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Lafayette Square Neighborhood Association (LSNA)

Board of Directors Meeting

December 6, 2022

The Board met in person with the following members present: Tom Murphy, Chris Budde, Donna Hagerty Payne, Christina Ryan, Jill Peckinpaugh, George Boulware, Sarah Hurst, Nicole Ewing, Matt Negri, Mark Kapp, Beth Concepcion, Bart Lissner, Chris Waldbuesser, Ian McCormack,

**Meeting Minutes:**

The meeting was called to order at 7:03 PM. There were no previous minutes to approve at the time of the meeting.

Shout Out: Special Thanks to Tom for serving through the pandemic!!

**New Business**: getting new board policies written – form a subcommittee? We need letters of support and several other living documents to create an organized and streamlined process to find documents regularly needed. Each chair position has been asked to create a description of their duties. They will be reviewed annually by each board member. Strengths based survey to help board members learn individual strengths, strengths of others, etc to develop patterns of support we can offer to the board and the community (hope to have surveys done by end of calendar year and discuss in early 2023)

**New Member check in**- all new members have access to all accounts, everyone using Lafayette Square emails only, reminder to RSVP to all board meetings, reminder to standardize a signature to our board emails- request to check email approx 3x a week.

**2023 Board Slate Update-** Kelly Schlueterresigned as treasurer elect, need to find new elect member to fill the vacancy.

**Ongoing Business**:

**Traffic Study Proposal**- Sean Tooley presented last board meeting concerning traffic study in addition to beginning traffic improvements around the corners of the park. Corner improvements have been green lighted by city. Chris, Bart, Ian- find full traffic study to be premature. George- will parks dept chip in for funding study? Ian- study limited to traffic around that park and maybe excludes other areas of the neighborhood? Christina- opinion to wait until after approved improvements are complete to continue discussion of study, in addition to the change in alderman in the near future. George- in discovery of what exactly is already approved by city improvement. Tom motion to defer board decision until after city improvements finished. Beth 2nd motion.

**Park House Keys Update-** Chris Budde – current system with keypad on front door is working, rear door striker plate needs fixed. Both doors should be accessible by keypad and remote access to changing code can be done from anywhere on Wi-Fi. Chris working on fixing both doors and gaining remote access.

**Fundraising and power supply around fountain-** need committee to begin discovery on where power supply is, how much electricity supply we have. Tom- the LSNA doesn’t own the property around fountain but need to get in touch with Chris, who owns the property. Matt & Tom to initiate conversation with Chris on how to begin work on electric supply, finding blueprints, getting estimates for electrical work, etc.

**LSNA policies and procedures**- Christina -organization is officially under contract with Blue Summit to support with the & board polices, need ongoing subcommittee to draft best practices policy and roles and responsibilities of board members of past and present. Chris and Donna Haggerty Payne to spearhead charge on developing subcommittee on policies.

**Chat Feature on Lafayette Sq website** -Beth C volunteered to step into this role to check messages on the general website. Tom to take on bricks and benches program.

**Block Captains** – George to check in with Kelly on continuing as block captain ad supporting her in this role.

**Marquis** **Editor**- need a person to work with publisher to produce content for the neighborhood and to get content to publisher to print in the Marquis. Beth C volunteered to work in this capacity in the new year. For the newest issue board decided to have each chair send articles to [marquis@lafayettesquare.com](mailto:marquis@lafayettesquare.com) the House Tour, market Patriot Race, substation, masquerade ball, board bios, kids corner bio, LPC.

**Budget Process**- Sarah- Working with Blue Summit accounting firm. Our chart of accounts as non-profit needs modified. Chart of accounts recategorized to standard filing system electronically. Sarah to send electronic filing forms for each fundraising program/area so that each can add individual expenses and funds raised.

Community Garden- Linda Weiner

Beautification – Leda Riley

Fountain- Mitch

LSBA event income- Bart

Park House- Bart & Mitch

Pocket Park- Tom

Safety/Substation- George

Utilities- Sarah

General/Admin- Christina

Garden Tour- Jill

LSBA membership- Bart

Membership- Megan

Merch- Tim

Unrestricted donations- Sarah & Christina

**Committee Updates:**

**Membership Update-** N/A

**Treasurer Update-** Thank you notes for donations? Check with communications/fundraising depts.

**Fundraising Update-** Masquerade Ball raised 14k. House Tour- 12 houses on tour, looking for docent volunteers for tour and market. QR code for agenda for volunteers? Patriot Race brought in approx. $2,600.

**Business Affairs Update-** Bart working on getting up to speed on getting access to account, reaching out to committee chairs to get info for upcoming events. Looking into Airbnb for Park House rentals, looking into neighborhood book clubs, wine club, board game nights, etc including membership perks into rental cost?

**Capital Improvement Update-** Maintenance budget ongoing with beautification and improvements. Need money out of the budget from Alderman for sidewalk improvements.

**Communications Update-** N/A

**Preservation Update-** new members on committee, new developer working on not using bright LED lights on commercial lighting. One inquiry to change shingles on roof of Park House.

**Safety**- George to get with Kelly for block captains, investigate extra safety for neighborhood patrols,

**Upcoming Meetings:**

The next General Membership Meeting, November 9th in-person at Sqwires.

Beth called for the meeting to be adjourned, 2nd by Matt.  All agreed and the meeting ended at 9:10 PM.

**Dec gen assembly Tues the 13th instead of Wed.**