**PHNA Board Meeting Minutes**

**3/12/2019**

1. Call to order at 6:30 pm, verify attendance and establish quorum. Completed.

Board Members in Attendance: Barbara Hunt, Secretary; Ron Unger, Treasurer; Jane Hayman, President-Elect; John Volz, Treasurer-Elect, Charles Heimsath, Bylaws/Policies and Procedures; Frank Walsh, Government Affairs

Not in attendance: Trevor Armstrong, President

1. February meeting minutes reviewed and approved as amended.
2. Treasurer’s Report - Ron gave the financial report. He said that Sasha will lower her fee to $75.
   1. Ron said that PayPal requires Proof of Business Identity, Proof of Business Address, and Proof of Business Existence. PHNA doesn’t have any of these documents (e.g. official documents showing physical address, a registration document with the Secretary of State, etc.) So PHNA probably won’t qualify for a business account. Also 12% of our income through PayPal goes to PayPal in fees. A possible alternative is Square, which provides similar functionality to PayPal and is widely used. It also has a Wix integration, and we use Wix to host our web page. Square is less expensive than PayPal, with a 3% transaction fee and no monthly fee. Ron would like to do more research on possibilities before the Board makes a final decision. Jane suggested that nothing be changed until Ron does more research, and the Board agreed to do this and to vote on it at the next meeting.
   2. Ron said that PHNA should be filing a 990-N with the IRS because we have less than $50,000 in annual income. It’s a postcard and it’s easy. The Board agreed to submit the 990-N electronically.
3. Action Items from last meeting
   1. Review proposals to facilitate membership. Decide on plan.

John gave an example of a neighborhood in Fort Worth that is very successful. They give parties throughout the year that raise funds and then they help support local schools. Twice a year they have a “run” and have sponsors, as well as a homes tour to raise money. They also have a monthly newsletter and a website. This has been going on for ten to fifteen years. He said that we need to identify issues that are important to our neighborhood and activities that people would like to have.

Frank Walsh suggested that we have a grand opening of Hartford Park, and we could use that event to find out what people are interested in. He will ask Dalton Young to help coordinate this. This would also be an excellent time to recruit new and renewing members.

John suggested that a garden club or a book club might be of interest to neighbors. He will ask around. We might even give welcome baskets to new neighbors. Jane reminded the Board that it would be necessary to find members of the neighborhood to coordinate these activities.

Jane Hayman suggested that we should establish an email blast that is only available to members It would give members advance notice of dates of events, meeting minutes, and generally expand on what is on NextDoor. It could also have free advertising in it. An initial newsletter would be sent to everyone who is on our neighborhood email list to invite them to the park opening and to join PHNA.

* 1. Decide on possible dues increase. Consider timeline needed to comply with bylaws.

A dues increase is necessary, and Charles Heimsath suggested that S35 would be a good amount, which is $5 more than the current amount of $30. All agreed that this should be done. It needs to be announced by June 1, so that early dues-payers in July will be subject to this increase.

* 1. Consider proposal to terminate website. Develop specific plan and timeline.

It was suggested that we keep the website for now and try to simplify it. People who pay their dues online need it, and we also need it so that people have a place to go to learn about the neighborhood.

* 1. Consider report to reinstate security patrol. Review and decide.

Trevor Armstrong was going to look in to this, and he is not in attendance.

* 1. Review options for replacement sign for triangle at Wooldridge and Gaston. Vote on whether to allocate funds for replacement.

Frank Walsh said that his family would be honored to have a new sign made and placed by the oak tree that they planted. It will cost about $60, and Charles volunteered to pay for it, but the Board agreed to pay for it with PHNA funds.

* 1. Consider timeline for update to policies and procedures and bylaws amendments.

Charles Heimsath asked Jane if they can coordinate their schedules so that they can work together on revisions. She agreed.

* 1. Consider and confirm Garage Sale change

Barbara Hunt said that the date of the garage sale had been changed to May 4. Two families had already signed up.

1. Committee Reports - None
2. New Business - None
3. The meeting was adjourned at 7:40 pm. The next meeting will be Tuesday, April 16, at 6:30 pm, at the home of Barbara Hunt, 1600 Preston Ave.