

QUEEN VILLAGE NEIGHBORS ASSOCIATION

BOARD MEETING MINUTES

4/3/2014

Present: Jeff Hornstein, Amy Shelanski, Kathy Dilonardo, Amy Grant, Maria Roberts, Peter Ross, Duncan Spencer, Sean Edwards, Jonathan Rubin, Ben Schindler, Carla Puppin (Executive Director), Cathy Conway (emeritus)

Guest: Eleanor Ingersoll

Not Present: Leslie Patterson-Tyler, Ben Schindler

1. Minutes. The March minutes were reviewed and revisions noted.

*** Jonathan Rubin moved that the minutes be approved as revised, Sean Edwards seconded the motion and the motion was approved by unanimous voice vote.**

2. President's Report. President Jeff Hornstein reported the following:

- a. Parking Lot. ILMC has essentially approved QVNA entering into an access agreement with Parkway Corporation. Parkway will have access to the second lot to get it ready, but QVNA doesn't have to pay rent yet. Parkway has a plan to prepare the second lot at an estimated cost of \$13,000. QVNA's initial plan calls for using a part of the Carpenter Street walkway as a car pass-through. The walkway has been assessed and a determination made that it can support the traffic. Jeff summarized the Board's previous discussion that QVNA would start with this least expensive option (having one entrance and exit from Christian Street, using the Carpenter Street walkway). It would cost \$40,000 to open the second lot as a separate lot, with an entrance and exit on Washington Street and a separate card reader. It will also cost \$30,000 if we add a big steel/metal barrier to delineate the Carpenter Street pass-through, rather than merely using paint and signs. The Board agreed that, if the least expensive option doesn't work out, we will fix it and go with one of the other options. As soon as Parkway has completed work to prepare the second lot, QVNA can open it. That would increase our costs, but we won't open until we have at least 30-40 people committed to second lot. We can terminate the agreement with ILMC on 30 days notice and with Parkway on 60 days notice. Jeff recommends that we sign the access agreement, which expires July 1st, and push hard to get subscribers. He also noted that it's likely that there will be a camera surveillance program paid for by ILMC within the next year.

The Board reviewed the amendment to the Parkway Agreement that would cover Parkway's expansion to second lot and discussed the duration of Parkway Agreement. Jeff would like a committee composed of himself, Cindy Elliott and the Finance Committee to review amendment thoroughly. The amendment currently calls for an increase in Parkway fees of thirty percent (30%) based on doubling the

size of the lot. It was agreed that a meeting with Parkway is in order to better understand the expenses, since there appears to be a lot of extras or double paying, and there is a question about what constitutes reasonable overhead, since there's such a large jump in many categories.

- b. Front Street Greenway. Jeff met with Maria Roberts, Betty Borodiak and Carla Puppin about the quadrangle on the east side of Front Street between Washington and Christian Streets. Maria and Carla met a year ago with Pennsylvania Horticultural Society staff and came up with plan for the area (a copy of the plan was distributed to the Board). The initial cost of the plan would be \$12,000. ILMC will take care of maintenance, but not the initial cost. Jeff proposed that the Board identify an amount (to be determined) of the first money received from the expanded lot to be dedicated to the initial costs for this plan. In addition, Marge Schernecke has applied to PennDOT for a grant. Maria asks that QVNA provide some initial funding for the plan and for maintenance costs for several years. Jeff noted that the plan may be modified to dedicate the southeast corner to a dog park/run, but that will be considered after the Greenway is completed.
 - c. South Street/Head House is having its second annual program the first weekend in May, which coincides with the QVNA open house tour.
 - d. An application to open a sidewalk café at 4th and Queen Streets is being supported by QVNA. There are many provisos to operating the sidewalk café that have been agreed to between the business owners and the immediate neighbors. Jeff noted that the zoning goes with the location, no matter who owns property, but that the owner must reapply for a permit every year. The property across 4th Street where the laundry was located may become apartments with restaurant below.
- 3. Executive Director's Report.** Carla noted that QVNA needs a new computer; the current one has crashed. Jonathan Rubin thinks we can get more for our money if we buy a PC, rather than a MAC. The Board discussed various options. Sean Edwards and Amy Grant will help choose the new computer.

***Amy Shelanski moved that an amount not to exceed \$1000 be authorized for the purchase of a new computer, Duncan Spencer seconded the motion, and the motion was approved via unanimous voice vote.**

Carla also reported that there are 6 houses on the 2014 QVNA Open House tour so far and that someone donated \$500 to QVNA through a workplace program recently.

4. Financial Report.

- a. March Financials. Ben Schindler noted that it looks like QVNA spent \$16,000 more than we brought in since January. This is partly because QVNA wrote an \$8000 check to Meredith out of Meredith's own restricted fund. QVNA also paid over

\$3000 to Parkway Corporation for snow removal and salting of the parking lot. It was noted that we need to discuss this in the meeting with Parkway on the second lot, as there is very little snow that reaches the lot due to I-95 being overhead. Ben noted that QVNA is just beginning its sponsorship effort, so funds haven't started coming in yet. There is a slight dip in parking revenue because the lot hasn't been as fully subscribed lately as it has been in the past. Jeff recommended that Carla look at another management company to replace Parkway and there was general agreement by the Board with that proposition. Maria thinks we should figure out what the costs would be to manage property ourselves. Ben thinks we should first compare with another management company, talk with Parkway about whether we're actually getting what we pay for, and then consider self-management.

***Amy Grant moved that the financial statements be approved as presented, Amy Shelanski seconded the motion, and the motion was approved by unanimous voice vote.**

b. Finance Committee. The Finance Committee met on March 13th. Ben noted that a large part of the April issue of *The Crier* will be devoted to the sponsorship drive. Ben is working with Amy Grant on various methods of communicating the drive.

Ben then circulated a proposed, simplified 2014 budget. His goal was to make the report useful, without being unnecessarily detailed. Everything on the proposed budget is projected, not an actual amount. The Finance Committee recommends that the budget be presented at the November meeting and voted on by the Board at the December meeting each year. It was generally agreed that this procedure would be formalized in the Finance Committee policy statement, rather than in the by-laws. Kathy Dilonardo asked how Community Services are characterized, because there are so many other services QVNA provides to the community besides what's listed, such as parking, *The Crier*, etc. Peter Ross noted that the "Services" category just includes the specific things listed under that category. He doesn't think we should list individual administrative subcategories, but one general administrative category. Ben will work on presentation for publication and we'll have separate vote on that

***Amy Grant moved we adopt the proposed 2014 budget, Amy Shelanski seconded the motion, and the motion was approved by unanimous voice vote.**

The Finance Committee discussed whether QVNA should charge a management fee for those entities using QVNA's 501(c)(3) status and decided that administering the imposition of a fee would likely cost more than we would recover, but that the issue should be revisited on a routine basis.

The Finance Committee was asked to consider whether the Weccacoe Community Center rental rate should be revised. The Committee noted that since summer use is already booked, it will reconsider the issue in September, with idea of raising rates for new bookings after January 1st. Jeff asked that the Committee revisit the issue now and come back with a recommendation for next Board meeting.

5. Committees

- a. Dog Park. Jeff noted that Honey Pertnoy is stepping down as chair of the Committee and that he has two possible candidates for the slot. It was noted that South Street is reintroducing trashcans, and there followed a general discussion about trash storage issue in neighborhood.
- b. Safety. Sean Edward reported that he is working on revitalizing this Committee. On April 30th, there will be an event for promoting the Philly Safecam program in Queen Village and South Street. Under this program, the City pays 50% of the costs of installing the cameras. Sean said that South Street/Head House may pay 25% of the costs, so that businesses may end up paying only 25% of \$1600 initial pricing of system, which includes the first year of data storage. There is a \$25 per month fee for data storage thereafter. The Committee may also be able to do a residential program. Sean would like to make the program guidelines available on the QVNA website and provide a list of vendors. No permits are needed because the cameras require only low voltage wiring. Jeff suggested that we have a vendor make a presentation at the May General Meeting.
- c. Weccacoe. The Fairmount Park Conservancy will call a meeting at Settlement Music School, hosted by the Mayor's deputy, to continue discussion on Weccacoe renovations and commemoration of the Mother Bethel burial ground. Duncan would like to go back to discussing renovations, since it's been acknowledged that the burial ground is not under playground but under the community building. He noted that QVNA and Friends of Weccacoe want this to be a teachable space and educate users about what this property was.
- d. Schools and Youth. Leslie Patterson-Tyler has moved to Roxborough, where the rectory for Mother Bethel church was built. Jeff has asked Eleanor Ingersoll to get more engaged with the Schools and Youth Committee until Leslie can determine whether she can retain chairmanship of the Committee.
- e. Friends of Bainbridge Green. Jonathan Rubin reported that an unveiling event was held a couple of weeks ago for Bainbridge Green, tied-in with South Street and 4th Street renovations. On May 10th, there will be a festival to publicize program. Friends of Bainbridge Green wants to take down the wall behind the fountain at 3rd and Bainbridge Streets and received a zero bid for the work. Jonathan said that there was a WWII plaque on the wall about 30 years ago, but the plaque is long gone and the wall otherwise has no historical significance.

The April 17th General Meeting will be held at Meredith School. Presenters are not yet confirmed.

There being no other business, the meeting was adjourned.

Respectfully submitted,

Cindy A. Elliott, Esq.
Recording Secretary