GERMAN VILLAGE SOCIETY
BOARD OF TRUSTEES

MINUTES OF THE MEETING OF
February 8, 2016

Present: Dennis Brandon, John Barr, Darci Congrove, Bill Curlis, Kelly Clark, Heidi Drake, Greg Gamier, Joe Kurzer, Jeanne Likins, Marie Logothetis, and Brittany Gibson.

Staff and Guests: Gary Seman and Shiloh Todorov.

The meeting was called to order at 6:00 p.m. by President Jeanne Likins.

Public Participation

President Likins reported that there was no public participation for February.

Reports of the President and Officers

President Likins welcomed Marie Logothetis to the Board and thanked her for accepting the call to service to our community.

President Likins reported that she had met with all of the committee chairs who again had accepted responsibility for leadership in 2016 and that she was re-appointing, the following to their respective committees: Nelson Genshaft, Civic Relations; Joe Kurzer, Corporate Outreach; Dennis Brandon, Development; John Barr, Finance; Jeff Lowe, German Village Business Community; Kathy Fortener, Historic Preservation; Josh Miller, Long Range Planning; Susan Sutherland, Membership; Tim Bibler, Parking; and Sarah McNealey, Parks and Public Spaces. Vice President Heidi Drake had previously been appointed to chair the Organizational Development Committee. President Likins thanked all of the committee chairs for again taking on the challenges of leadership and working on the Strategic Plan.

Vice President Drake reminded the Board that it was time to sign and file their annual Conflict of Interest statement (or acknowledgement that there are no known conflicts of interest) pursuant to Board policy. She asked that each member sign the form provided and return it to her.

Vice President Drake reported that as a result of requests from earlier audits and the need for a clear policy of document retention, she had developed a Document Management Policy for the Board's review and approval. The new policy clearly identifies where and how documents are filed and creates a retention schedule for paper documents/records.

MOTION: To accept and adopt the Document Management Policy.
[Drake, Barr]

Motion approved.

A copy of this policy is attached to these minutes and made a part hereof.

Secretary Bill Curlis presented the Minutes of the meetings of December 14, 2015, and January 11, 2016.

by last name for individuals or by the first letter in the name of a business. (Example –

Checks (canceled, for important payments; i.e., taxes, purchase of property, special contracts, etc. [checks should be filed with the papers pertaining to the underlying transaction]): Permanently

Contracts and leases (expired): 10 years

Contracts and leases still in effect: Permanently

Correspondence, general: 4 years

Correspondence (legal and important matters): Permanently

Depreciation schedules: 10 years

Donation records of endowment funds and of significant restricted funds: Permanently

Donation records, other: 10 years

[Note: Donation records include a written agreement between the donor and the charity with regard to any contribution, an email communication or notes of or recordings of an oral discussion between the charity and the donor where the representative of the charity made representations to the donor with regard to the contribution on which the donor may have relied in making the gift.]

Duplicate deposit slips: 10 years

Employee personnel records (after termination): 7 years

Employment applications: 3 years

Expense analyses and expense distribution schedules (includes allowance and reimbursement of employees, officers, etc., for travel and other expenses: 10 years

Financial statements (end-of-year): Permanently

General ledgers and end-of-year statements: Permanently

Insurance policies (expired): Permanently

Insurance records, current accident reports, claims, policies, etc.: Permanently

Internal reports, miscellaneous: 3 years

Inventories of products, materials, supplies: 10 years

Invoices to customers: 10 years

Invoices from vendors: 10 years

Journals: 10 years

Minute books of Board of Directors, including Bylaws and Articles of Incorporation: Permanently

Payroll records and summaries, including payments to pensioners: 10 years

Purchase orders: 3 years

Sales records: 10 years

Subsidiary ledgers: 10 years

Tax returns and worksheets, revenue agents' reports, and other documents relating to determination of tax liability: Permanently

Time sheets and cards: 10 years

Voucher register and schedules: 10 years

Volunteer records: 3 years

Warning: All permitted document destruction shall be halted if the organization is being investigated by a governmental law enforcement agency, and routine destruction shall not be resumed without the written approval of legal counsel or the Chief Executive

GERMAN VILLAGE SOCIETY
BOARD OF TRUSTEES
AGENDA

February 8, 2016

Call to Order — Jeanne Likins

Public Participation

Report of the Officers

Report of the President — Jeanne Likins
Annual Appointment of Committee Chairs

Report of the Vice-President

Membership — Susan Sutherland
written report
benefits of membership — Shiloh Todorov
Corporate Outreach — Joe Kurzer
no report

Finance — Darci Congrove
Finance Committee — John Barr
Next meeting: February 25, 2016
Investment Sub-Committee — John Barr
Next meeting: February 25, 2016
Budget Sub-Committee — John Barr
Next meeting: September, 2016 — Shiloh Todorov

Governance — Heidi Drake
Organizational Development — Heidi Drake
Next meeting: February 9, 2016

Staff Reports

Executive Director
written report — Shiloh Todorov
Board member ambassadorships/a new request
Monthly Strategic Plan Up-Date
Great Placemakers 2016
Next meeting: March, 2016

Operations Support Coordinator
written report — Russ Arledge

Historic Preservation Advocate
written report — Sarah Marsom

Digital Coordinator for Business Development
written report — Mark Weiss

Old/New Business — Jeanne Likins

Adjournment — Jeanne Likins

2. Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement -- the content of the discussion -- including any alternatives to the proposed transaction or arrangement and a record of any votes taken in connection with the proceedings.

Article V
Compensation

a. A voting member of the governing board who receives compensation, directly or indirectly, from the Society for services is precluded from voting on matters pertaining to that member's compensation.
b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Society for services is precluded from voting on matters pertaining to that member's compensation.
c. No voting member of the governing board or any committee who jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Society, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI
Annual Statements

Each board member, executive director, and member of a committee with governing board-delegated powers shall annually sign a statement that affirms such person:

a. Has received a copy of the conflicts of interest policy,
b. Has read and understands the policy,
c. Has agreed to comply with the policy, and
d. Understands the Society is charitable and in order to maintain its federal tax exemption must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Article VII
Periodic Reviews

To ensure the Society operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The

Article VIII
Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Society may, but need not, use outside advisors. If the outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

	Actual	Budget	over Budget	% of Budget		Actual	Budget

	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Income																								
Admission/Event Income	354.44	0.00		200.00		0.00		4,000.00		37,200.00		62,000.00		0.00		0.00		4,000.00		8,600.00		0.00		0.00	354.44	116,000.00

	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Income																										
Admission/Event Income			130.00	130.00			5,463.38	2,573.00	41,960.92	49,012.00	67,143.08	52,900.00	175.00				5,650.00		9,970.00	10,000.00		0.00		0.00	130,492.38	114,615.00
Advertising Income	2,350.00		24,458.75	26,706.76	1,091.00	1,061.00	17,895.24	1,401.24	2,788.10	1,500.00	2,625.00	2,000.00		2,000.00		1,500.00	150.00	3,500.00	50.00	416.00	2,350.00	3,416.00	75.00	424.00	53,833.09	43,925.00
Contributions			1,093.94	1,093.94	130.51	127.51	2,166.98	2,278.55	586.93	0.00	5,144.67	500.00	2,030.96	2,500.00	110.03	1,000.00	1,558.72	0.00	6,980.96	2,500.00	345.39	5,000.00	6,297.28	0.00	26,446.37	15,000.00
In-Kind Donations			215.53	215.53	38.97	38.97		0.00		0.00	20,383.98	0.00		91,245.50	69,083.52	0.00		0.00	255.53	2,500.00	4,250.28	0.00		0.00	94,227.81	94,000.00
Interest Income	7.23		6.75		7.79		7.23		6.99		7.72		7.35		3.72		3.60		3.60						61.98	0.00
Membership Dues - GVS	32,490.00	32,490.00	5,330.00	5,405.00	7,555.00	7,400.00	9,805.00	7,000.00	5,670.00	7,000.00	9,585.00	5,000.00	2,530.00	3,405.00	1,855.00	2,000.00	4,440.00	1,500.00	6,700.00	6,800.00		0.00		0.00	85,960.00	78,000.00
Membership Dues	500.00																									
Meeting Haus Groundskeeping			137.00	137.00	260.25	260.25		75.00		75.00		75.00		75.00		102.75		100.00	300.00	100.00	177.50	100.00	182.75	100.00	1,057.50	1,200.00
Miscellaneous Expense	98.00	98.00						83.00		83.00	182.70	3,249.00		83.00		83.00		83.00		83.00		83.00		87.00	280.70	4,015.00
Payroll Processing	180.60	180.60	82.80	82.80	95.80	95.80	87.40	82.00	95.20	82.00	95.20	82.00	95.20	82.00	95.20	82.00	142.80	82.00	48.32	82.00	96.64	82.00	96.64	84.80	1,211.80	1,100.00
Payroll Taxes	1,585.41																									
Repairs & Maintenance	1,157.90	1,157.90	1,341.99	1,341.99	767.53	767.53	3991	10491		.00	.00															

German Village Society
2016 Designated Budget Variance by Class
January 2016

	Fund for Historic Preservation	German Village Business Community	Highfield Gardens	Historic Preservation Expert Restriction	Huntington Garden	Maintenance Fund	Schiller Arboretum Fund	Schiller Bench/Trash Can Fund	Schiller Bloomin' Fund	Schiller Friends of Schiller Fund	Schiller Park Enhancements	Village Singers	Warner Fund	TOTAL
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Income														
Admission/Event Income		0.00												0.00
Advertising Income	589.46	5,733.97												6,323.43
Contributions		0.00				150.00	200.00							350.00
In-Kind Donations		0.00												0.00
Membership Dues -GVBC		13,400.00												13,400.00
Merchandise Income		25.00					185.00							210.00
Miscellaneous Income		0.00				200.00						455.00		655.00
Rental Income		0.00												0.00
Sponsorship	500.00	2,000.00												2,500.00
Total Income	**$ 1,089.46**	**$ 21,158.97**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 350.00**	**$ 385.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 455.00**	**$ 0.00**	**$ 23,438.43**
Gross Profit														
Food/Beverages		0.00												0.00
In-Kind Expense		0.00												0.00
License/Fees/Permits		0.00												0.00
Miscellaneous Expense		125.00												125.00
Payroll Taxes		140.90												140.90
Postage		0.00												0.00
Printing/Signage		0.00												0.00
Repairs & Maintenance		0.00												0.00
Salaries/Wages		1,841.66												1,841.66
Security		0.00												0.00
Other Income														
Transfers In		0.00												0.00
Transfers out		0.00		-16,453.60										-16,453.60
Total Other Income	**$ 0.00**	**$ 0.00**	**$ 0.00**	**-$ 16,453.60**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Net Other Income	**$ 0.00**	**$ 0.00**	**$ 0.00**	**-$ 16,453.60**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Net Income	**-$ 1,410.54**	**$ 6,093.41**	**$ 0.00**	**-$ 16,453.60**	**$ 0.00**	**$ 350.00**	**$ 385.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 205.00**	**$ 0.00**	**-$ 10,830.73**

	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Income																		
Admission/Event Income			7,792.20	21,325.00			16,486.18	15,000.00			16,486.18	15,000.00						
Advertising Income					13,052.30	9,000.00	4,187.71		1,250.00		18,490.01	9,000.00						
Contributions	5,419.51		13,028.00								0.00	0.00	1,000.00	1,000.00				
Grants											0.00	0.00						
In-Kind Donations			14,566.00	14,400.00	650.00						650.00	0.00						
Interest Income											0.00	0.00					5,530.38	
Membership Dues -GVBC					20,250.00	20,000.00					20,250.00	20,000.00						
Merchandise Income			68.00						220.00		220.00	0.00						
Miscellaneous Income											0.00	0.00						
Rental Income							1,425.00				1,425.00	0.00						
Expenses																		
Advertising					11,201.83	9,000.00	2,449.30	1,835.00	3,009.64	979.00	16,660.77	11,814.00						
Bank/Credit Card Fees			133.73	200.00	16.00			170.00	13.49		29.49	170.00					1,167.93	
Computer Related Costs					7,300.00						7,300.00	0.00						
Consulting Fees	12,000.00		39,249.68	26,250.00		13,500.00	1,255.00				1,255.00	13,500.00						
Dues & Memberships					56.00						56.00	0.00						
Equipment Rental				2,000.00			778.80	279.70	655.75	340.00	1,434.55	619.70						
Food/Beverages			0.00	1,750.00			199.90	1,526.00	-485.00		-285.10	1,526.00						
In-Kind Expense			14,566.00	14,400.00	650.00						650.00	0.00						
License/Fees/Permits			50.00				250.00	250.00	150.00		400.00	250.00						
Meeting Haus Groundskeeping											0.00	0.00						
Miscellaneous Expense	10,000.00					2,000.00		1,614.95		20.00	0.00	3,634.95						
Payroll Taxes					1,746.06	1,416.00					1,746.06	1,416.00						
Postage				350.00							0.00	0.00						
Printing/Signage				900.00	9,578.00		30.00	275.51	144.40		9,752.40	275.51						
Repairs & Maintenance											0.00	0.00	989.50	1,000.00				
Salaries/Wages					18,499.92	18,500.00					18,499.92	18,500.00						

	Total
ASSETS	
Current Assets	
Bank Accounts	
Bank Accounts - Operations	
Operations Chase Checking - 6039	109,423.52
Operations Chase Contingency - 4693	88,344.15
Operations Fifth Third Checking - 5113 (deleted)	0.00
Total Bank Accounts - Operations	**$ 197,767.67**
Board Designated Bank Accounts	
Board Designated Checking - 1362	0.00
Bicentennial Fund	0.00
Council of Historic Neighborhoods	1,777.87
For the Good of the Neighborhood	16,208.97
Frank Fetch Park/Maintenance	50.00
Southside Stay	1,000.00
Village Connections	0.00
Village Singers	7,826.20
Total Board Designated Checking - 1362	**$ 198,288.84**
Board Designated Funds	
Meeting Haus Maint/Replacement	0.00
Meeting Haus Maint/Replacement Gain/Loss	-5,037.27
Meeting Haus Maint/Replacement Principal	196,660.22
Total Meeting Haus Maint/Replacement	**$ 191,622.95**
Village Singers Fund - 14126	5,995.00
Warner Maintenance - 0330	0.00
Warner Maintenance - 0330 Gain/Loss	-5,137.44
Warner Maintenance - 0330 Principal	167,626.48
Total Warner Maintenance - 0330	**$ 162,489.04**
Warner Maintenance - 2342	0.00
Warner Maintenance - 5402	0.00
Warner Maintenance - 8188	0.00
Total Board Designated Funds	**$ 360,106.99**
Total Board Designated Bank Accounts	**$ 558,395.83**
Permanently Restricted Fund Accounts	
Frank Fetch Endowment	0.00
Fund at Columbus Foundation	753.93
Huntington Garden Endowment	0.00
Huntington Garden Endowment Gain/Loss	-5,149.26
Huntington Garden Endowment Principal	200,670.51
Total Huntington Garden Endowment	**$ 195,521.25**
Total Permanently Restricted Fund Accounts	**$ 196,275.18**
Petty Cash	100.00
Total Bank Accounts	**$ 952,538.68**
Accounts Receivable	
Accounts Receivable-General	50,700.18
Total Accounts Receivable	**$ 50,700.18**
Other current assets	
Credit Card Receivables	706.53
Designated Funds GVS Receivable	0.00
Inventory	0.00
prepaid Expenses	0.00
Undeposited Funds	3,020.83

German Village Society
Balance Sheet
As of December 31, 2015

	Total
ASSETS	
Current Assets	
Bank Accounts	
Bank Accounts - Operations	
Operations Chase Checking - 6039	118,491.64
Operations Chase Contingency - 4693	88,344.15
Operations Fifth Third Checking - 5113 (deleted)	0.00
Total Bank Accounts - Operations	**$ 206,835.79**
Board Designated Bank Accounts	
Board Designated Checking - 1362	0.00
Bicentennial Fund	0.00
Council of Historic Neighborhoods	1,777.87
For the Good of the Neighborhood	16,208.97
Frank Fetch Park/Maintenance	50.00
Fund for Historic Preservation	62,854.10
German Village Business Community	66,863.39
Highfield Garden	466.09
H00	
Southside Stay	1,000.00
Village Connections	0.00
Village Singers	7,621.20
Total Board Designated Checking - 1362	**$ 221,121.00**
Board Designated Funds	
Meeting Haus Maint/Replacement	0.00
Meeting Haus Maint/Replacement Gain/Loss	-5,037.27
Meeting Haus Maint/Replacement Principal	0.00
Warner Maintenance - 8188	0.00
Total Board Designated Funds	**$ 360,106.99**
Total Board Designated Bank Accounts	**$ 581,227.99**
Permanently Restricted Fund Accounts	
Frank Fetch Endowment	0.00
Fund at Columbus Foundation	753.93
Huntington Garden Endowment	0.00
Huntington Garden Endowment Gain/Loss	-5,149.26
Huntington Garden Endowment Principal	200,670.51
Total Huntington Garden Endowment	**$ 195,521.25**
Total Permanently Restricted Fund Accounts	**$ 196,275.18**
Petty Cash	100.00
Total Bank Accounts	**$ 984,438.96**
Accounts Receivable	
Accounts Receivable-General	9,144.46
Total Accounts Receivable	**$ 9,144.46**
Other current assets	
Credit Card Receivables	1,062.27
Designated Funds GVS Receivable	0.00
Inventory	0.00
prepaid Expenses	699.03
Undeposited Funds	1,150.00
Total Other current assets	**$ 2,911.30**

German Village Society
Balance Sheet
As of December 31, 2015

	Total
Total Current Assets	**$ 996,494.72**
Fixed Assets	
Building 588 South Third Street	
Cost	759,990.66
Depreciation	-609,748.35
Land	40,000.00
Total Building 588 South Third Street	**$ 190,242.31**
Leasehold Improvements	102,386.64
Depreciation	-39,964.53
Original Cost	6,813.00
Total Leasehold Improvements	**$ 69,235.11**
Office Equipment/Furniture/Paintings	
Cost	241,938.23
Depreciation	-221,595.97
Total Office Equipment/Furniture/Paintings	**$ 20,342.26**
Office Furniture	
Cost	0.00
Depreciaton	
Total Office Furniture	**$ 0.00**
Office Paintings	
Cost	0.00
Total Office Paintings	**$ 0.00**
Total Fixed Assets	**$ 279,819.68**
TOTAL ASSETS	**$ 1,276,314.40**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	5,658.54
Total Accounts Payable	**$ 5,658.54**
Other Current Liabilities	
Deferred Revenue	17,700.00
Deferred Revenue-Property Taxes	0.00
Designated Funds GVBC Payable	0.00
Designated Funds GVS Payable	0.00
Other Current Liabilities	89.71
Prepaid GVBC Membership Dues	10,900.00
Prepaid GVS Advertising Fees	0.00
Prepaid GVS Membership Dues	33,996.66
Sales tax payable	0.00
Total Other Current Liabilities	**$ 62,686.37**
Total Current Liabilities	**$ 68,344.91**
Total Liabilities	**$ 68,344.91**
Equity	
Designated Earnings	
Non Restricted	0.00
Permanently restricted fund	190,572.59
Restricted	523,524.40
Temporarily Restricted	6,000.00
Total Designated Earnings	**$ 720,096.99**
Retained Earnings	528,939.79
Net Income	-41,067.29
Total Equity	**$ 1,207,969.49**
TOTAL LIABILITIES AND EQUITY	**$ 1,276,314.40**

GERMAN VILLAGE SOCIETY
BOARD OF TRUSTEES

MINUTES OF THE MEETING OF
December 14, 2015

Present: Tim Bibler, Kelly Clark, Darci Congrove, Bill Curlis, Heidi Drake, Joe Kurzer, Jeanne Likins, Brittany Gibson, and Susan Sutherland.

Staff and Guests: Jay Gao, Jehan Madan, Lauren March, Stefan Spanu, Paulina Stefano, Jim Nichols, Gary Seman, Mark Weiss, and Shiloh Todorov.

The meeting was called to order at 6:00 p.m. by President Jeanne Likins. MProfit Organizations, presented their method conclusions regarding a study of The Problem: a lack of large-scale community effort for sidew and the Society's initiative to correct the brick sidewalk repair issues. With a power-point pre the students concluded: *We believe that German Village Society will benefit the local commu*

Executive Director Shiloh Todorov presented the 2016 balanced budget for the German Village Society with the following comments:

$17,000 remained in the Special Fund set aside for hiring an Historic Preservation Advocate and was being spent in 2016 for the HP Advocate position, as required by donor intent;

Money was included in the 2016 budget to pay back into the Warner Maintenance Fund money spent in previous years from that Fund to begin the restoration of the Fund to its original balance;

Employee benefits were added to the 2016 budget; and

The 2016 budget was balanced as prescribed by the Constitution.

Following questions from the Board and answers by the Treasurer and the Executive Director, the following motion was offered.

MOTION: To approve the 2016 Budget of the German Village Society as presented and made a part hereof. [Drake, Kurzer]

Motion approved.

Committee Reports

Ms. Congrove reported that the Fund for Historic Preservation sought the review and approval by the German Village Commission of a design for the house plaques, which is part of the comprehensive signage program. From discussion and recommendations by the GV Commission a final design was approved, a copy of which is attached to these minutes. Funding for the project was being finalized (from Tea 42306 and grants) to allow the committee to begin making the plaques and offering them for sale to home owners in 2016.

Mr. Bibler asked Ms. Todorov to clarify the report of the Civic Relations Committee use of URIF funds for the Third Street project rather than for the brick street repair the committee had previously authorized. Ms. Todorov noted that nothing was final in any funding plans and that savings that had occurred from previously authorized City street repair funds (not paid from URIF funds) and the final costs of the authorized brick street repair list would leave a balance that *could* be put toward reducing the amount of money the Society would have to raise to mitigate home owners' and businesses' assessments. Any final decisions would always be brought back to the Board for approval.

Staff Reports

Ms. Todorov again reported that the funds in excess of the 2015 budget would be discussed at the February 2016 meeting of the Board when all 2015 bills had been paid and an exact amount of unappropriated funds would be known. She further advised the Board that she had a new staffing strategy for 2016 that might require additional funds and that the continuing efforts to restore brick streets required the Board to look at the concrete surrounding the Meeting Haus, as an example for the community.

In the absence of Greg Gamier, Ms. Likins noted the great success of Village Lights, both as an event that drew so many more people than ever before, and as a fundraising effort for GVBC and GVS. She further reported that many businesses had told her of the increased large crowds and new customers in the Village that evening.

The business of the December 14, 2015, meeting of the German Village Society Board of Trustees having been concluded, the meeting was adjourned at 7:24 p.m.

Respectfully submitted,

William L. Curlis, Secretary

Attest:

Jeanne Likins, President

GERMAN VILLAGE SOCIETY
BOARD OF TRUSTEES

MINUTES OF THE MEETING OF

Treasurer Darci Congrove, presented the January 2016 Treasurer's report as well as financial highlight notes to the monthly report.

MOTION: Accept the Treasurer's Report for January 2016 for audit. [Congrove, Drake]

Motion approved.

Ms. Congrove reported that the end of the year report included a substantial carry-over to the contingency fund and that she and the Executive Director would make recommendations to the Board for the disposition of those funds at the February meeting. Ms. Congrove discussed the best practices of non-profits to hold contingency funds to cover 'swings' in operating cash, which generally are in the range of three to six months of average operating expenses. Organizations that rely upon uncertain funding sources (such as grants) are at the higher end of the risk scale, whereas organization that have relatively steady funding sources (such as the GVS) often are at the lower end of that risk scale. GVS has a steady membership funding base and has moved the Haus und Garten fundraising model to a place where approximately 75% of revenue is secure before the event. This has minimized the risk factor of the weather-related event. GVS also has designated funds to provide for major or emergency building maintenance/repair items, which mitigate the risk for large unforeseen expenditures. Ms. Congrove indicated that she would like the Board to consider all of these factors and consider a contingency fund of 3 months operating expenses as the GVS standard. Further conversation on this topic will take place at the February Board meeting, at which time the 2015 books will be closed.

Ms. Congrove also noted that she and John Barr would divide the duties of the Treasurer this year (she as Treasurer and John Barr as chair of the Finance Committee) in preparation of Mr. Barr becoming Treasurer in 2017.

Ms. Congrove reported that with the conclusion of the calendar year, it was time for the annual audit and proposed the following motion:

MOTION: To authorize the executive director to sign a contract with HBK CPAs and Consultants to conduct the 2015 annual audit and preparation of IRS Form 990 and to pay for said services from the 2016 Operating Budget. [Congrove, Barr]

Motion approved.

Committee Reports

Ms. Congrove reported that the Fund for Historic Preservation sought and received approval from the German Village Commission for a design and placement for the house plaques. She further noted that an archivist had been retained to digitize the artifacts and old newsletters from the house files.

Ms. Todorov provided an up-date on the UIRF funds and reminded the Board of the history and disposition of the Funds. Over the past five years, the Society has been awarded $1,000,000 in UIRF funds to be used in 2015 to 2019 to repair and restore our historic brick streets throughout the Village. She noted that the Civic Relations Committee had made suggestions for these repairs and had

prioritized the repair list (with a documented study by GVS volunteers) and that while this review process by the Civic Relations committee had taken place (during 2015) the City repaired some of the brick streets in German Village with City operating funds (not UIRF funds). These repairs made some of the UIRF requested repairs moot. She further reported that after all of the brick street repairs recommended by the Civic Relations Committee study had been completed, a s14(ty)47(m)4 Tc 5 4.41t-3(ed( )Tja)5(b lic)

Committee was considering a recommendation to make the weekly electronic newsletter, N4N a "members only" publication too.

Ms. Drake, as chair of the ODC committee, reported that the Board had two elected seats on the board open as the result of the resignations of David Wible and Tim Bibler. She reported that her committee had met via e-mail to recommend a candidate for appointment to the unexpired term of Mr. Bibler (term ending September, 2018).

Ms. Drake reported that Marie Logothetis (who chaired the 2014 and 2015 Haus und Garten Tours with her husband Daniel Kline) had accepted the opportunity to serve on the Board, that the ODC committee recommended Ms. Logothetis for election to the Board, and that her name was placed in nomination by the ODC committee.

Ms Likins asked if there were further nominations from the Board; there being none, the following motion was offered:

> MOTION: That the nominations be closed and that Marie Logothetis be elected to the Board of Trustees of the German Village Society for the unexpired term ending September, 2018. [Curlis, Drake]
>
> Motion approved and Ms. Logothetis was elected to the Board of Trustees.

Staff Reports

Historic Preservation Committee Report

January 21, 2016 Meeting

Strategic Plan Initiatives:

Sidewalk strategy –

> Curbs – no change still waiting for results of city testing on the sandstone from the Cleveland Quarries.

District Re-survey – OSU students lined up to start survey activities after their Jan 29 tour of GV.

Oral Histories – no update.

Digitization Update – Alan Regna has started work on the digitization project. He reviewed the existing acquisition policy with the HPC and received feedback toward finalizing a collections management policy that will be present to the board for approval. While student volunteers have been lined-up additional volunteers were solicited for the cataloging and scanning phases.

GV Commission Highlights –Anthony was only Commissioner present. The Commissioners are being briefed on the 3rd street project so that they can provM i0 11.04 14.7 11(y)-1(c)9[(.)-4 08 T t0 111(a)3(n)16(r)3(oiy)-1(c) p-M

Shiloh and I had a meeting with four Department of Development staffers on Jan. 21 to begin to roadmap the Third Street project from today through groundbreaking. Together with the City, we agreed that the OHM final engineering survey will show a recommendation that both city leaders and the GVS Board of Trustees can agree to as a result of the OHM work. It includes the choices Civic Relations has been advocating since summer, when we shared each in a column of This Week News, and when I talked about it during the GVS Annual Meeting in November. They are these choices in green:

Segment	Option	Option	Option

Posiion on Creaing a Special Improvemen Dsric for German Village

A require -he execuive d
su d
wihin he sraegic plan. Un p ropery wihin he p ropose d
peiion he legislaive auhoriy in or d
owners of a leas 6 percen of he fron fooage (excl u
he ap p rp riae legislaive auhoriy, or 2 wners of a leas 5 percen of he lan
p ropose d

The officers of he boar d

Seps Taken:

- *Mwi h Cve Ricksecker, who has creae*
  Cssroa d
- *Two meeings wih axaion p rofessionals in he Cy's Office of Dvelopmen.*
- *Review of p revious GVS assessmen of he SID p rocess from mi -8.*
- *Meeing wih Civic Relaions Comiee o alk hrough learnings from hese seps.*

Hi d

- *eighborhoo -sie fom -an -pop'o deraions,*
  making signaure minimums a challenge.
- *Time o creae, mark an -8nhs. d*
- *Separae boar d*
- *Mey raise no be enough o pay for capial im p rovemens (such as Thir d*
- *Taxaion likely o significanly un d*
- *Cren mayor ha d*
  p re d

Recommen d

Ahis ime, he resources require d
by signaure-gahering, hen a d
oher p rioriies

To

Fr

Fe

Ne

We are

Dog & People wat

Fix for the bases o

Christmas card sal

150th Anniversary

Additional park sig

Need Recreation and Parks

Repair of missing b

Irrigation system o

Waxing of Schiller

Long term pond pl

Our calendar includes:

Blooming Fund (M

Welcome Gardens

Stewart Avenue St

Marketplatz (June

Kindred Spirits (see

North Pole postal s

Our GREAT hope:

To complete the stone repa

Now I know that
Christmas is not
just about candy
and presents, I
know that I really
do, But what I really
really really want
for Christmas is a

American girl d
house. I eas
—Ivy Your

Ninja Turtle people and the cars. for

Christ

love,
Cameron

Kinsley

Dear Santa I love ou A lot & I
wouderful day
& your elfs and
ooooftttttt) evey
:t is in my afr a lot
hope
a happyawonderful day. May you pritey leas
se
on
a Sh
a e
an
e es s
n vou'n
s a re gides
rismes.

dn ou

GVBC FEBRUARY REPORT

The last meeting of the GVBC was on January 20th.

We discussed folding our membership committee into the GVS membership committee so we weren't duplicating efforts. Mark Weiss made membership packets for businesses to take and have available to potential new members.

Mark told us about the progress of the new website and the videos that are being produced to drive tourists to the village.

Tracy Hawkins of Barcelona has agreed to work with the Art Crawl committee to secure restaurants for the event.

Dan Glasener of Nationwide Insurance discussed the importance of the businesses becoming involved with the safety meetings. He said there are plans to have some of them take place in the evening so that businesses might have a better chance to attend.

Our next meeting will be on Wednesday March 16th at 9:00 am.

Jeff Lowe

Haus Und Garten Tour
planning committee report
February 2016

Thanks to many volunteers, Haus Und Garten Tour has made plenty of strides since last month.

For early February, we're in a good place as far as numbers go. homes have be Tc 0 Td [(Nine)] TJ 0.051 Tc 0 Tw [(co-chairs Su)] TJ
Stevens. Plus, PreTour co-chairs Josh Zi
Bert's help) have nailed down 3 16 PreTo
primer/mingler on Jan. 26 brought out a
hosting a PreTour dinner or just interest

Plus, we just last week unveiled the ne
We're mixing things up with a longer
you
($1

Par
har

Als
of e
Pre
wee
rec

And
tran
wel
aga

As
que
brit

.

Brittany Gibson
HGT board liaison

One Feb. 3, we had 110 VIP invitees (30 VVIPs pick up in limos) for the White Party presented by Ned

Financial Stability

Tonight we will look at priorities for our operational income in excess of expenses for 2015. Staff has also signed pledges that exceed the annual budgeted income for sponsorship and advertising. This is a mix of longtime partners coming back, partners stepping up, and new partners emerging. Also, welcome McKenzie Miller as our development intern through Haus und Garten Tour.

Operational Stability

Russ has spent the entire month processing hundreds of membership, as well as updates to member contact info, in preparation for the next printing of the Membership Directory, which is due for pickup by members on March 1. Kerri Mollard has repeatedly praised Russ's facility with Past Perfect and his unfailing attention to detail. Kerri will sit with all staff on Feb. 16 so we may all learn how to fully use the capabilities of the database to track our donors and sponsors.

February 8, 2016

Monthly Report to the German Village Society Board of Trustees

Submitted by: Russ Arledge

yMost of this month was spent processing the end-of-year flood of memberships, in-kinds, sponsorships, donations, and wrap-up of admissions from various events, plus the tax receipts due at the end of January.

yThe rest of the month was spent creating "how-to" instructions for the PastPerfect database for the Development Committee, and gathering information and preparing for the new membership directory to be printed within the next month.

y The Police Luncheon was held on January 28th. The Police Luncheons will be sponsored for the next two years by German Village Insurance. The lunch this month was provided by The Old Mohawk.

All for now…

February 2016, Board Report: Historic Preservation Advocate, Sarah Marsom

Explore sidewalk strategy – The first sidewalk workshop will be hosted in May. In January, Abercrombie and Fitch committed to providing volunteers for at least one workshop in 2016, and part of their community philanthropy. Based on their interest, corporate volunteerism for sidewalk workshops will be explored further.

GVC/ COA – During Shiloh's and my monthly meeting with the Columbus Historic Preservation Office we discussed how to improve content for the electronic agenda and applications distributed through the German Village Society. We also further discussed how to improve the differentiation between GVS and GVC through the improved germanvillage.com. Improving community understanding on the

Volunteers Management – On January 7, the visitor center volunteers had a semi-annual training session. Approximately fifteen to twenty volunteers participated in a lunch time discussion of GVS changes/updates and also what they would like to see to improve their volunteer experience. Based on their feedback I pursued the following changes: the Membership Committee was requested to consider making package delivery system a member only service; I modified the daily log sheets to include categories for people that go into the visitor center, it now includes categories to ensure people coming to the Meeting Haus for package pick-up are not considered visitors; a slip was created to put on all packages to ensure timely pick-up and to promote recipients notifying volunteers of upcoming vacation, so calls can be put on a hiatus.

Development – The sponsorship tables are being updated every Monday, to ensure monetary

February Board Report – Mark Weiss

GV Historic Map:
Sarah Marsom's recent success with COTA is starting to trickle down to the GVBC. Our German Village Historic Map has been requested to put in the COTA Circulator and buses that reach the Village. Beginning in February, COTA will stock three different locations they use internally for their drivers to collect information with our map. Drivers are specifically requesting this map because COTA riders are requesting information on the area. This is something the GVBC has long been chasing under the direction of Marie Trudeau and Jeff Lowe. Now we have action from COTA and not just their drivers. The idea is to see how quickly the maps "fly off the shelves" at these internal distribution centers, but this seems like another distribution channel for our map…that doesn't cost anything!

Website Redesign:
Weekly calls with our designer firm 30 Lines continue. They have been quick in response to our questions and needs, specifically when it comes to creating advertising platforms with our partners. Sponsorship conversations