



January 14, 2020

BOARD OF DIRECTORS Meeting

Old School Museum, 13304 Hwy 6, Santa Fe, TX 77510

12 pm

The January meeting of the Keep Santa Fe Beautiful board met January 14, 2020, at the Old School Museum in Santa Fe, TX. Meeting was called to order at 12:14 pm by President Stacey Baker. Present were Baker, Rebecca Martinez, Rebecca Wright, Mandy Jordan, Rindy Hitchcock, and Joe Dickson. With a motion by Jordan and a second by Martinez, the board approved the agenda and minutes from the December 9, 2019, as presented.

The **financial status** was presented by board secretary Rebecca Wright, who along with the president, is providing financial information until the board elects a treasurer; resignation of the organization's treasurer was in November. **December 2019** had expenses of \$185.70 for administrative costs; received \$ 565 in revenue with \$200 restricted for Garden. The ending balance for the month was \$51,366; reserved for the Garden is \$46,977 and restricted for memorial bench installation is \$450.

The board approved the **2019 Financial Report**. Beginning balance for 2019 was \$2878; total 2019 funds deposited were \$60,011; total expenses were \$11523; ending balance for the year was \$51,366. Of this amount \$46,977 is reserved for the Garden Account. Expenses included \$2550 for memorial benches; insurance \$1191; tshirts \$751; operational costs were \$7031. Motion made by Martinez, seconded by Baker.

The board approved the **2020 Budget** that is attached. Motion made by Martinez, seconded by Baker.

COMMITTEE REPORTS -- Advocacy & Policy:

Board tabled review of the proposed **Financial Control Procedures** policy to allow new board members to review and provide input/propose revisions. Mandy reminded the board that the "ACCOUNTING AND FINANCIAL MANAGEMENT PROCEDURES" approved September 24, 2018, provides a basis to use until the more comprehensive policy for the entire board is adopted. Board discussed the challenge of recognizing donors who donate through Facebook (Network for Good) since the names are not provided to KSFB. Decision was made to add a "shoutout" of thanks to those donors on our Facebook page about once a month with a brief disclaimer that we may not always know who gives but we thank them all. Board agreed to move forward in working with Affordable Bookkeeping in League City to file 2019 IRS papers. Amount quoted for services was \$495; \$195 per hour for additional services. Letter of engagement will be forwarded to Stacey for signature. Rebecca Wright will followup with Affordable Bookkeeping. Board members were asked to sign annual Conflict of Interest statements and were provided a copy of KSFB bylaws.

COMMITTEE REPORTS -- Grants & Membership

Rebecca Wright reported request for grant was declined by Kempner Foundation. Pending requests included the BNSF Foundation; Renewal Awards/ The Atlantic; State Farm Good Neighbor Assist, Network for Good - February Grant. Work will begin soon on the KTB Governor's Community Achievement Award due Feb. 20 and in March the Constellation/Exelon Energy Community Champions grant. Mandy shared that the Garden plans by Clark Condon had received an Honorable Mention from H-GAC Parks and Natural Areas program with presentation on Feb. 14. She suggested asking Bill Pittman to attend as the City's representative since he is Mayor Pro Tem, been very involved with the Garden, and the mayor is not able to attend.

COMMITTEE REPORTS -- Project and Volunteer Management

Therapeutic Garden. Mandy gave an update on the Garden's progress that included the expenditure of aprx \$28K for sidewalks and walkways. She added that the last section of concrete had been vandalized and Bay Concrete "capped" it but additional options would be reviewed for its final repair. A police report was filed and we are waiting on the estimate to replace from Bay Concrete to add to the report. She added that through social media, KSFB

received additional likes, added followers, and received aprx \$250 in donations after the information was posted about the vandalism. The Garden's transformation continues and additional information from the landscape architect is pending that will assist in obtaining final work, materials, and donations. Estimates to complete as planned range from \$80K to \$100K of inkind services and materials. Board agreed that the evening of May 29 or morning of May 30 would be the dates for the opening. Mandy will be contacting the major donors to see what date/times serves their schedules as we want to introduce them to the community.

Garden – Mosaic Walk. Within the circle in the Garden, the mosaic walkway will be built with tiles by the community members. Mandy will be setting up a time with the Resiliency Center to host this activity during Spring Break. Clark Condon is providing the tiles but KSFb may purchase additional tiles with green and gold colors to add to each.

Earth Day. Board decided to not host an Earth Day event in April but to have a similar event on June 20 and call it Santa Fe Summer Fest.

Spring Cleanup. March 28 is the date for the community wide trash cleanup. KSFb will use same plan, same fliers, and same info as last year.

Memorial Benches. The plan for installing the 10 benches in the parks has been to have all 10 installed at same time, so Feb. 17 was suggested since it is a school holiday for those who would like to be a part of that process. Discussion included the locations: 2 will be in the Garden on a concrete pad; 8 in Tambrella Park with Mandy suggesting 2 be on the library front porch as the families had requested and 2 be near the playground possibly replacing longtime benches there, and four be next to the basketball court. The next step would include determining materials and process for creating bases; set dates for forms, etc. bases to be completed; discuss how to secure to base; wording to notify families; schedule to load and unload. At a later time, signage for all benches in both parks, and for heart will be added.

COMMITTEE REPORTS -- Fundraising & Events

Joe will provide the contact information to Mandy of the company where the City purchased the trash receptacles last year, so KSFb can purchase and provide to the art students to design and paint. This year KSFb will ask for permission to sell these as a fundraiser.

COMMITTEE REPORTS -- Recycling & Educational Programs

Recycled markers at Schools continues and actively as increased at the junior high according to Rebecca Martiinez.

Bags to Beds program was paused during December but bags donated to the cause to make beds for the homeless resulted in 45 mats (takes 8000 to make one mat). Rindy will research if another ministry to provide foods to the homeless needs the bags collected – the response to the request for bags has been excellent.

COMMITTEE REPORTS -- Promotional & Marketing

Beautiful Business Award: Snider's Transmission was presented a framed photo of its Beautiful Business of the Month presentation. The sign will be updated by removing "of the month." The next presentation will be to Texas First Bank near Feb. 1.

Social media: Lots of sharing by viewers during the last month, including noting several thousand views on the progress of the Garden. On KSFb page, there were 6K views about vandalism and received 60 new followers. Comments included many supportive of project and concerns of vandalism.

Websites,newsletter – Mandy working on information to post on website to kick off fundraising push for Garden..

Next meeting date February 11, 2019, Old School Museum conference room. Time may be changed to accommodate members' availability. Adjournment was at 1:22 pm

Calendar

1/14/20	Board Members Meeting
1/14/20	<i>Quarterly Meeting</i>
2/11/20	Board Members Meeting
3/10/20	Board Members Meeting
3/28/20	Spring Cleanup
4/14/20	Board Members Meeting
4/25/20	Earth Day Festival**
5/12/20	Board Members Meeting
May 29 or 30	<i>Garden Opening!! & Quarterly</i>
6/9/20	Board Members Meeting
6/15-17/20	Keep Tx Beautiful Conference -Houston

Feb 20 KTB grant due (draft by Feb 1, to ask KDickinson beautiful to review)

March 9 – 13: Spring Break

April 4 Bigass Crawfish Bash

April 12 Easter

April 17-25 Galveston County Fair & Rodeo

May 2 SFHS Prom

May 9 Mother's day weekend

May 16 weekend – near anniversary

May 29/30 Garden Ribbon Cutting

June 5 Graduation

June 20 – First day of summer – Santa Fe Summer Fest (SFSF) and with RC activities?

July 31 HEB – project must be completed

Oct Fall Run – SF Education Run

Oct 14 or 21 KSFBS Anniversary meeting

- April 18, May 9 – rw not available

2020 KSFB Budget		
Revenue		
Fundraisers	\$3,000	online, Earth Day,
Grants	\$500	Constellation
Businesses	\$1,400	Hayes, Haak, Estebans,
Organizations	\$0	
Individuals	\$1,200	
Total Revenue	\$6,100	
Expenses	annual	
Keep Texas Beautiful dues & fees	\$250	March – due 175; fees - \$75
Board Insurance	\$1,191	April - due
*Admin Expenses	\$4,102	(est \$107 monthly recurring)
2020 Grand Opening Event	\$500	April - May
Total Annual Expenses	\$6,043	
Bank Balance		
balance, 01-01-2020	50,987	
restricted Garden, 12-31-2019	\$46,977	
restricted benches, 12-31-2019	\$450	
*Admin Expenses:	annual	
USPS box rental	156	rent, annual (October)
org domain registration	12	Google, annual
org's email	546	Google G Suite, \$46 mo (auto debit)
org's phone no.	84	Numberbarn, \$7 mo (auto debit)
org's website	240	WeeblyPro, \$20 (auto debit)
accounting software	264	Quickbooks, \$22 mo
accounting services	1000	\$750 IRS; \$195 hour
office supplies	50	materials for marketing
annual meeting/report	150	postage, certificates, printing, refreshments
KTB conference	1500	registration aprx \$450 each, hotel
business of the month	100	certificates, photo, presentation materials
total	4102	

OBJECTIVE: To ensure proper signature of checks drawn on KSFB accounts.

Section: 1. AUTHORIZED SIGNERS

All bank accounts and check signers are to be authorized in the minutes of the Board of Directors.

Authorized signatories on KSFB's checking account with Texas First Bank of Santa Fe must include:

Chair

Treasurer

Other Board Member Reflected in Minutes of the Board of Directors

KSFB Executive Director

All checks require two signatures.

An authorized signer may not execute checks made payable to him/herself regardless of the item of expense or budget category.