribution $10,000

TOTAL $101,000

*Taken from $633,900*

**TOTAL FY 18 REVISED EXPENSE $532,900**

**Budget Summary FY18**

Income: $532,900

Expense: $532,900 ***2018 is a balanced budget!***

* **President’s Report:**  ***Steve Weiss***—No report given

**COMMITTEE REPORTS:**

**Capital Improvements: *Hans Pusch*:**  No report given

**Education & Outreach: *Karl Hjerpe:*** No report given

**Events Committee: *Steve Weiss*:**  No report given

**Grants Committee***:* ***Robert Jones/Dee DeCarlo***: No report given

**HD/PZ Committee:** ***Jordan Matyas***: No report given

**Membership Committee:** ***Chris Nelson*:** No report given

**Neighborhood Improvement Committee: *Shannon Waterfield*:** No report given

**Youth Committee: *Weiss/Waterfield*:** No report given

**Arts & Operations Director’s Report: *Barb Guttmann*:** No report given

**Unfinished Business:** None

**New Business:** There was discussion regarding the hiring process for a new part time employee to replace Hannah Bernard who secured full time employment thus left her position as office assistant. It was decided that Barb would place ads and do the interviewing for the new hire. It was moved and approved to offer the new hire $17/hour. Once the board approves a new hire, the job description for

the position will be reflected in the corresponding monthly board meeting minutes. Karen also asked for a copy of what was presented to the board as a description of Barb’s position as A & O Director. Barb’s annual review will be forthcoming.

**Adjournment**: Robert Jones moved to adjourn…Karl Hjerpes 2nded…..meeting adjourned @ 9:15 PM

Respectively Submitted,

Karen Pfendler

OTTA Secretary