

Perrysburg Heights Community Association

Monday, June 21, 2012

7:05 – 9:15 pm

Minutes

Present: Teresa Buck, Jason Craig, Steven Kramer, Matt Franchetti, David Humbarger, Elisa Rodriguez, Stephanie Serda, Amanda Becerra, Anita Serda, Mary Ruiz and Chico Martinez, Susie DeLaO

Excused: Lupe Hinojosa (was out of town)

<p>Agenda Item</p> <p>Outcome</p>	<p>Approval of Minutes Correct the spellings of the meeting minutes as submitted by Anita.</p> <p>Need to attach the Center Director’s report to the meeting minutes Steve made motion to accept the previous month’s minutes; Anita second the motion</p>
<p>Agenda Item</p> <p>Discussion</p> <p>Actions Required</p>	<p>Treasurer’s Report</p> <ul style="list-style-type: none"> • The fundraising committee set a goal to raise \$500,000; however, the finance committee wanted something more realistic. \$20,000 is the adjusted amount; • We have received +\$1,800 to date from our lower echelon of donors. • Interest for TCF – (2 yrs of interest released this year); next year would reflect half of that; • Festival subcategories were combined; festival vendors; sponsors; admissions; goal is to raise \$70,000 overall • Facility rentals goal \$15,000 have raised \$6,000 to date. • Expenses: festival was combined into one category; • We are trying to duplicate what we spent last year, if we increased any, budget at the end of the year we should have an income of \$8,270; we are currently at \$13,094.18 <p>• Elisa asked about BFIM – dues have not been collected; and not sure if they made money from their performances. Raquel mentioned at the last meeting that she was moving that account separate from PHCC (other than the banking account of Key Bank).</p> <p>Elisa also remembers that they (BFIM) didn’t have enough money to pay rent. Stephanie indicated that some of the grants (Ohio Arts) would include the dance group. The Arts grant would pay for BFIM’s expenses (they perform free for PHCA)—example—the fashion showcase was free; all of the little things used for karaoke, comedy show; rentals. In Stephanie’s mind, it doesn’t make sense to have them pay rent when we are constantly asking them for favors. The grant would cover all art-related programs (including dancing). BFIM is a project of PHCA. Their monies pays for the artistic director fee and their rent.</p>

	<p>Also, the dance troupe owns all equipment.</p> <p>When BFIM joined PHCA, they came with their equipment. The \$\$\$ made from performances paid for their costumes and equipment.</p> <p>We need to find a way to raise money to cover their expenses. The difference between payroll and salary expenses; payroll = is positions of where taxes are taken out; salary and wages is the 1099 items. Didi helped figure out many things, but we still need to have some of the \$16,954 re-categorized as payroll expenses, for Stephanie, Brandy, Adam.</p> <p>April Balance Sheet We made some adjustments from the last sheet. Current assets as of 4/30 was \$493,000; other assets was -\$563.35, which was for some of Didi's accountant fees; liabilities was \$1,703.83; equity was 496,956.81; total assets is 498,660.64.</p> <p>May balance sheet Current assets \$486, Other assets \$563.35</p>
<p>Agenda Item</p> <p>Information</p> <p>Discussion</p> <p>Outcome</p>	<p>Executive Board Elections: President, VP, Secretary, Expired trustee terms (Elisa, Steve, Susie) 3 vacant positions</p> <p>Positions about to expire Elisa wants to renew her position as a Trustee; Susie is not interested in remaining as a Trustee; Steve is interested; so they are carried out till June 2015 (July 1)</p> <p>We currently have 4 vacant trustee positions; Jason is interested; Matt is interested as a trustee; Amanda Becerra (community resident); Chico Martinez is interested;</p> <p>Everyone needs to understand that this carries a 3 year term commitment The four persons mentioned above are interested in fulfilling a trustee position. Chico is interested in the one year position Amanda wants to also get involved. She works at Kingston as dietary manager. Matt teaches at UT Engineering; would try to engage college students at the PHCC. Would like to bring in some university-sponsored grants. Jason has become friends with the kids; genuinely wants to make the neighborhood a better place;</p> <p>Anita made motion to accept as new trustees Amanda, Chico Martinez, Matt, and Jason; Steve second the motion. Thank you Susie for all of your dedication to the organization. Susie has been and active member of the board since 1991. Chico (expired 2012) 2013; Matt and Amanda (expires 2012) 2015; Jason</p>

<p>Information</p>	<p>(expires 2013) 2016 Steve would like to take pics of the new trustees and asked for a 3 sentence blurb for the website. Anita: Trustee positions Open positions (Stephanie taking on role as President); which then adds another trustee position.</p> <p>Resignations: Secretary: Mary resigned from her position as secretary; President: Elisa is resigning from her position as president; Jason nominated Stephanie as president; Steve second the nomination. No others have expressed interest in the position. Lupe is stepping down from his position as VP. Jason nominated Steve as VP and Teresa second the nomination. No others have expressed interest in the position. Treasurer: Raquel would like to resign from her position as treasurer. This position handles PHCC finances, pays the bills; debit card transactions; puts together the treasurer's report; works with the tax attorney to file taxes on time. Jason is interested in Treasurer's role.</p>
<p>Discussion</p>	<p>Secretary: Meeting minutes; Steve suggested Chico be secretary of record, We have 13 Trustees on the board. Rich made motion to accept; Susie second the motion for Stephanie as trustee;</p>
<p>Outcome</p>	<p>New Officers Stephanie was nominated to become President; Amanda made the motion accept; Chico second the motion Steve Kramer – VP; Anita made motion; Jason second Jason Craig – Treasurer in charge of all reporting and one of the signatories on account; David made the motion to accept; Steve second Paul (Chico) Martinez – Secretary of Record; Teresa made the motion to accept; Steve second the motion Tie breaker (14 board members); if there is a vote and a majority is not attained; motion does not carry</p>
<p>Information</p>	<p>Committees: Have grant New Initiatives Grant thru Toledo Community Foundation</p>
<p>Discussion</p>	<p>1. Fundraising is looking at the grant again in working in collaboration with Adelante and PathStone (ABLE); a collaborative effort to expand on more programing for our youth, with emphasis on young male Latino's (jr. high to high school age); PHCA would take the lead on the grant, grant is due in September for funding for the Exec Dir salary; between now and us submitting</p>

	<p>the grant proposal, we should hear in October it would cover Jan-Dec; July 1 – Dec 31 PHCA needs to decide if we are going to continue funding the Exec Dir salary.</p> <p>2. \$9,700 is what has been paid out to date; Jason sees no issue in PHCA making a more permanent position; doesn't think it's necessary to specify this on grants. Stephanie likes the position we're in with the fundraising committee; thinks it's smart for the organization not to have all eggs in one basket.</p> <p>3. Funding for Steph for the balance of 2012 (\$37,000 from Jan 1-Dec 30).</p> <p>4. So June 30 – to Dec 31 is \$18,000; insurance is additional. \$18,500 is salary and health insurance; from Jan 1 we have no idea if we are going to gain the TCF grant; Jason recommends she become an employee and we not rely on grants; so we need to fundraise to cover her salary.</p> <p>5. Steve agrees she should become a permanent employee; she will continue to be paid salary (not hourly);</p> <p>6. A "raise" should be considered for Steph (\$2000) and part-time salary;</p> <p>7. Steve made the motion that we approve a salary of \$37,000 plus med benefits starting July 1 till June 30, 2013, and make Stephanie a FT PHCA employee; Jason second the motion.</p> <p>•Anita abstained from this vote.</p>
Discussion	<ul style="list-style-type: none"> • 2012-2013 proposed budget; Jason made motion; Chico second the motion. • The hours worked and value of her position warrants the 5% increase • What is the \$\$\$ we have to cover all of our expenses? When we built the final phase (of 3), it was a 5 yr project; including an endowment fund with TCF, which allowed us to earn interest. The endowment raised enough \$\$\$ to cover at least 1/3 of our annual expenses. This was started in 2007; 2012 was the first time we collected any interest payments (\$27,000); \$13,000-\$14,000 per year from the endowment fund; we can borrow against it if necessary (but we don't want to touch it!). Of the \$498,000 is untouchable (\$119,000 available; and \$370,000 not available); <p>We are in the top 10% with the TCF that has been recognized for having an established endowment fund.</p>
Outcomes	<p>COMMITTEES:</p> <ul style="list-style-type: none"> •Fundraising Committee (Anita and Christine); •The Exec Director acts as liaison to the board; •Fundraising Members: Chico; Jason; Mary; Lupe; Elisa <p>FINANCE COMMITTEE (Jason)</p> <ul style="list-style-type: none"> •Stephanie; Elisa; Jason; <p>EDUCATION (Patty)</p> <ul style="list-style-type: none"> •Members: Patty, Rich, Emily (Penta GED); Matt <p>BEAUTIFICATION & SAFETY (Jason)</p> <ul style="list-style-type: none"> •Members: Steve; Jason; Teresa; Amanda; David; Frank (owner of Artistic Memorials); Mark Washlyshyn (he wants to join, but waiting for approval from

	<p>Township administrator saying that they are declining; David;</p> <p>Fundraising meets the 1st Mon of each month 6:30PM</p> <p>Festival Meetings: meets each 3rd Sunday at 3PM --- July 8 and July 22 (bring volunteer names to the July 8 meeting);</p> <p>Beautification meets 3rd Tues of month at 7PM</p> <p>Finance meets second Tues of month at 7PM</p> <p>Education meets 2nd Monday of month at 7PM</p> <p>Finance Committee – The last Finance Meeting was June 23rd 5pm. The Finance committee will present minutes from the meeting, Jason, Stephanie and Elisa</p> <p>Education/Programs Committee- Stephanie met with Rich Paat and Patty Sopko. Stephanie can give us an update.</p> <p>Festival Committee- Anita announced the next festival meeting will be June 10th @ 3pm. Working on sponsorship, raised vendor fees by \$50, volunteer forms are out and entertainment is finalized and schedule set. Working on advertising and volunteer shift schedule changes. Next Festival Meeting July 8th 3pm. Anita will give details of the minutes from that meeting.</p> <p>Fund-raising Committee- The committee of Christine Drennen, Anita Serda, Stephanie Serda and Lupe Hinojosa completed the first face of the Annual Giving Campaign and mailed out the first round of letters. Working on the Banquet and have selected Fred Moor and Ken Cappelletty as the first recipients for the Community Service Award we will give out annually. Next Fund-raising Committee Mtg. July 9th 6:30pm.</p> <p>Neighborhood Beautification & Safety- Jason spoke with Township about putting up stop signs at Ft. Meigs Blvd at Broad and Apex Ln., also working on getting volunteers together to spread the safety layer of mulch around the park equipment.</p>
	<p>COMMUNITY GARDEN UPDATE:</p> <ul style="list-style-type: none"> •Steve: at our last meeting somebody requested a copy of the budget; materials & supplies; •There is a balance of \$1200 (will have \$1000 remaining for last year); won't be covering any meals, but ice cream and prizes \$50. •Jason wants to know how much water we are using (is concerned); Anita suggested we get rain barrels (Jason to pick up a few from Speedway); •Garden is coming along well. •Anita talked with Joe Balderas regarding their Community Garden. Joe will provide us with startup plants, etc. next year;

<p>Updates</p>	<ul style="list-style-type: none"> •Mary Jane will spearhead the distribution of the produce to the residents; •The jalapenos grown in our garden need to be canned for next year's grito contest. <p>CLINIC –</p> <ul style="list-style-type: none"> •Between the hours of 6:30 – 11:00P, the Clinic is seeing 25-30 patients; the clinic is staffed with 2 physicians; 1 pharmacist; 8 med students; 3 Pharm D students; 2 nurses; •HIV screening clinic on 2nd and 4th Tues of the month; •The 3rd wed of month there is a woman's health program (pap; mammogram); •St. Luke's and Promedica have partnered with the Clinic; these facilities are accepting our patients for lab work. •Dental services; optometry services; •People are coming in from all over the area. •Interested volunteers should go to the website; •2 Monday's ago, the Clinic started a free mobile food pantry the first Monday of each month (thru "Food For Thought"). We have been working with Sam Melden, Food For Thought; we don't pay for any of it. •Starting some research projects—hypertension and diabetes (success rate in controlling this in our community); •July 10 we start working with migrant workers thru FLOC; the Clinic travels to the migrant camps in the area (6 camps). We will advertise SOTB at the migrant camps. •The clinic is on Wed night as backup to what they can't see at the camps. <p>Anita: Our Postman mentioned that if mail says PHCA or medical clinic, and contains the street address: 12282 Jefferson St, the mail goes to Anita's home address. Postman suggests we start using our box address, as follows: P. O. Box 612 Perrysburg, OH 43552-0612 We need to also add our box address to the letterhead and remove the physical address.</p>
<p>New Business</p>	<p>COMMITTEE UPDATES:</p> <ul style="list-style-type: none"> •Finance (see reports distributed at the meeting) Jason •Education & Program – (same as director report) •Festival – Meeting is on 7/8 at 3PM for 45 minutes; Anita •Latino Idol competition is 4-7PM on 7/8, 7/15, 7/29 and 8/5 at Senor Toros.
<p>Discussion</p>	<ul style="list-style-type: none"> •Anita plans to print the Festival schedule on cardstock, which can then be used as a "fan"
<p>Outcome</p>	<ul style="list-style-type: none"> •All but one of our deposits have been paid out to the bands; all services are accounted for; new sponsorship \$2500 from McDonald's (health kick for Latino's because of diabetes); Ronald McDonald will be at the Festival on Saturday for a Zumba class at around 3:15PM. •The dollars received, and what we have in sponsorship to date is close to

\$9,000; Anita is working on four more at the \$2500 level; Steve has another for \$5000; trying to raise 100% sponsorship

- We have an amazing lineup for our festival!
- Joe Posada and Carlos Guzman and the local bands are making 30 second spots promoting our festivities;
- Making 11x17 posters; need to think about BEYOND Pburg;
- Our festival is attended by people from as far as Colorado, Florida, Maine, and Texas
- Festival Services: we consolidated the tent company (table; chairs; stage, tent); sanitation is the same as last year; eliminated a shift, which saves 70 spots;
- Will send out to everyone who we have in "chair" positions;
- We are going to have 5 inflatables this year with Air Extreme; we were unable to secure a ride company
- There was discussion about using poker chips instead of tickets; (there will only be 2 PU areas for; all of the chips come back to the ticket area)
- Ticket area will sell ALL of the tickets required for the booths at the Festival
- Raffle items and silent auction are separate; (Steve and Jason handling);
- Rich indicated that the Medical Clinic might want to set up a booth for screening;

FUNDRAISING;

- The next phase for fundraising is making phone FU calls;
- The following phase is larger funds—the \$5000 - \$25000 range, and will take place between July/September
- Annual Giving Award Banquet (PHCA Community Service Award Banquet); Sept 15; honorees are Fred Moore and Ken Cappelletty;
- After the outline of invitation was sent, they humbly declined and wanted to give to somebody worth of more recognition; Anita advised that they are our honorees;
- Working on the design for the plaque; plaques are ordered for Latino Idol competition.
- This year at the Festival we will be honoring Joe Ybarra for all of his year's in the music business.
- "Celebrating Culture & History" is the theme to the dinner; dancers will perform; on 9/15 from 6-11 PM

NEIGHBORHOOD BEAUTIFICATION (Jason)

- Stop sign (ODOT) vetoed the township due to law, a neighborhood thing
- Asked about temporary speed bumps but this depends on what the City is going to do.
- Talked to the City and Mr. Alexander said if we sent a letter with 51% of community

PHCC OPERATIONS

- Adam Wagner resigning due to a FT position; his last day is July 6; Ashley accepted position
- Brandi is also resigning, due to grad school; mid to late Aug; position was

	offered to Spencer Moody and acceptance is pending
Meeting Adjourned	9:15 pm

Respectfully submitted,

Paul (Chico) Martinez