



EAST MT. AIRY NEIGHBORS

EMAN Board Meeting Minutes Thursday, April 8th, 2021 Meeting conducted via Zoom Meetings

Attendees: Cheresse Akers, John Autin, Charlie Baltimore, Linda Bell, Michael Burrell, Krystal Marie Caraballo, Tonyelle Cook-Artis, Brian Cullin, Nina Curlett, Elizabeth Dalianis, Sam Duplessis, Michael Galvan, Kendra Gudgeon, Jeffery Hayes, Stephanie "Effie" Heimann, Kelly O'Day, Renee Mills, Teri Ranieri, Brandon Ritter, Margaret Salamon, Solomon Silber, Susannah Stayter, Tiffany Thurman, Barbara Twiggs, Vearnessa Whigham

Absent: Amy Tanner

Excused: Janet Amato, Althea Banks, Kristin Crandall

Community attendance: C. Booth, C. Campbell, S. Carmichael, C. Gladstone, JL G, S. Roberson

General Session

The meeting was called to order at 7:02 PM

Tonyelle began by announcing that Jimmie Reed has resigned his position with the board and that Charlie Baltimore's next meeting will be his last meeting. Tiffany asked for the reason for Jimmie's resignation, but Tonyelle didn't have one.

Minutes:

No corrections were offered to the March Minutes.

Brian made a motion to accept the minutes from the March Board meeting, with Kelly seconding the motion.

The ayes carried and the minutes were approved.

Treasurer's report:

John then presented the Treasurer's report, noting that not too much had happened during the month of March. After his resignation, Dutch left details for John to go through, and John mentioned he was working closely with Natalia to ensure operations were still occurring.

The total income for the year was \$18,795, and the biggest expense for EMAN is still payroll. John also noted that there were not many general expenses. He also mentioned that the previously awarded funds and grants for committees are his next step for the month of April.

With regards to the budget, EMAN is not in the red for the year, meaning the Board's income is exceeding expenses. John also brought up that individual committees have their own budgets, and that expenses have not been incurred in committees.

Margaret then posed a question with regards to moving forward for the budget, asking if it was possible to add a forecasted budget into a column in the budget report so we can compare with how EMAN has budgeted for the year? John responded that he would address this in his Assistant Treasurer's report, but that there can definitely be an added column to compare quarterly as the Board continues.

Margaret raised a second question, asking if anybody had seen a statement for Q1 from the Philadelphia Foundation or even from the end of the year in 2020? Natalia responded that she had not seen anything. Margaret noted that when we're referencing account balances, we should also take this lack of quarterly statements into account, and that she would follow-up with the Philadelphia Foundation on this.

John then made a motion to accept the Treasurer's report, with Renee seconding the motion to accept the Treasurer's report with an audit.

The ayes carried and the motion passed. The Treasurer's report was accepted with an audit.

John then turned to the Assistant Treasurer's report, attached in the EMAN Google drive. For the most part, EMAN is operating under budget for spending and on pace for total income for the year. However, John noted that the Board is significantly behind pace in fundraising and donations for the year to date goal, and called on the Board to move together as a whole to get to this goal. John also noted that the Board is behind pace with the Vanguard dividend, but that this was reflective of the economy as a whole

Anti-Racism Committee:

Tiffany then gave an update on the Anti-Racism committee of the Board, noting that significant progress had been made over the last month, with an RFP launched for racial equity training for the Board. This RFP will be open for proposals through the end of the month. Tiffany requested that if Board members know of anybody qualified, to please encourage them to submit a proposal to info@eastmountairy.org. John then requested this RFP be shared directly with Board members for wider distribution. Natalia noted that she had shared the RFP in the Mt. Airy Community Facebook page, but that it still needed to be posted on Nextdoor.

Tiffany provided further details about the RFP and ideal consultant, stating that the committee would be looking for something innovative and interactive, with an experienced subject matter expert that could come in, look at the anti-racism survey results, interview co-chairs and Board members, and then prepare and deliver a training to the group. The budget is set at no more than \$2,500.

Tiffany then transitioned to a discussion from prior Board meetings, where all co-chairs were asked to implement recommendations that were approved as a Board. Tiffany then reviewed the points approved by the board, including reporting, training, non-paying member options, and accountability points, highlighting that the anti-racism survey will be re-administered with the same questions as last year.

The Board co-chairs then reported out on how they've gone through this process:

Brandon began by talking about the work of the Safety and Placemaking (S&P) committee. They created a charter at Kendra's recommendation so everybody knows how the committee operates, which was officially adopted the day before the April Board meeting. S&P has also adopted committee norms and are working to further their practices in this work.

Michael Galvan shared for the Marketing Committee, noting the Committee had also developed a charter with norms. Additionally, all agendas are open to edits and suggestions from all Committee members. Tiffany added that the Marketing committee is now working on the new racial equity champion award.

Brian provided an update for the Membership Committee, stating the Committee has discussed a non-paying member option. The current proposal includes putting an asterisk on the website which will let people know that contacting the Board to learn more about non-paying options is available. Natalia noted this was not yet on the website. Brian made a request to go back and ensure this was put in place this year.

Cherese shared out for the Special Events Committee, which would meet the next Wednesday after the Board meeting. Cherese will then circle back to Tiffany via email. Tiffany added that racial equity conversations will happen in this committee now. Carolyn would like to be added to this committee going forward to discuss her speaker series project. Cherese was concerned that a lot of events have already been planned for the fall. Tiffany mentioned that as a committee, the Anti-Racism committee should not be doing special events. Carolyn added that she wanted to loop in the Special Events committee and not overtake the work. Tiffany concluded by stating that she will follow-up beforehand to ensure things are aligned

John provided an update from the Grants committee, which has implemented a lot of these ideas and will also take things learned from the April Board Meeting. Specifically, the Grants committee has been tasked with racial and geographic diversity and metrics in grant funding decisions. Margaret took the lead and made sure to include this in all goals and decisions from the Grants committee overall. As a goal approached, Margaret made it a point to stop and review each decision to ensure the goals were on track and in line with decisions that the board as a whole has committed to. Tiffany requested the Grants committee share this via email with the full Board.

Finally, Jeff provided an update for the Zoning committee, noting that agendas are set for every meeting and that the committee tries to stick to them. Additionally, the committee ensures that everybody has a voice to contribute, and makes sure to end every meeting with an opportunity for individuals to address everything they need to address. Further, the committee is using SMART goal setting in their work. Jeff continued that there was also an additional inward focus to the committee's efforts, noting that Kendra helped put together a roles and responsibilities document, and pledged to finish this for the committee's meeting in two weeks. For work that is more outwardly focused, the Zoning committee has seen the impact that development pressure has on areas like Gorgas, Chew/Boyer, and Germantown Avenue. Jeff concluded by stating that the committee is hopeful that the upcoming grants will help with this.

Tonyelle then thanked Linda, Tiffany, and the committee co-chairs for leading the work and stepping up respectively to keep the mission of the organization going..

Book-keeper and Treasurer Update:

Natalia provided an update on the process for finding a new Treasurer. EMAN had a call out until the day after the April Board meeting for a new Treasurer. At the time of the Board meeting, there had been three great inquiries that had come in, including two people in finance, one working at Vanguard in investments for endowments for nonprofits, one in accounting, and one who runs their own business. Natalia then posed a question to the Board: how should the Board proceed on voting for the next Treasurer.

John requested that the vote happen prior to the May Board meeting. Tonyelle noted that this would mean the new Treasurer would serve for one month, with Natalia clarifying that they'd serve until the election. Tonyelle added that these individuals would need to become members of the Board.

Teri asked if these individuals lived in the neighborhood, and Natalia noted that two live in East Mt. Airy and one lives in Germantown.

John made a request that a decision on the new Treasurer happens sooner rather than later.

Michael Burrell then raised a question that since there are three interested individuals, how would the Board go about choosing? Would there be interviews or a vote? Natalia noted that's her same question, and that the ultimate decision would be up to the Board.

Toneylle stated that the Board would need to see their applications first, and suggested that the Board have them come to the May Board meeting to introduce themselves. Linda echoed Michael B's questions and added that with

John's request that it's sooner than later, the Board could review their applications and meet the candidates at the next Board meeting. After checking with the Board, Tonyelle requested that Natalia send information from the applicants to the Board by Monday, review and then have the opportunity to hear from the candidates at the May Board Meeting. The Board was in agreement.

Natalia continued her updates by stating that she had reached out to EMAN's bookkeeper and Your Part Time Controller. The Part Time Controller was very expensive because of a requirement that they operate at least 6 hours, or 1 full day a month, for \$1,000 per month. When Natalia reached out to EMAN's bookkeeper, the bookkeeper noted that this proposal was something fairly easy for him to do and could start in May, with a quote at \$150 for the month. Additionally, the bookkeeper suggested that EMAN get Quickbooks and that the Board would probably not need a bookkeeper if Quickbooks were adopted. The cost of Quickbooks is a \$500 set-up fee with a \$75 annual charge.

Linda then inquired about the survey which had been sent to the Board about this? Natalia said that it had been sent to the Executive Board and that it was currently tied between using EMAN's current accountant and Quickbooks.

Linda then made a motion that EMAN work with the current accountant to set-up Quickbooks for EMAN and then review in six months if the Treasurer can take-up the management of the Quickbooks system. Renee seconded the motion.

Tiffany asked if the Board goes with this proposal, if it's possible to add a stipulation that an audit is required? Tonyelle answered that it most certainly would. Linda, Teri, and Michael B. agreed.

Brian then clarified the cost amount, with Natalia noting that it would be an additional \$30 a month for Quickbooks to use the accountant. Tonyelle noted that the new Treasurer may already be familiar with Quickbooks, so it could be possible for the Board to revisit this decision later (within a month or two). Linda noted that this 1-2 months wouldn't be enough time, and that it would need to occur no sooner than once a quarter.

Charlie asked if it were possible to get all this information in a 1-pager before a vote occurred, with Tonyelle agreeing.

Jeff voiced support for Quickbooks, saying he's aware of other Treasurer's that love and use the system.

Kelly suggested that Tonyelle appoint a 3-person ad hoc committee to review Treasurer applications and review strategy for Quickbooks for the May Board meeting. Kelly further explained that this committee could discuss with candidates their comfort level with Quickbooks. Finally, Kelly asked if this position could be an appointment for a term of 1 year rather than 1 month?

John asked if the Treasurer had ever been in a contested election and Tonyelle noted that it had not since she had joined the Board. Kelly then asked again if we could appoint the Treasurer for a 13-month period since it will take a while to get adjusted. Natalia added that the by-laws may not allow this and this would need membership approval.

Kelly then asked if John could hold on to the work of the Treasurer through the June Annual Meeting?

Linda made a suggestion that EMAN revisit the Treasurer by-laws regardless, since there were special provisions because of Dutch.

Kendra echoed Brian's comments, suggesting that the Board make an appointment for Treasurer in May with a formal vote in June.

Solomon then asked a clarifying question if the Board was discussing on-line versus desktop Quickbooks? Additionally, he noted that it can be difficult to transfer files between the two systems.

Linda then repeated her motion that EMAN work with the current accountant to set-up Quickbooks for EMAN and then review if the Treasurer can take-up the management of the Quickbooks system. Renee seconded the motion.

Brian opposed.

Susannah abstained.

The ayes carried and the motion passed.

Kelly then made a motion that Tonyelle appoints a three person ad-hoc committee to assess candidates for Treasurer and to discuss their comfort with Quickbooks to make a specific recommendation at the May Board meeting.

Renee seconds

Before a roll call vote was taken, Nina asked if there's a difference in cost between the on-line versus desktop version of Quickbooks? Natalia noted there is, which is that the desktop version is \$60 for one desktop user and the online version is \$75 for three online users. Additionally, during discussion, Natalia noted she would get a write-up of costs and payments etc. and transfer of work information for the Board. Linda added that Natalia should clarify with the accountant that he would be able to release the Quickbook work to the Board at the time the Board is ready to take over the Quickbook management.

John then inquired what is the alternative if the Board doesn't pursue this ad-hoc committee? Tonyelle noted that the candidates for Treasurer would then meet with the full Board in May to review their applications. Linda asked if this motion would be in lieu of a full Board review, and Kelly responded that everybody would get information as soon as it's available, but that this three person would get the materials in advance.

Nina clarified if we choose to appoint somebody to the Board now and keep them on, would this be something that would have to be put to membership? Natalia responded that any changes the board would like to do to the by-laws would have to be approved by the general membership. Linda added that even with the Treasurer in place, they will still have to run in June and be voted on by membership. John also mentioned that even if the new Treasurer ran with a challenge, the Board could form a block to campaign for continuity in the Treasurer.

A roll call vote was taken:

Michael Burrell - Nay

Krystal - Abstain

Tonyelle - Nay

Elizabeth - Nay

Renee - Aye

Teri - Nay

Vearnessa - Abstain

John - Abstain

Linda - Abstain

Brian - Nay

Nina - Abstain

Michael Galvan - Nay

Kendra - Abstain

Jeff - Nay

Effie - Nay

Kelly - Aye

Brandon - Abstain

Margaret - Abstain

Solomon - Nay

Susannah - Aye

Tiffany - Aye

Barbara - Nay

Nay's carry and the motion does not pass.

Natalia's action items include compiling the nominations for Treasurer and sending them to the Board for review. The candidates for Treasurer will present to the Board at the May Board meeting.

Parliamentarian Procedures

John noted that due to a general lack of response, he will table this discussion until after the June election. Additionally, John encouraged using the by-laws committee to determine the necessity of the Assistant Treasurer's position.

Fundraising Update

Brian stated that he put out an all call to see if there was interest in having an ad-hoc fundraising committee. He has not reached a critical mass yet in the number of people that are needed for this to work well. Tonyelle applauded the work of Brian and Brandon for attempting to move the world forward.

Nominations Committee

Michael G. led a brief update about the work of the Nominations Committee, with three updates:

1. **Timeline:** The current goal is for June 10th election, the day of the June Board meeting. This means the first list of nominees will be due out on April 29th, with open call nominations extending until May 20th. June 5th, the Board will have to submit the final list and notification of the Annual Meeting to membership.
2. **Process:** The Committee is looking at gaps in need for the Board, including: Treasurer (CPA and finance backgrounds), legal and law backgrounds, and public safety backgrounds. The Committee is anticipating needing to nominate at least 15 individuals to the Board, so please contact a Nominations Committee member if you have suggestions for potential nominees. The Board is losing Teri, Janet, and Margaret, with the news today of Charlie's resignation, the Board is at eight official openings.
3. **Executive Committee:** The goal is to nominate at least 2 individuals per role to acknowledge the wealth of talent in Board candidates.

Linda then asked when Board members will have the opportunity to access the nominations form (in advance or after the April 29th timeline)? Michael noted that the committee has not formally discussed this, but will address this after the committee meets within a week.

Tonyelle then referenced the June 10th timeline as a placeholder for the Annual meeting and asked Michael if he would like to make a motion to formalize this date. Michael then made a motion that June 10th is the Annual Meeting. Linda seconded the motion, and the Ayes carried. The Annual Meeting will be Thursday June 10th.

Guest Speakers:

Michael G. provided an update for the Marketing committee, noting that the information for the brand ambassador work will be released by the May Board meeting, thanks to the work of the Marketing intern, Kayleigh MacFarland.

Tiffany asked for an update on the work to provide an honor or award to Dutch? Tonyelle responded that she hadn't worked on this, and that two people would be needed to help set this up. Additionally, Tonyelle noted that the Board could wait until May to request the Citation for Dutch. Tonyelle also stated that she thinks Dutch should receive the Baker award. Natalia added that the Special Events committee has thought about presenting an award in Dutch's honor at the next Toast to Mt. Airy.

Old Business:

Kelly provided an update on 318 E. Durham, stating that the ZBA turned down the request for the apartment complex to be built. The developer took his case to Common Pleas Court, with a Zoom hearing set for May 12th at 10:00 AM. Kelly noted that it may be instructive for Board members to attend to see how the appeals process works. Tonyelle requested that Kelly give the information to Natalia to send to the full Board.

Linda provided an update on the purchase of E&O insurance by overviewing the discussion with the CrossTown Coalition, which stated that EMAN's current D&O policy covers the members of the organization. Linda added a suggestion that when it's renewed, the Board increases the amount on the D&O coverage.

New Business:

For new business, Tonyelle brought up that Rosemary had reached out about starting a joint WMAN/EMAN committee to talk about the potential pros and cons of a merger of the two organizations in the future. Tonyelle stated that she would seek a motion to move forward on forming a committee. Linda noted that she has been a vocal opponent of this merger, and asked at what point does it become microaggressive to keep asking after being told no? That being said, Linda noted that she would be interested in being a part of the committee, and made a motion to form a joint committee with WMAN to explore a future merger. Kendra seconded the motion.

Vearnessa opposed the motion and Effie abstained.

The ayes carried and the motion passed. Linda, Brandon, Teri, Kelly, and Margaret expressed interest in joining the committee on behalf of EMAN.

Carolyn added that with the development of the speaker series, there has been communication to work in conjunction to work with WMAN. John stated that he wanted Board members to keep in mind that neither organization (EMAN and WMAN) is currently financially viable in the long-run. Teri commented that since they keep asking, we need to work together to really understand what the situation is.

After this discussion, Jeff mentioned that a letter to the Mayor had come out calling on Mayor Kenney to fully fund the Philadelphia Historical Commission. Jeff sought the Board's approval to sign the letter in support and made a motion for the Board to sign on to this letter, which Linda seconded. All were in favor, and the motion passed. The Board will sign on to the letter in support of the Historical Commission.

Michael G. then noted that there was a small possibility that the weekly food distribution could be coming back during the summer. Teri requested that if the distribution did come back that EMAN purchase a table and tent to support the effort.

Tonyelle added that the Grant Acquisition sub-committee met a few nights prior to the Board meeting and had decided to adopt the Roosevelt School for fundraising purposes. Renee added that if EMAN is going to collaborate with Roosevelt, somebody on the Board should reach out to Men Who Care of Germantown, since they're heavily involved at Roosevelt already.

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Meeting was adjourned at 8:50 PM