



**November 4, 2019**  
**BOARD OF DIRECTORS Meeting**

Mae S. Bruce Library Meeting Room, 13302 6th St, Santa Fe, TX

Attending: Stacey Baker, Rebecca Martinez, Jodi Gidley, Joe Dickson, Mandy Jordan, Rebecca Wright.

President Stacey Baker called meeting to order at 12:04 pm; quorum determined. Board reviewed minutes and financial reports as presented; all were accepted as presented (motion made by Jodi; seconded by Rebeca M). Financial report included expenses for the month \$55.35 cost for printing annual meeting programs and for Volunteer of the Year Awards. A check for reimbursement was issued in October to Mandy Jordan for 2018-2019 expenses (\$2,208.76) after expenses and receipts were reviewed by the KSFB president and treasurer. Other *Admin Expenses* included monthly charges for operational expenses and annual rental for post office. The monthly subscription charge for Quickbooks is not debited from the bank account, but is still attached to Mandy's credit card. She will work with Stacey before the next meeting to redirect this expense. Charge for email was higher due to board increasing amount of KSFB-extension email addresses; however, amount was determined to be cost-prohibitive, so board reduced number of addresses, decreasing the monthly fee that should be reflected in November. Rebecca W. will research costs for 2018tax filing services for KSFB.

#### COMMITTEE REPORTS

**Advocacy & Policy** – Stacey asked everyone to review the proposed Financial Control Procedures, suggest any revisions, and prepare for a vote at the December meeting. Regarding potential new board members, current board members were asked to submit names with bios/statements of interest prior to December meeting so Board will be prepared to vote at that meeting. Jodi Gidley submitted her resignation from the board and as treasurer effective December 1, 2019. She has accepted a position with College of the Mainland as its Major Gifts Director. Board accepted resignation with sadness and offered best wishes for success.

**Grants** – Board acknowledged the receipt of the following donations and financial gifts: Clear Creek Community Church, \$30,000; RVOS Insurance, \$500; Keep Texas Beautiful -- H-E-B/Central Market Green Bag Grant, \$3,000; ExxonMobil, \$2000. These funds are designated for the Garden. Pending are two grant submissions: Kempner Foundation – submitted 10/15/2019; BNSF Foundation – submitted 10/23/2019.

**Membership** – Rebecca W shared that Bill Pittman has suggested contacting local businesses for donations. Board has discussed this suggestion but has delayed this campaign due to other community fundraisers tapping into those sources. Mandy said that the SFHS Memorial Committee is forming a foundation and will be seeking \$1 million to \$3 million in funds and services.

#### FUNDRAISING & EVENTS

Annual Meeting was held October 16, 2019, Mae S. Bruce Park. Report provided. A letter of thanks will be sent with the certifications of appreciation, with the meeting program. These will be mailed before end of November.

Heritage Festival – Board will display information at Runge Park during the event, November 9, 2019.

Fall Cleanup scheduled for November 9, 2019, at Mae S. Bruce Park, with help from the 4B Disaster Response Network. Mandy said the group contacted her, requesting the morning of November 9 to volunteer to help at the Garden. They will be bringing 25 volunteers and equipment. Project will be removal of bricks in the park and stacked on pallets for storage until installed in the new Garden's design during Phase 3.

Giving Tuesday (December 3) *promotion* will begin soon by Rebecca M on social media. Board members are asked to donate at this time enabling KTSB to receive double their donation.

Earth Day 2020 celebration is tentatively set for April 25, 2020. More plans will be discussed at December meeting.

#### Recycling & Educational Programs

Community Cleanup-AmeriWaste, Oct. 19. Stacey is waiting on detailed information from AmeriWaste.

Tire Recycle, Oct. 24. Stacey reported 1200 tires collected.

Code Enforcement Awareness Month. Next year KSFB will ask city to recognized October 2020 as Code Enforcement Awareness Month. Stacey posted informational items during the month on the City's Facebook that was reposted.

Recycled markers at schools, Bags to Beds program. Rebecca M. continues to assist with these ongoing programs.

PROMOTIONAL & MARKETING

*Beautiful Business Award:* Texas First Bank to be presented in December.

*Social Media.* Ongoing effort by Rebecca M. and Mandy.

*Digital Newsletter/Website Update.* Mandy continues adding materials, including minutes and will post photos from annual meeting.

PROJECT AND VOLUNTEER MANAGEMENT.

*Memorial Benches.* Two families have requested placement in Garden; 8 will be placed in Tambrella Park. All will be installed in the park in the same time period. Mandy said that the Garden’s two will be placed with Heart of Santa Fe near side facing Main Street.

*Therapeutic Garden* – Mandy reported that Phase 2 is in progress: drainage plans received, fill dirt located and donated, park has been marked for grading then trenches will be dug for water and electrical lines. The line of trees will be removed by north fence for drain line. Arborist with CenterPoint Energy has assessed the trees and impact of added dirt to park, and has volunteered to direct tree trimming with city crews. Additional lights will be included at some point and landscape architect has provided suggestions for fixtures. Estimated costs are projected at \$10K -- \$3K for equipment operator for grading and tree removal; \$5K for sidewalks (with remainder of costs provided by Bilmar/Bill Pittman). Irrigation plan is being donated to the landscape architect. Water line for irrigation will need to be upgraded and information will be sent to Stacey and Joe to discuss with WCID #8.

FUTURE DISCUSSION

Next meeting date December 10, 2019. Old School Museum conference room.

ADJOURNMENT was at 12:43 pm. Motion to adjourn was Rebecca M; seconded by Mandy.

Minutes prepared by Rebecca Wright.

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