



December 10, 2019
BOARD OF DIRECTORS Meeting
Old School Museum, 13304 Hwy 6, Santa Fe, TX 77510
12 pm – 1 pm

The Keep Santa Fe Beautiful meeting was called to order at 12:07 pm by Vice President Rebecca Martinez. Attending were members Mandy Jordan and Rebecca Wright. The agenda and the November 4, 2019, minutes as presented were approved.

Board members discussed the monthly financial report that included the list of funds received and deposited in November: \$500 Space City T's, \$3000 Keep Texas Beautiful/HEB Green Bag Grant – both restricted for the Garden; \$100 from local residents Melissa & Phil Green and \$2000 Donor Match from ExxonMobil for operations. Total in Texas First Bank account is \$50,987; \$46,766 is restricted for Garden. Expenses for monthly administrative expenses totaled \$71.69. The \$25.20 for the monthly charge for Quickbooks was paid by Mandy Jordan (deducted from personal bank account, but has been confirmed that December's charge will be debited from KSFB account). Other financial issues: the former treasurer's signature needs to be deleted from the bank; and Rebecca W will provide monthly reports until a new treasurer is elected, working closely with the president.

III. COMMITTEE REPORTS

A. Advocacy & Policy

IRS filing. Board gave approval for secretary to discuss with Affordable Bookkeeping, 1013 E Main St, League City, TX, details for an agreement to process 2019 IRS filing. Rebecca W talked with Tom Crews, the owner, who provides assistance to a number of local nonprofits. Preliminary estimate is \$750 for IRS forms; \$195 per hour for other assistance. More details and draft of engagement letter will be brought to January meeting. Related to IRS a debit for the Quickbook payroll services was debited from KSFB account; this service will be cancelled after the first of the year after reports are downloaded.

Calendar. Board reviewed calendar dates for the first half of 2020. A quarterly meeting will be held with the January 14 meeting, inviting the community to attend at 12:30 pm. Dates for the Garden opening were discussed with board agreeing that June 30 would be the latest possible date. Dates for Earth Day were not finalized; will discuss more at January meeting due to conflicts in April with other events in town like the Galveston County Fair & Rodeo.

2020 Budget. A draft operating budget for the next year was reviewed with additional discussion and finalization at the January meeting. Members were asked to review the expenses to ensure all were listed so adequate revenue would be raised to cover operating expenses.

Financial Control Procedures. The draft policy was briefly reviewed with several areas noted for next revision which will be emailed to board members for review before January's meeting.

New Board members. Board voted to accept the requests from Celia Corley – Davis and Rindy Hitchcock to serve on the KSFB board. They will be invited to the January meeting.

B. Grants & Membership

The following grant submissions were submitted: Renewal Awards/ The Atlantic (Spring); State Farm Good Neighbor Assist; and notification is pending from Kempner Foundation – submitted 10/15/2019 and the BNSF Foundation – submitted 10/23/2019. Gift acknowledgment and thank you letters were sent to those recognized at October meeting and donors from 2018-19. Work will begin next month on the KTB Governor's Community Achievement Award that is due Feb. 20. In February KSFB will receive an honorable mention with Clark Condon from H-GAC for Parks and Natural Areas planning. Membership drive with businesses is postponed due to consideration of local multiple requests for donations.

C. Project and Volunteer Management

Therapeutic Garden continues to make progress with infrastructure and ground improvements underway. Councilman Bill Pittman has been a valuable supporter moving the project forward. Two memorial Benches will be

installed in the Garden.

D. Fundraising & Events

Giving Tuesday. The online fundraiser was December 3. Mandy J. reported that \$335 was donated.

Earth Day 2020. Dates to be discussed at January meeting. Mandy said the Friends of the Library were interested in having its Garage Sale/Bake Sale on the same day.

E. Recycling & Educational Programs (Reports & Updates):

Fall Cleanup was held November 9 at Mae S. Bruce Park. Mandy reported 6200 bricks were removed and stacked.

Recycled markers program is ongoing at the elementary schools, reported Rebecca M.

Bags to Beds program has been successful with 45 mats made for homeless individuals; takes 8 000 bags to make one mat. Response for donations of bags has been overwhelming and currently on hold with more than ten large bags in storage waiting for delivery to mat-makers, according to Rebecca M.

Fall cleanup – community wide October – 11. Stacey Baker had reported that AmeriWaste used eleven 30-yard rolloff containers for debris. In October, 1200 tires had been recycled in that effort.

F. Promotional & Marketing

Beautiful Business Award needs to be presented to Texas First Bank. Date needs to be set. For Snider’s, a picture and certificate will be presented when sign is picked up from the business.

Social Media is ongoing by Mandy & Rebecca M.

Website Updates will be made by the end of the year by Mandy including the approved minutes from the past quarter.

IV. OTHER ITEMS FOR FUTURE DISCUSSION

Next meeting date is January 14, 2020 at Old School Museum conference room with public invited to join at 12:30 pm.

V. ADJOURNMENT was at 1:07 pm.

Minutes prepared by Rebecca Wright.

Approved: _____
Signature Title Date