

**Monthly Board Meeting Minutes**

Tuesday, March 24, 2020 at 7 p.m.

 (Via Tele-Conference)

Board Members: President Ed Murashie

 First Vice President Julie Humphreys

 Co- First Vice President Tracey Stein

 Second Vice President Chris Switzer

 Co-Second Vice President Nanci Zinngrabe

 Secretary Angel Barnes

 Treasurer Craig Kalthoff-Patti

 Parliamentarian Erik Hernandez

 Co-Parliamentarian Ellen Koldewey

 Communications Director Marc LaFont

 Social Director Tammy Heider

 Membership Director David Buster

 Membership Co-Director Jeffrey Katz

 Home Tour Director Sandy DeAngelis

**Board Meeting Call to Order** – The March FPNA Board Meeting was called to order at 7:06 pm.; with all the above Board members in attendance.

Approval of the *February 18, 2020* *Monthly Board Meeting Minutes* was made by Erik and seconded by Sandy; all were in favor.

Approval of the *February 20, 2020 General Meeting Minutes* was made by Julie and seconded by Tracey; all were in favor.

**Public Comments** – None

**Secretary –** Angel Barnes

From late February through March 21st, the FPNA post office box contained a single membership donation (gold level) plus 12 Home Tour ticket-checks from all over Southern California and one from Fresno. Three student FPNA Scholarship Applications arrived, as did two of the three vendor refund checks the Treasurer was expecting of deposits for the now—cancelled Home Tour, including the golf cart supplier, the trophy vendor, and soon to arrive, for the porta-potties.

**President** – Ed Murashie

No report; see *New Business* below.

**1st VP - Scholarship and Sponsorship** – Co-Chairs Julie Humphreys and Tracey Stein

Given all the COVID-related mandatory school closures, an EBlast issued at the Committee’s request on March 22nd announcing that the Scholarship application deadline has been moved from March 31, to May 31st. Emails also issued to the school counselors so that they can notify their students of the extension. About 30 applications have been received to date.

Discussion was held as to a new date for the Scholarship & Charity Awards Presentation, typically held at Sandy’s in June. Hopefully, the restriction for social distancing will end by summer. Given the May 31 Scholarship Application extension, at least a month is needed thereafter for the review, selection and notification process. Thus, the Awards Presentation will likely be moved to late July or August which is compliant with our By-laws which require issuance by September.

Legacy Award nominees are being solicited; the Committee has gotten two submissions thus far.

**2nd VP – Beautification Committee** – Chris Switzer and Nanci Zinngrabe

Sara Mae Downie Park’s planting for the Butterfly Garden is done but will be mature and beautiful by next year’s Home Tour. Nanci is anticipating that the City will eventually reply to her e-mail inquiry as to whether Dumpster Day, ordered for April 11th, needs to be cancelled. If so, it will be postponed to the first available safe date.

Directions for submitting nominations for the *MOST BEAUTIFUL YARD OF THE YEAR* award by the April 27 deadline went into the Winter Newsletter and will be repeated in April. Then one of the Committee Chairs will organize the pictures and submit them to the City. Marc was asked to e-blast reminders beginning early April to send all photo entries to Beautification@FloralPark.com.

Barring a restructure of the duties of the Beautification Committee, neither Chair person intends to seek re-election in June, causing concern that no potential successor has expressed an interest. Both would continue as Committee members but the duties of the office have become overwhelming particularly when coupled with the year’s special events. Thus, a plan of action is set forth under *New Business.*

**Beautification Tree Maintenance Subcommittee:** CoChairs Ellen Koldewey and Angel Barnes

The City authorized its Public Works Agency to purchase 200 trees this year for citywide planting. PWA has notified FPNA that a total of one 24-inch-box median tree and five 24-inch-box parkway (curb) trees will be planted and paid for by the City. Further, it has continued to trim our trees or remove those that have died. Where approved by the PWA arborist, FPNA will contribute the cost to **upgrade** these new 24-inch box trees to 36-inch-box trees.

Additionally, between December, 2019 and March, 2020, the Subcommittee notified and provided consent forms to all eligible property owners on the City’s current list of *suitable vacant tree sites* to secure their signed consents for new curbside trees. This FPNA order will be separately paid, but both plantings can be started in April. Our order will be paid for from a portion of the $11,160 balance reauthorized from last year’s FPNA reforestation program.

**Membership** – Co-Directors David Buster and Jeffrey Katz

No brand new neighbors have moved in since the February Board Meeting. Jeff continues to personally visit and welcome new neighbors and he invites them to our Mixers. Although the March Mixer has been cancelled by virtue of COVID 19, the Ken and Lea Schmidt have graciously offered to let the Committee use their home when needed for a future function.

**Social Committee** - Chairwoman Tammy Heider

The National Margarita Day party on February 22nd at the home of Michael and Jeanette Mustafa was a big success with lots of food and margaritas. The Margarita Day Subcommittee borrowed benches, tables, Mexican décor, serving platters and drink dispensers from neighbors.

The Subcommittee for Cinco de Mayo, Chaired by relatively-new neighbor Denise Silva held their planning meeting at the home of Karyn Cripps which will be the venue for that event. Rather than hire a caterer, attendees will be asked to bring a Mexican dish to share, as well as their own beverages other than bottled water. The event date of Sunday, May 3 is contingent on whether the mandatory social distancing rule has been lifted. Tammy will wait until mid-April before announcing if a cancellation is required.

**Parliamentarians –** Erik Hernandez and Ellen Koldewey

No issues to report.

**Home Tour** – Chairwoman Sandy DeAngelis

Sandy personally notified all five Homeowners and the two garden owners of our Tour cancellation.

Likewise, the Home Tour Committee Chairs notified their respective vendors and car owners of the cancellation and they returned any funds in their possession which had not yet been given to the Treasurer. Craig promptly returned all ticket sales, whether received via check or pay pal and all receipts from vendors, car registrants, Wine Garden and Opening Night.

The Committee is still maintaining communication for questions or concerns via the web as well as via our telephone answering volunteer. Docent Chair Angel reported that 15 signed up to docent by postcard, but 32 postcards replied “not **this** year”. Docent Co-Chair Glenda Fink thanked and notified all docents, whether they volunteered by phone, electronic sign-up or by post card, of the cancellation.

**Communications** - Chairman Marc LaFont

Our volume of EBLASTS have returned to normal, now that the exigency for action on 2525 Main Street has passed. Therefore, we need not incur the cost of upgrading our EBLAST plan.  Our Facebook added 20 new followers since our last meeting reaching 234 followers as of March 15 and Instagram followers are well over 2,000, with continuing daily posts on both social media networks. The FP website is regularly updated to include new events and cancellations.

The Winter issue of the *Floral Park Neighborhood Gazette* issued the first week of February and the Spring issue will circulate as planned in April. It was originally set to contain an article on *The History of Home Tour* (which Marc will save for next year), changing focus to gardening and the protection of the neighborhood’s citrus trees. Proposed articles should be submitted to Marc by March 31st.

**Treasurer’s Report** –Craig Kalthoff-Patti

The Membership Committee generated income of $1,450 for the month and the Communications Director generated Promotional Sponsorship Ads of $1,790. The February, 2020 checking account reconciliation breakdown was provided to the Board. All accounts for February 2020 are within budget.

Craig stated that all refunds to home tour participants and vendors were made as of March 14th He also discussed with Bev Schauwecker which home tour expenses cannot be reimbursed.

Given Home Tour’s cancellation due to COVID-19, Craig expressed concern for the current Social events on calendar, as well what, if any, financial impact their cancellations will entail, (see *New Business* and *Home Tour*)

**Approval of the Board Reports**

A Motion to approve the Board reports was made by David and seconded by Craig; all were in favor.

**Old Business**

The Board reviewed its current Calendarand made the modifications shown below.

Storage Garage: As of the February meeting we had been unsuccessful in speaking to or getting authorization from the non-resident home owner from whom we have rented FPNA’s storage facility for some years, to proceed with the installation of a fiberglass door; a stronger door frame and a deadbolt lock at our expense. Consequently, the Treasurer wrote to the owner in mid-February at her Garden Grove address when he sent her our annual rent check. Thus far, no response. If none is forthcoming, we will not have the authorization to continue with replacement of the frame and door.

Tax status update – Our tax exempt status remains revoked. The Form 3500 has been completed and submitted to the State requesting a 9 month extension of any owed taxes and penalties while the Form 3500 is being processed. This was filed by Guzman & Gray, our accountants. Craig advised us that any further correspondence from the State will be forwarded to Penny at Guzman & Gray. Craig advised that to date, we have been fined $1,640 for the then-Treasurer’s non- response to a letter received June, 2019 stating that FPNA’s tax exempt status had been revoked.

**New Business**

**Home Tour cancellation impacts:** The Home Tour Committee had expended approximately $5,300.00 for printing, mailing, etc. prior to cancellation. It will also be absorbing the pay pal expenses, so full refunds could be made to guests that purchased tickets in that manner. Conversely, the payments or deposits made to Players Choice for trophies and to Juniors Golf Carts have been refunded to us. We are still awaiting the deposit from Andy Gump for porta-potties. Sandy estimated that FPNA’s **net** profit from the Tour would have been approximately $25,000, exclusive of Opening Night. (Craig questioned that figure based on the 2020 budget submitted.) Sandy further explained that only $3,800 of the $5,300 already expended is a loss because all five homeowners graciously agreed to open their homes next year. In fact, the two garden owners have further committed to opening their homes, thus expanding the 2021 Tour to seven homes, for which we will have already acquired the home portraits, sparing us that expense next year. A full financial Home Tour report will be prepared by the Treasurer.

**Social event planning for the remainder of the year:** Tammy reported that no social events have yet been cancelled or postponed and deposits for the entertainment for Freedom Fest and for the Summer Concert were paid and contracted for a couple months ago. Whether these will be refundable deposits remains to be seen, given these aberrant circumstances. Until normal life resumes, no further monetary commitments will be made for 2020, and **even then**, the Chair will assure that any deposit has a refund provision.

**Second Vice President Position Redefined:** It was decided that CoChairs Chris and Nanci, and Parliamentarian and Beautification Sub-Committee CoChair Ellen (who advised us that the Standing Rules can be modified as to the duties of that Board Officer position) will confer. They will analyze the duties of the Second Vice President, since its principle role has been to Chair the Beautification Committee. **There needs to be a delineation of all that Beautification is asked and/or expected to perform**. Ideally, once articulated, those tasks can be broken down and assigned to a Beautification team as opposed to one or two 2nd VPs. Meanwhile, Ed will speak to Janelle McLoughlin as to the concern she brought to our attention about the City’s installation of neighborhood light bulbs which are incompatible with the color of our existing lights.

**FPNA Elections:** Nicole Fabian has agreed to singularly undertake the position of Elections Chair which the Board approved, given Richard Payne’s retirement. Nominations for all vacant offices must be made at or before the Elections Committee Meeting which takes place the second Tuesday of May. Ballots issue the third Wednesday of May and are counted the third Thursday in June. Ed announced that he is not seeking re-election as President. The Second Vice Presidents, Parliamentarians and a Membership Director will announce in April whether they will remain.

**Creation of New Committee:** Jeff asked whether the pandemic has spurred some interest in the creation of a possible “Sunshine” or “Kindness” Committee. He, Marc and other Board member may be soliciting ideas and suggestions.

**The March Board Meeting Adjourned** at 8:33 p.m.

**Calendar of Future Events:**

March 29 – MIXER at 1907 No. Flower at Lea and Kenny Schmidt’s *(****Cancelled)***

April 3 & 4: Sarah Mae Downie Park Clean-Up *(****Cancelled****)*

Apr 11th – Dumpster Day and Neighborhood Cleanup *(****Postponed)***

April 18th - Home Tour Week Opening Night GALA *(****Cancelled)***

April 21 – April Board Meeting- **Moved** from Nanci Zinngrabe’s home to TeleConference

Apr 25 & 26 – Floral Park Home & Garden Tour *(****Our first Home Tour cancellation in 28 years****!****)***

May 3rd Cinco de Mayo Party at Karyn Cripps’ garden - 2341 Riverside Drive at 3 p.m.

May 19th - Board Meeting at Jeff Katz’s home, 1919 No. Heliotrope at 7 p.m. or TBA by Teleconference

June 16th – Board Meeting at Tammy Heider’s home. 1808 No. Flower at 7 p.m. or TBA by Teleconference

June - Return Election ballots must be postmarked no later than the third Thursday of June.

July 21st - Transitional Board Meeting at Julie Humphrey’s home – 2112 No. Ross at 7 p.m.