

Minutes of  
Parkwood Garden Club  
Board Meeting  
September 10, 2015

The September 10, 2015 meeting of the Parkwood Garden Club Board of Directors was held at the home of Steve Elmore, 328 West Parkwood Road, Decatur, Ga. The meeting was called to order by President Tom Bell at 7:10 PM. Present were Tom Bell, Steve Elmore, Sheri Kennedy and Laura Thompson.

1. President Bell indicated that there was not a quorum present. Although several members had indicated that they would not be present, a quorum had been anticipated. Those present decided they should proceed with the agenda in light of the approaching membership drive and the need to review those materials.
2. Sheri suggested that when the Secretary sends out the agenda for future meetings, members should respond promptly with a yes or no as to whether they would be able to attend.
3. The Minutes of the August 10, 2015 meeting were reviewed. Sheri pointed out that Committee Reports, Section C – Parkwood Park, item ‘a’ should be removed in its entirety and the two remaining items re-lettered accordingly. Steve moved adoption; Sheri seconded; all approved.
4. President’s Report. Nothing to report
5. Treasurer’s Report. Steve reported two additional donations of \$200 each by the Carters to South Fork for the sales of 26 Wimberly and 241 West Parkwood. Christina Carter has been reimbursed for the purchase of the neighborhood banners and there was a small profit for the PGC general fund. Sheri indicated there was still one unsold banner. The Audit should be completed by the end of next week (September 20). No one had requested changes to the proposed budget distributed at the last meeting.
6. Committee Reports
  - a. Membership
    - i. Considerable time was spent reviewing the materials prepared by Laura and the need to coordinate the paper and electronic forms with the receipt of funds by check or PayPal.
    - ii. Steve will check with the bank about the process for receiving PayPal transfers directly into the checking account. Laura will coordinate having PayPal transfers target the PGC Checking account.
    - iii. Distribution of materials is planned as follows:
      1. First weekend in October – e-mail blast of forms
      2. Second weekend in October – distribution of paper forms
      3. Last weekend in October – individual follow-up for missing members
    - iv. Tom and Laura will work out the assignments for which board members will be responsible for which parts of the neighborhood.
    - v. The Fall Street Party has been set for October 25 from 4:00 to 7:00 PM on Upland Road. A BBQ contest will be held again this year with pot-luck sides. Sheri indicated the Park Committee wanted to provide a cake in honor of the 5<sup>th</sup> anniversary of the Park Committee and its work on Park improvements. Other topic discussed included a costume parade, multiple kids’ games, firetruck and bicycle registration.

- b. Communications
    - i. Several changes to the directory were discussed: Adding a reference to the Meal-Train coordinator and returning the Park Trail map to the back cover. Tom outlined a time line for distributing the printed directories before Christmas.
    - ii. Laura will coordinate with Lindsey to get out a long e-mail in mid-September covering the Membership drive, the Fall Street Party, Book Club, Bunco, and several civic issues such as street paving.
    - iii. Tom discussed the e-mail from Patti Paulino and the several recommendations she made.
      - 1. The general consensus was to include the names of all board members as a standard closing on future e-mails.
      - 2. Tom will discuss the offer to host a winter party with Patti to gauge her interest in hosting a party after the holidays. That would put a winter party in next year's budget.
      - 3. Sheri indicated that in her historical research she discovered that there were only two parties per year for most of the PGC's existence. The third party was introduced in the early-2000. The winter party had previously been a Christmas party held off-site.
  - c. Park Committee
    - i. Sheri briefly reviewed the PPC's activities and reported that there was another large tree down in the Park.
    - ii. The Park Committees materials for the membership drive were briefly reviewed.
  - d. Civic
    - i. Tom lamented that most of the contacts the Board and others had developed over the past few years with the City and County had left their positions and expressed concern about commitments that had been made by those individuals.
7. Budget for 2016
- a. Steve presented an updated budget projection for 2015 and a proposed budget for 2016. The proposed budget holds the dues at the 2015 level (\$60) and makes only minor changes in individual budget categories. Sheri indicated that the amount of "roll-over" funds shown on the reports would be too high because Park Maintenance activities had picked up in preparation for fall planting activities.
8. The next meeting of the PGC Board has been set for October 12, 2015 at 7:00. Place to be determined.

The meeting adjourned at 8:59 PM.

**Parkwood Garden Club**  
**PROJECTED USE of Funds, Budgets, and Balances for 2015**  
**as of September 10, 2015**

<b><u>PGC Budget</u></b> <i>(Budget approved Jan. 12, 2015)</i>		<b><u>Budget</u></b>	<b><u>Expended</u></b>	<b><u>Projected</u></b>	<b><u>Projected</u></b>
		<b><u>Amount</u></b>		<b><u>Expenses</u></b>	<b><u>Balance</u></b>
<b><u>PGC Administration</u></b>					
Aug	Property Taxes	\$ 36.00	\$ 9.57	\$ 5.03	\$ 21.40
Sep	Insurance	\$ 500.00	\$ -	\$ 500.00	\$ -
May	Annual Corp. Registration	\$ 30.00	\$ 30.00	\$ -	\$ -
Jun	Web Site	\$ 15.00	\$ 15.17	\$ -	\$ (0.17)
Jul	PO Box Rental	\$ 56.00	\$ 56.00	\$ -	\$ -
	Miscellaneous	\$ 98.00	\$ 166.52	\$ -	\$ (68.52)
PGC Administration Budget Totals		\$ 735.00	\$ 277.26	\$ 505.03	\$ (47.29)
<b><u>Parkwood Park Committee</u></b>					
	Grounds Maintenance (20 visits)	\$ 3,700.00	\$ 1,100.00	\$ 2,035.00	\$ 565.00
Park Committee Budget Totals		\$ 3,700.00	\$ 1,100.00	\$ 2,035.00	\$ 565.00
<b><u>Membership Committee</u></b>					
Apr	Spring/Summer Party	\$ 475.00	\$ 492.20	\$ -	\$ (17.20)
Sep	Fall Street Party	\$ 475.00	\$ -	\$ 475.00	\$ -
Oct	Fall 2015 membership Flyers	\$ 150.00	\$ -	\$ 150.00	\$ -
Dec	2015 Directory Printing	\$ 250.00	\$ -	\$ 210.00	\$ 40.00
	Neighbor Care	\$ 150.00	\$ 58.99	\$ -	\$ 91.01
Membership Committee Budget Totals		\$ 1,500.00	\$ 551.19	\$ 835.00	\$ 113.81
<b><u>Civic Committee</u></b>					
	Holiday Decorations	\$ 50.00	\$ 24.14	\$ -	\$ 25.86
	Miscellaneous	\$ 50.00	\$ -	\$ -	\$ 50.00
Civic Committee Budget Totals		\$ 100.00	\$ 24.14	\$ -	\$ 75.86
<b>PGC Budget Totals</b>		<b>\$ 6,035.00</b>	<b>\$ 1,952.59</b>	<b>\$ 3,375.03</b>	<b>\$ 707.38</b>
2015 PGC Dues and general contributions that have not been included in 2015 budget					\$ 343.68
<b>Projected roll-over balance from 2015</b>					<b>\$ 1,051.06</b>

**Parkwood Garden Club**  
**ESTIMATED Funds, Budgets, and Balances for 2016**  
**as of September 10, 2015**

<u>PGC Funds to be Budgeted</u>	<b>Funds Available</b>	
<b><u>Sources of Budgetable Funds</u></b>		
Dues (assume 97 members @ \$60)	\$ 5,820	
Unspent Budgetable Funds from 2015 Budget	\$ 1,051	Estimated
<b>Total of Funds Available</b>	<b>\$ 6,871</b>	
 <b><u>Sources of Additional Budgetable Funds</u></b>		
Additional Contributions minus PayPal Expense	\$ -	
Revenue from directory ad sales	\$ -	
PPC Transfer to/ (from) PGC General Fund	\$ -	
<b>Additional Budget Funds Available</b>	<b>\$ -</b>	
<b>Total Budgetable Funds Available</b>	<b>\$ 6,871</b>	

<u>PGC Budget</u>	<b>Budgeted Amount</b>	
<b><u>PGC Administration</u></b>		
Aug Property Taxes	\$ 21	down from 35
Oct Insurance	\$ 500	
May Annual Corp. Registration	\$ 30	
Jun Web Site	\$ 15	
Jul PO Box Rental	\$ 56	
Miscellaneous	\$ 100	up from 98
PGC Administration Budget Totals	\$ 722	
 <b><u>Parkwood Park Committee</u></b>		
Grounds Maintenance (20 visits)	\$ 3,700	
Park Committee Budget Totals	\$ 3,700	
 <b><u>Membership Committee</u></b>		
Apr Spring / Summer Party	\$ 475	
Sep Fall Street Party	\$ 475	
Oct Fall 2016 membership flyers	\$ 150	
Dec Fall 2016 Directory Printing	\$ 250	
Neighbor Care	\$ 150	
Membership Committee Budget Totals	\$ 1,500	
 <b><u>Civic Committee</u></b>		
Holiday Decorations	\$ 50	
Miscellaneous	\$ 50	
Civic Committee Budget Totals	\$ 100	
<b>PGC Budget Totals</b>	<b>\$ 6,022</b>	
<b>Balance of Budgeted Funds</b> -Surplus / (Deficit)	<b>\$ 849</b>	

**Parkwood Garden Club  
Budget History**

		<b>2012</b>	<b>2013(a)</b>	<b>2013(b)</b>	<b>2014(a)</b>	<b>2014(b)</b>	<b>2014(c)</b>	<b>2015</b>	<b>2016</b>
<b><u>PGC Funds to be Budgeted</u></b>		<i>94 @ 40</i>	<i>105 @ 45</i>	<i>105 @ 45</i>	<i>100 @ 45</i>	<i>101 @ 45</i>	<i>101 @ 45</i>	<i>96 @ 60</i>	<i>97 @ 60</i>
<b><u>Sources of Budgetable Funds</u></b>									
	Dues	3,759	4,675	4,725	4,500	4,476	4,476	5,749	5,820
	Unspent Budgeted Funds from Previous Year	117	453	444		600	600	423	1,051
	<b>Dues Collected</b>	<b>3,875</b>	<b>5,128</b>	<b>5,169</b>	<b>4,500</b>	<b>5,076</b>	<b>5,076</b>	<b>6,172</b>	<b>6,871</b>
<b><u>Sources of Additional Budgetable Funds</u></b>									
	Additional Contributions - PayPal Expense	-	500	510	250	417	417	233	
	Fundraisers			828				212	
	PPC Transfer to PGC General Fund	-				102	325	(350)	
	<b>Additional Budget Funds Available</b>	<b>-</b>	<b>500</b>	<b>1,338</b>	<b>250</b>	<b>519</b>	<b>742</b>	<b>95</b>	<b>-</b>
	<b>Total Budgetable Funds Available</b>	<b>3,875</b>	<b>5,628</b>	<b>6,507</b>	<b>4,750</b>	<b>5,595</b>	<b>5,818</b>	<b>6,267</b>	<b>6,871</b>
<b><u>PGC Budget</u></b>									
<b><u>PGC Administration</u></b>									
Aug	Property Taxes	35	37	37	35	35	35	36	21
	Insurance	250	250	250	250	250	250	500	500
May	Annual Corp. Registration	50	30	30	40	40	40	30	30
Jun	Web Site	25	25	25	20	20	20	15	15
Jul	PO Box Rental	42	52	52	55	55	55	56	56
	Host Appreciation	-					150	-	-
	Miscellaneous	18	104	154	150	95	92	98	100
	<b>PGC Administration Budget Totals</b>	<b>420</b>	<b>498</b>	<b>548</b>	<b>550</b>	<b>495</b>	<b>642</b>	<b>735</b>	<b>722</b>
<b><u>Parkwood Park Committee</u></b>									
	Grounds Maintenance (20 visits)	1,530	3,255	4,040	2,100	2,275	3,500	3,700	3,700
	Miscellaneous (none)	300	200	243	700	925	-	-	-
	<b>Park Committee Budget Totals</b>	<b>1,830</b>	<b>3,455</b>	<b>4,283</b>	<b>2,800</b>	<b>3,200</b>	<b>3,500</b>	<b>3,700</b>	<b>3,700</b>
<b><u>Membership Committee</u></b>									
	<i>Delayed Expense from Prior Year</i>	300				475	201		
Jan	Winter Party	300	400	400	325	325	325	-	-
Jul	Summer Party	300	300	300	325	325	325	475	475
Sep	Fall Street Party	300	300	300	250	250	300	475	475
Oct	Fall 2015 membership flyers	50	60	60		75	75	150	150
Dec	Fall 2015 Directory Printing	300	200	200	250	250	250	250	250
	Neighbor Care	-	100	100	100	100	100	150	150
	<b>Membership Committee Budget Totals</b>	<b>1,550</b>	<b>1,360</b>	<b>1,360</b>	<b>1,250</b>	<b>1,800</b>	<b>1,576</b>	<b>1,500</b>	<b>1,500</b>
<b><u>Civic Committee</u></b>									
	Holiday Decorations	75	75	75	100	50	50	50	50
	Miscellaneous		240	240	50	50	50	50	50
	<b>Civic Committee Budget Totals</b>	<b>75</b>	<b>315</b>	<b>315</b>	<b>150</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
	<b>Total PGC Budget</b>	<b>3,875</b>	<b>5,628</b>	<b>6,507</b>	<b>4,750</b>	<b>5,595</b>	<b>5,818</b>	<b>6,035</b>	<b>6,022</b>
	<b>Unbudgeted Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>232</b>	<b>849</b>
	<b>PGC Budgetable Funds</b>	<b>3,875</b>	<b>5,628</b>	<b>6,507</b>	<b>4,750</b>	<b>5,595</b>	<b>5,818</b>	<b>6,267</b>	<b>6,871</b>