

DECATUR LEGACY BOARD MEETING

January 27, 2022

5:30 P.M.

This will be an in-person meeting

**Hawkins Dining Hall
Decatur Legacy Park
500 S. Columbia Drive - Decatur**

AGENDA

1. Call to Order
2. Review and Approval of Board Retreat and Action Meeting Minutes from December 9, 2021
3. Action Items:
 - a. Presentation of final version of Legacy Park branding and signage program
Staff recommends adoption of the final design packet and authorization to move forward to refine the plan to develop costing estimates and a phasing schedule and to issue a Request for Proposals to implement the first phase of the plan.
 - b. Presentation of final draft of a Legacy Park website
Staff recommends authorization to move forward to launch the website as presented with any revisions and edits requested by the board.
 - c. Proposed meeting dates for FY22 – Dates for full board meetings and retreat and proposed dates for board committee meetings.
Staff recommends approval of proposed meeting scheduled
4. Legacy Park Project Updates
 - First Quarter Work Program and Staff Assignments
 - Project Updates (
 - Calendar and Activity Updates Additional Business
5. Adjourn

This agenda was posted on Thursday, January 20, 2022

LEGACY | DECATUR

2021

BOARD

RETREAT

NOTES

Survey

Feedback:

Board's Role

**Shaper of goals
and mission**

**Ensure
accountability**

**Set policy for
staff to execute**

**Ensure financial
viability**

**Sounding board
for staff**

Stewardship

**Growing
programs
alongside staff**

**Ideas, support,
direction**

ONE THING THE BOARD COULD DO THAT WOULD MAKE IT EVEN MORE EFFECTIVE

Review materials
and ask
questions before
meetings

Better
communication of
committee work

Repository for
Committee
Documents

More Board
walking tours of
the park

Fun LP workday
with our families

Governance Committee will
work to develop a pipeline of
prospective community
board members

BOARD
SUCCESSION
PLANNING IS A
PRIORITY

Operations

- Bookkeeping
- Tax Compliance
- Board Support
- Fiscal agent relations
- Funder reports
- Communications
- Website, newsletter
- Social Media
- Public relations
- Community engagement
- Government relations
- Recruiting, onboarding, & supervising staff
- Contracts
- Budget prep & management
- Tenant relations
- Scheduling
- Fundraising
- Coordinating Park maintenance

Projects

- Project contracts
- Support RFP process
- Film studio projects
- Government relations
- Project management
- Special events
- Legacy events
- South Housing Village
- Capital Campaign
- Master Plan Projects (6 to 7 projects)

STAFF TASKS AND RESPONSIBILITIES

How to maximize use of the Chief Executive's time



- **Engage a contract accountant / bookkeeper**
- **Create full-time position beginning 2022 (person will manage more operations)**
- **Streamline board reporting**

2022

Priorities

Affordable Housing

- **South Housing Village**
- **Artist Village**
- **Temporary housing for Afghan refugees**

Activate Barn Space

Running Track

2023 Bicentennial Celebration



2022: South Village Affordable Housing

- Decatur Housing Authority (DHA) will apply for low-income tax credits to GA Department of Community Affairs (DCA) in 2-phases: 2022 and 2023.
- DHA's design and application will be submitted to DCA completed by May.
- Once approved, PFA to transfer property to the City.
- Legacy Decatur to provide feedback on design.



2022: Artists' Village Affordable Housing

- Finalize MOU with Decatur Arts Alliance to renovate and manage the Artists' village
 - Management, rental share between the partners and rental rates
 - Carefully consider studio space lease terms to outline permitted and prohibited activities
 - Federal funds already committed toward renovation costs



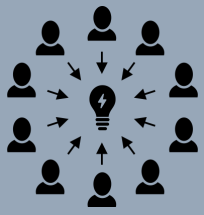
2022: Refugee Temporary Housing

- Concept: Offer cottage(s) to refugee resettlement organizations for the short-term housing of large Afghan families
- Next step: Executive Director to bring recommendation to the board. This would include a well-defined concept of length of stay, funding opportunities, exit strategy. Also includes identified refugee resettlement agency partner(s).
- Board to determine whether to proceed with the concept



2022: Activate Barn Space

- Replace roof / new roof
- RFP for interior build-out in February
- Construction begins 2022
- Consider portable toilet for events, with built restroom constructed in a future year.



2022: Running Track

- School system and the City are the primary leaders of this effort
- Legacy Decatur to provide feedback on design
- Understand the school system and City's timeline for design and implementation (discussions w/ school system & City)
- Mark agreed to chair this committee, and Brian will also serve on it



2022: Prepare for Bicentennial Celebration

- Think tank meets in January to brainstorm ideas
- Create brand logo
- Budget for 200 stories project
- Plan fundraising
- This will be a staff-led process

MINUTES

Decatur Legacy Board – Annual Retreat

December 9, 2021

The annual board retreat was called to order by Chair Tony Powers. The board retreat was originally scheduled for November but was rescheduled because of staff conflicts. Board members attending in person: Meredith Struby, Peggy Merriss, Andrea Arnold, Patti Garrett, Mark Ethun, Paul Mitchell and Brian Smith. Allen Mast and Mark Arnold participated via Zoom. Staff present: Lyn Menne and Madeleine Henner. Also attending: Zoe Seiler with Decaturish.

Tony Powers called the meeting to order and turned the session over to the facilitator Dolph Goldenberg. The morning session included discussion around responses to the board survey, the purpose and role of board members, differences between operations and prothe effectiveness of the working relationship with the City of Decatur, and a review of 2021 goals and accomplishments. The morning session wrapped up with a walking tour of the Legacy Park property and individual buildings to see completed and proposed projects firsthand.

Following lunch, the board adjourned to executive session for the purpose of discussion personnel matters. A motion to enter into executive session was made by Ed Bowen and seconded by Brian Smith.

The afternoon session opened with a discussion and and prioritization of goals for 2022. Goals and project ideas from earlier discussions were placed on the wall and board members were asked to select their top priorities using the dot method. There was discussion around those receiving the most votes and some goals/projects considered to be similar were combined. A final list will be provided in the retreat report.

Lyn Menne presented a revised FY21 budget reflecting both increases in actual revenue and some additional expenditures related to operations. There was general discussion and questions related to the changes. She then presented a proposed operations budget for FY2022 that included conservative estimates for film and event rental revenue. Expenditure recommendations were based on specific projects estimates and the experience of costs during the first full year of operations. Expenditures included the cost of salary and benefits for a full-time employee to focus primarily on operations and program management at Legacy Park. Expense estimates were also included for maintenance and repairs at Legacy Park that fell below the capital expenditure threshold of \$10,000. Funds were also included to allow for bookkeeping assistance. There was general discussion related to the proposed budget and questions about what was included in several budget categories.

The board was asked to formally adopt program goals for FY2022 based on the selection process used earlier. On a motion by Peggy Merriss and a second by Ed Bowen, the board approved the program goals for 2022 by unanimous consent of all those present in-person.

The board was asked to approve the revised FY21 budget and the proposed FY22 budget as presented by the staff. On a motion by Peggy Merriss and a second by Andrea Arnold, the board approved the revised FY21 budget and the proposed FY22 budget including the stipulation that some proposed expenses may be shifted to reflect additional bookkeeping costs within the recommended expenditure totals by the unanimous consent of all those attending in-person.

There were general comments and discussion and some project updates. Copies of various handouts were summarized for board members wishing to have more detailed information about programs and projects. The retreat session was ended.

	January	February	March	April	May	June	July
DHA apply for low income tax credits for South Village							
PFA to transfer property to the city for South Village							
Legacy Decatur to provide feedback on DHA's South Village							
Finalize MOU with Decatur Arts Alliance to renovate Artists' Village							
Renovation begins on Artists' Village							
Develop concept for Refugee temporary housing and present to Board							
RFP for interior build-out of Barn							
Construction begins on Barn							
Form Legacy Decatur running track committee to liaison with City & school system							
Understand and calendar City and school system's timeline							
Bicentennial think tank to meet and brainstorm ideas for 2023							
Create brand logo for Bicentennial							
Create budget for 200 stories project and other Bicentennial							
Plan fundraising							
Governance committee to prepare for board recruitment							

August	September	October	November	December	Lead	Question
					DHA	
						When will this happen?
						When will this happen?
					Lyn	When will this happen?
					DAA	When will this happen?
					Lyn	
					Who will lead this?	When will this happen?
					Who will lead this?	When will this happen?
					Mark	
					Mark	
					Lyn	
					Lyn	When will this happen?
					Lyn	When will this happen?
					Who will lead this?	When will this happen?
						TBD by Governance Committee