



**September 10, 2019**

**Minutes from BOARD OF DIRECTORS Meeting**  
Santa Fe City Hall, 12002 Hwy 6, Santa Fe, TX 77510

During her lunch hour, President Stacey Baker presided over the board meeting September 10, 2019, calling the meeting to order at 12:06 pm at the Santa Fe City Hall, Conference Room. Quorum was present. In attendance were Stacey Baker, Rebecca Wright, Rebecca Martinez, Mandy Jordan.

The consent agenda was approved as presented; minutes of August 13, 2019, meeting approved along with financial reports as presented. Total of \$7313.78 is in KSFB account, Texas First Bank. Expenses were 25.20 for Google Apps (GSuite) and 19.49 for Weebly Pro (website). Revenue listed for the month included the transfer of \$193.41 to the checking account from the closed savings account (closed to eliminate reoccurring monthly fees-\$16) and \$229.50 from Crowdrise, which was designated for the Garden (current total of Garden account - \$3132). In-kind contributions were included in the Quickbooks accounting report provided to the Board. Noted from the Quickbooks report was \$695 payroll liability entry that has not been spent, is *not* an impact to bank account, but sits as a “placeholder” until it can be reversed in the software.

Board discussed options to increase details of financial reports. These included procuring help from Quickbooks software experts but tabled any action until estimates for professional services could be collected and reviewed. The board will ask for additional guidance from the treasurer; has requested additional details be noted in the reports providing sources of deposits. Board reviewed the list of identified annual expenditures and will continue to look for non-profit discounts. Formats of future financial reports were discussed and agreed that the following financial reports will be created:

*Monthly Financial Summary* simply listing the revenue amount/source and details of expenses incurred, along with balance in checking account and designated amount for Therapeutic Garden. Draft format included.

*Quarterly & Annual Reports* will be compiled to be reviewed, approved, then shared on KSFB website.

*Event Reports* with details of expenses, revenue, and additional information at the conclusion of event for annual comparison and archival.

Board reviewed and accepted the findings from an external independent group who reviewed the organization’s financial information on August 21, 2019, at Amegy Bank. Members received a copy at the meeting; electronic copy will be sent with the October board packet.

Board discussed the Executive Director’s voluntary resignation, submitted to board members by email (August 15, 2019, copy attached). Mandy Jordan explained that she loves KSFB and for more than a year worked continuously to move its mission forward in the community. She requested to continue with KSFB as a board member, focusing especially on the Therapeutic Garden and continuing the partnerships she established for its completion. However, she did not want to continue as executive director after the August 8 Santa Fe City Council meeting and a Council member’s public Facebook post where she and KSFB were verbally attacked. She believes these events to be potentially damaging to her professionally and have adversely impacted her and her family. Also, KSFB’s reputation has been damaged, especially with the allegations that board members do not work together and have trust issues within the organization. She said as a board member she would be able to continue the effort for the Garden and assist the board members in fulfilling the requirements for the organization’s management and growth. Stacey made the motion, Rebecca W seconded, that Mandy’s resignation was accepted; unanimously approved.

Board reviewed a list of expenses that were incurred by the former executive director. Stacey made the motion, Rebecca M seconded, board unanimously approved that reimbursement of these costs be made after the treasurer and president reviews and validates receipts and check request is processed. Total is pending due to expenses that may have incurred in August and September. Any additional receipts will be provided to the president.

Stacey made the motion that Mandy be added to the board, recognizing her assets and value to the organization, and has appreciated how Mandy got the organization up and going and accomplishing lots in less than a year. Prior to her involvement, Stacey was responsible for keeping KSFB established as an affiliate and sponsoring any activities primarily by herself. Rebecca W seconded; approved unanimously.

Stacey told the members, as a whole board there is a lot to learn on how to work to better as an organization and that along the way the organization will continue to establish policies to follow, correct any mistakes, and offer transparency of actions. Following up from a discussion during the August 2019 meeting, the board discussed adopting a Disclosure Policy and seeking samples from other Keep Texas Beautiful affiliates in the area. Once adopted the policy will be added to the website with instructions on how to request information such as completing the KSFB Request for Information form with requestor's contact information, specifics requested, if information will be provided in digital or printed form, cost for printed information, and the timeline to process request. Board agreed to have the KSFB binder of approved minutes and financial reports from previous meetings readily available during monthly meetings if someone requested to review the information. Mandy recommended the board ask for a legal review to ensure the wording is valid after the policy was approved.

For monthly meetings, the board decided that a week prior to the scheduled meeting the president and secretary will meet to draft an agenda and note pending items, then a draft agenda and draft minutes with financial reports will be sent to the board members as total draft consent agenda. The agenda and minutes will be posted on the website. The board agreed to meet monthly as a board *and* on a quarterly basis invite the public to a general meeting in the evening starting at 7 pm, preceded by the board's monthly meeting. At the general meeting, the board will provide updates to current projects, announce upcoming plans and events, discuss financial reports, publicly thank donors and volunteers, recognize outstanding contributions and partners, etc. On the website, details of projects and opportunities to volunteer will be listed with a means to sign-up for activities and RSVP to attend general meeting to ensure meeting place is large enough to accommodate attendees. The first general meeting will be held in conjunction with the Anniversary event at the Garden in October 2019, starting at 6.

The board agreed to find another location to meet other than City Hall and Rebecca Wright said she would contact Robert Bear, director of the Old School Museum, to request use of the facility's conference room.

The board discussed creation of committees and assigning a chair to lead that task. The chair would provide a report to the board at the monthly meeting and be responsible for sending the board members email updates. Stacey suggested that finalization of assignments be made when the other board members were present, but for all members to continue working on current projects.

## REPORTS

Grants & Membership: Rebecca W noted that some type of a signed financial statement is needed that can be submitted with grants and requests for financial assistance. Upcoming deadlines include the H-E-B/Central Market Green Bag, Kempner Foundation, and the BNSF Foundation. Pending receipt is the \$2000 from ExxonMobil that according to the company's database was to be released in mid-September. The Keep Texas Beautiful Governor's Community Achievement Award info will be submitted at the end of January. Rebecca W will send last year's grant submission to members as FYI for preparation to complete the 2020 application that needs specific measurements/counts. She suggested that the organization kickoff a membership drive to start with the anniversary event and will be preparing information to release.

Recycling & Educational Programs. Rebecca Martinez started the **Bags to Beds program** in August and has received great response. KSFB is using several of the Earth Day painted trash cans to collect the plastic bags; these are at the police

station and city hall. Rebecca M has asked the leader of this project at St John's Lutheran church if she would host a class to teach others in town and/or possibly being digitally recorded to provide instructions to post online. **Tire Recycle.** Stacey said the fall tire recycle was scheduled with the County of Galveston for October 24. **Recycle Programs at Schools.** Rebecca M. has talked with schools and they are in agreement to place receptacles at the campuses to collect used markers and schedule quarterly pickups. Stacey said she would contact AmeriWaste and Waste Management to ask for recyclable cartons for collection bins. Mandy will forward the emails and names of the art instructors to Rebecca M to ask for participation from those classes.

Promotional & Marketing. **Beautiful Business Award** sign is ready to present to Snider's Automotive. Need to schedule a date to present. **Social Media** - Rebecca M will continue to post on Facebook. **Events Calendar** – need to create and post on website for board and one for public to posted on website. **Digital Newsletter** – pending. Mandy will contact the Google account administrator and ask about the cost to add email addresses for each board member with the KSFB.org extension.

Fundraising & Events. Calendar needs to be created and posted on website. Below are the scheduled activities:

**Annual Meeting/Anniversary.** Tentative date for the event is October 17 at Mae S. Bruce Park starting at 6 pm. Will serve as kickoff for two month membership & donor drive; recognition of major donations; provide one-page handout of past year accomplishments, include next year's goal; will sell the Don't Mess with Santa Fe shirts and advertise these on the website. Afterwards, post photos and info on website. Rebecca Wright offered to get details to purchase a banner announcing the Garden to be displayed at the Park; Rebecca M offered to get quote. Mandy will create digital art for flyer to advertise anniversary party; Rebecca M will post and advertise. Rebecca M will talk with vendor to provide snocones at the park. Stacey will order a cake. Mandy will talk with Brandon Noto to see if high school student's project, Heart of Santa Fe, has been completed.

**Heritage Festival:** KSFB's presence will be limited at the Nov. 15 event at Runge Park. The cornhole tournament KSFB scheduled to be a fundraiser was cancelled; the City Parks Board will sponsor the cornhole tournament for its fundraiser. KSFB will seek a spot to display membership information during the event, possibly with the Resiliency Center booth.

**Fall Cleanup.** 4B Disaster Response Network has offered its help with KSFB projects again this year and will be in town on November 15. Mandy will meet with that group to work at Mae S. Bruce Park and in the adjacent areas.

**Giving Tuesday.** KSFB will participate in this fundraising online event. Rebecca M will provide and advertise the details.

**Earth Day 2020.** Scheduled for April 22.

Project and Volunteer Management.

**Therapeutic Garden** – Mandy said she is waiting on drainage plan from engineering company, meeting is being scheduled with landscape architect and engineer in September. Bilmar Homes has committed to building the Garden's sidewalks.

**Non-profit Coalition** – Mandy reported there was no meeting in September due to Labor Day holiday.

**Memorial Benches – Partnership with Resiliency Center** – Rebecca W said information is currently being gathered from family members regarding preference of city park (Tambrella or Garden) for bench installation so placement can be smooth and coordinated before the end of the year.

**Color the Can Placement** – Mandy will ask the 4B volunteer group to help build wooden trash can holders like the ones at the County Parks. The cans will be distributed and secured in the City Parks and a couple at Runge Park later in the fall with the city crews have less of a busy schedule with summer-related maintenance duties with ditches, roads, and mowing.

**Don't Mess with Texas Mural at Village Pizza** – Stacey has talked with the owner of the Village Pizza building, located at the intersection of Hwy 6 and Ave M/FM 646 N, who has agreed to allow a mural to be painted on the side facing Hwy 6. Mandy will get additional details and criteria from TXDOT and discuss with Doug Hiser process/advice for "calling" for design entries, how to pay artist, etc. Mandy will contact the director from Keep Houston Beautiful to ask for information regarding the process on how the utility boxes within the city were painted.

**Fall Sweep project** – Mandy will work with 4B Disaster Response Network at the Garden project to meet this KTxB fall requirement.

**Adopt a Highway** – Rebecca M suggested KSFB participating in this program and discussed adopting a section on Hwy 6 or on FM 646 near the businesses between Hwy 6 and 6<sup>th</sup> Street. Also discussed to research for next year was to start

Adopt a Spot or Neighborhood.

*Communitywide Recycle Dumpsters for Plastics; Cell Phones, Fishing Line* – Board discussed a suggestion from a citizen to provide bins for plastics, but tabled action. Discussion included issues associated with location of bins, lack of reliable sources that will pickup on timely basis, littering surrounding location when citizens do not dispose properly in bins, and costs involved for businesses to pickup recyclables. Also, AmeriWaste allows residents to bring large items once a month to its disposal site and KSFB can promote this when details are verified.

*Recycle Ink Cartridges* – Mandy shared that Office Depot and Staples pays \$2 for every 10 cartridges a month brought to their location and suggested as a board this recycling effort and use the collected money towards operational expenses as part of America Recycles Day in November.

Advocacy and Policy.

*Code Enforcement* – Stacey said the City hired a new code enforcement officer. The board discussed the possibility of reminding/educating residents of environmentally-related ordinances within Santa Fe.

*Board Members* – Board discussed the amount of board members allowed for the organization is 5 to 15 and the advantages of increasing the number to assist with responsibilities, diversity of expertise and action, and expansion of programs. Interested persons need to send an email stating interest to serve on board.

*KTB Requirements* – Board members will monitor requirements to make sure all is done to continue as valid Keep Texas Beautiful affiliate in good standing. Mandy will continue to share that information and dates information is due, including the annual report that is required and criteria for grant.

Meeting concluded at 2:01 pm. Note: KSFB president exited at 1:10.  
Next meeting set for October 8, 2019, at the Old School Museum conference room.  
Minutes prepared by Rebecca Wright.

Approved: \_\_\_\_\_  
Signature Title Date

Draft of financial report form

|                              |                 |  |           |
|------------------------------|-----------------|--|-----------|
| <b>Revenue</b>               |                 |  |           |
| Fundraisers                  | \$2,000         | Earth Day - Silent Auction                             |           |
| Individuals                  |                 |  |           |
| Grants                       | \$500           | Constellation-\$500                                    |           |
| Businesses                   |                 |  |           |
| Memberships                  | \$2,544         |  |           |
| Organizations                | \$5,000         | Knights of Columbus                                    |           |
| Miscellaneous                |                 |  |           |
| <b>Total Revenue</b>         | <b>\$10,044</b> |  |           |
| <b>Expenses</b>              |                 |  |           |
|                              | annual          |  |           |
| Keep Texas Beautiful         | \$150           | affiliate dues   | January   |
| State Farm Insurance         | \$1,191         | board insurance  | April     |
|                              |                 | KSFBeautiful domain                                    | September |
| US Post Office Rental        | \$136           | box rental   | October   |
| Google Gsuite                | \$252           | \$21 per month, org's email                            |           |
| Numberbarn                   | \$84            | \$7 per month, org's phone no.                         |           |
| Weebly Pro Site              | \$240           | \$20 per month, org's website                          |           |
| Quickbooks                   | \$264           | \$22 per month, accounting service                     |           |
| estimated Promotional        | \$400           | misc for marketing brochures, office supplies, postage |           |
| <b>Bank Balance</b>          |                 |  |           |
| balance, 10-01-2018          | \$103           |  |           |
| balance, 01-01-2019          | \$2,878         |  |           |
| current balance, 7-31-2019   | \$7,314         |  |           |
|                              |                 |  |           |
| restricted Garden, 8-31-2019 | \$2,902         |  |           |

Aug 15, 2019, 12:08 AM

## **KSFB: Executive Director Resignation Letter**

**Mandy Jordan** <mjordan@keepsantafetxbeautiful.org>

to Stacey, Rebecca, Jodi, Joe, Rebecca W

*Hello, I have continued to be very disturbed by recent events stemming from the August 8, 2019, City Council meeting. The ongoing assault against Keep Santa Fe Beautiful and all of the hard work we have all done is saddening.*

*This organization, the garden, and more importantly each and every one of you means more to me than you could ever truly understand. Therefore, if serving as Executive Director of this organization is perceived as a barrier to success, I graciously resign.*

*I would love the opportunity to continue to work with each of you as a Board Member. That way none of the partnerships I've established can be harmed and the progress of the garden continues. As you all know, that project is very near and dear to my heart, as I know it is to all of yours as well. I will continue to support it and this organization, regardless of your choice.*

*Thank you all so very much. Sincerely, Mandy*