

December 2023 TPNA Board Meeting Agenda
Wednesday, December 6 at 7:00pm
ZOOM

Attendees: Mollie Flowe, Tim McNulty, James Dobbins, Tiffany Florestal, Bill Brown, Steve Unruhe, Alicia Paladin, Mimi Kessler, Sarah Hill, Jill Wright, Scott Doron, Bunmi Matory, Brett Aefsky, Annie Ambrose, Karalyn Colopy, Kelly Kress

Review of November’s meeting minutes - Mollie Flowe

- Approved

Traffic - John Hodges-Copple, MF

- Met with Bike Durham
- Markham and Roxboro are up for re-paving soon
- There is movement, slowly, to get the Duke/Gregson 2 way
- Talk to your city council members about it!

Treasurer’s report - Bill Brown

- Nov Income \$241.17 membership, \$500 Newsletter ads
- Nov Expenses \$1065 Newsletter, \$100 meeting space, \$390 Halloween party reimbursement
- Current balance is \$22,600
- Reviewed Draft budget for 2024

TRINITY PARK NEIGHBORHOOD ASSOCIATION								
2024 BUDGET DRAFT								
		2024 Budget	2023 Actual	2023 Budget	2022 Actual	2022 Budget	2021 Actual	2021 Budget
Income	Membership Dues	\$3,000	3,297.30	\$3,000	\$3,482	\$2,500	\$3,575	\$1,300
	Newsletter Sponsorship and Ads	\$5,300	2,250.00	\$5,300	\$3,000	\$3,000	\$1,750	\$3,000
	Other Income	\$0	0.00	\$0	\$6,180	\$0	\$0	\$0
	TOTAL INCOME	\$8,300	\$5,547	\$8,300	\$12,662	\$5,500	\$5,325	\$4,300
Operating Expenses	Newsletter	\$3,400	2,777.64	\$3,400	\$3,253	\$2,750	\$2,622	\$2,220
	Meeting Space (to George Watts)	\$600	400.00	\$1,000	\$0	\$1,000	\$0	\$125
	INC Membership	\$25	25.00	\$25	\$25	\$25	\$25	\$25
	Event Insurance	\$860	757.00	\$550				
	D&O (and Event Insurance)	\$700	698.00	\$700	\$1,243	\$703	\$703	\$698
	PO Box Fee	\$175	176.00	\$170	\$166	\$134	\$134	\$106
	Bank and Check Fee	\$0	0.00	\$0	\$0	\$0	\$0	\$0
	Crosswalk Flags	\$75	0.00	\$75	\$74	\$75	\$0	\$75
	Annual Meeting	\$0	0.00	\$0	\$0	\$0	\$0	\$0
	Board Retreat	\$400	388.03	\$400	\$0	\$0	\$0	\$0
	Membership database hosting	\$300	55.16	\$300				
	Web Site hosting and maint.	\$110	0.00	\$110	\$0	\$110	\$104	\$110
	Secretary Supplies, Postage	\$0	0.00	\$0	\$0	\$0	\$0	\$0
	Volunteer Recognition	\$100	0.00	\$100	\$0	\$100	\$100	\$100
	Legal	\$0	0.00	\$0	\$0	\$0	\$0	\$0
	PayPal	\$0	0.00	\$0	\$0	\$80	\$106	\$40
	Spring Egg Hunt	\$400	344.75	\$400	\$285	\$400	\$0	\$0
	Durham Symphony- sponsorship	\$0	0.00	\$0	\$0	\$1,500	\$0	\$0
	Symphony Chair Rentals	\$0	0.00	\$0	\$0	\$500	\$0	\$0
	National Night Out	\$450	429.83	\$450	\$422	\$400	\$262	\$400
	Halloween	\$450	390.81	\$450	\$421	\$400	\$255	\$401
	Community Building - Other	\$270	100.00	\$270	\$0	\$323	\$0	\$0
	TOTAL OPERATING EXPENSES	\$8,315	\$6,542	\$8,300	\$5,888	\$8,500	\$4,311	\$4,300
	GROSS CASH FLOW	\$0	-\$995	\$0	\$6,774	-\$3,000	\$1,014	\$0

- Newsletter Sponsorship & Ads: Are we missing checks from commitments or do we need more commitments? We have 4 annual regular sponsors and then 1 one time sponsor. We need to follow-up on the invoices. Bill & Karalyn will connect about unpaid invoices. Sarah Hill has volunteered to talk to some more small businesses to get more newsletters.

Suggested 2024 budget changes:

- Add March membership madness gift certificate
- Newsletter sponsorship & ads to \$4,500 instead of \$5,300.
- Membership Dues: increased from \$3,000 to \$3,500
- Suggested spending the extra money. Discuss this at our annual meeting. A few ideas: Symphony, Membership drive/event in Spring, Increase our donation to the spaces we are using to meet.

Home tour draft: separate budget for home tour and garden tour

TRINITY PARK NEIGHBORHOOD ASSOCIATION		
2024 Garden Tour Budget and Actuals		
		2024 BUDGET
Income	Garden Tour Sponsorship and Ads **	2,000.00
	Garden Tour Tickets	4,000.00
	Garden Tour other	
	TOTAL GARDEN TOUR REVENUE	6,000.00
Expense	Equipment	50.00
	Patron Party	200.00
	Insurance	200.00
	CC Fees	50.00
	Printing	500.00
	Promotion	400.00
	Booties	0.00
	Host Gifts	200.00
	Misc	100.00
	TOTAL HOME TOUR EXPENSE	1,700.00
	NET PROCEEDS	4,300.00
Donation to Trinity Park Foundation**		

TRINITY PARK NEIGHBORHOOD ASSOCIATION
2024 Home Tour Budget and Actuals

		2024 BUDGET	2022 ACTUAL	2018 ACTUAL	2016 ACTUAL
Income	Home Tour Sponsorship and Ads **	7,000.00	7,225.00	8,350.00	10,800.00
	Home Tour Tickets	10,000.00	17,311.00	8,960.00	9,161.94
	Home Tour other		0.00	0.00	200.00
	TOTAL HOME TOUR REVENUE	17,000.00	24,536.00	17,310.00	20,161.94
Expense	Equipment	58.00	57.97	55.00	537.76
	Patron Party	300.00	241.00	125.60	120.94
	Insurance	181.67	0.00	313.50	312.50
	CC Fees	150.00	123.94	180.93	140.46
	Printing	1,200.00	1,286.32	1,168.53	2,154.75
	Promotion	1,200.00	1,185.71	590.00	891.69
	Booties	51.50	51.50	54.36	
	Host Gifts	300.00	255.96	251.52	342.42
	Misc	250.00	92.38	488.60	
	TOTAL HOME TOUR EXPENSE	3,691.17	3,294.78	3,228.04	4,500.52
	NET PROCEEDS	13,308.83	21,241.22	14,081.96	15,661.42
	Donation to Trinity Park Foundation**		16,000.00	14,081.96	15,661.42

Membership - Jill Wright

- In January, Jill will present on the membership data.
- Three new members joined!

Duke-Durham Neighborhood Partnership - Karalyn Colopy, Susan Jakes, Tim McNulty, James Dobbins

- Free Trees! Keep Durham Beautiful is giving away free trees.
- Grant opportunity- application due end of Feb. Need some ideas on what we want to do. Ideas: handrails at the park, Collaborate with Reality Ministries on a project, Traffic expenses turning Gregson & Duke two way
- <https://community.duke.edu/get-involved/ways-to-give/neighborhoods/>

Trinity Park Foundation - Karalyn

- Article in the newsletter going out next week.

INC - Mimi Kessler

- Last meeting they discussed SCAD and strategy. Parts of SCAD passed city council and will go to the commissioner next week
- Strategic Plan- looking to see what they want to focus on and strategic plans.
- Mimi is now President

Communications - Karalyn, Mimi

- Newsletter is going out next week
- New volunteer laid out the newsletter for us! Thank you Jes!
- We have another volunteer who does UX (user experience) to work on our website.

TPNA Board Nominations - Karalyn Colopy

- There is a committee for recruiting new board members: Karalyn, Mollie, Eva Naumann, Kristin Heery, and Jane Brown
- Proposed slate of new board members: Tim Dunn, Brett Aefsky, Katie Lutz, Sam Griffith
- Need VP and Secretary for next year

Community Building/Events - Karalyn, MF

- Luminaria- Beth Emerson and her daughters girl scout troop. Dec 17th!
- Tree Workshop - date TBD
- MLK Day - We are partnering and going to do Porch Durham
- Garden Tour - April 28 or May 5
 - TPNA needs to create a Garden Tour Committee - Voted: Approved
 - Karalyn Colopy is chair/liaison
 - TPNA would need to approve the budget
 - Needs a line item on the 2024 budget
- Home tour
 - Need to create a Home Tour committee- Voted: Approved
 - Karalyn & Kelly will be on the committee
 - Needs a line item on the 2024 budget

South Ellerbe Creek Wetlands - Scott

- No update, RFP coming out in spring

Safety - Mimi

- PAC meeting- crime is down

New Business

- 2024 meeting schedule: Alternating zoom & in-person (alternating locations).
- Annual meeting will be on Zoom - January 10th
- DSA: do we want to crank up the Urban Planning committee to keep track of this? James Dobbins - we have an ad hoc committee. We will add it to the agenda and have them report back.
- Suggestion from Gary Berman that TPNA might offer to match students who stay on East Campus for Thanksgiving with local families, for meals for the holiday. These are generally semester-abroad students. Union doesn't serve food Wed-Sat of Thanksgiving break. (Karalyn) Discussed putting it out on the list serve to assist.

Adjourn