

LEGACY DECATUR BOARD  
ANNUAL RETREAT

8:30 am. - 5:00 pm

Administration Building Hawkins Hall  
Decatur Legacy Park

AGENDA

8:30 A.M. Gathering, coffee, review of the plan for the day

9:00 AM Morning Discussion Topics (Breaks as needed)

Legacy Love Story

Community Engagement and Fundraising

Board Commitments

11:30 AM Lunch to include time for a walk-about at the Park (weather permitting)

12:30 PM Board Meeting

1:30 PM Afternoon Discussion Topics (Breaks as needed)

2023 Accomplishments

2024 Projects

Track Discussion

Board Committees

Fast Friends (time permitting)

5:00 PM Adjourn

LEGACY DECATUR BOARD RETREAT  
THURSDAY, DECEMBER 7, 2023  
8:30 A.M. - 5:00 P.M.  
DECATUR LEGACY PARK - HAWKINS

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF MEETING MINUTES FROM  
SEPTEMBER 28, 2023. 3. ACTION ITEMS

- A. PRESENTATION AND DISCUSSION OF FY2024 PROPOSED BUDGET. Staff expects shifts in revenue for FY2024. Legacy Decatur is successfully working toward operational self sufficiency from the City, with the Management Fee decreasing to \$33,000. With increased construction, staff are also expecting lower film and event revenue. To mitigate this loss in revenue, staff proposes prioritizing leasing new individual buildings and fundraising. **Staff recommend the Board approve the FY2024 budget with the understanding that staff will present a revised budget should revenue projections shift.**
  
- B. PRESENTATION AND DISCUSSION OF EVALUATION OF INCOMING NONPROFITS. **Staff recommends adopting a set of questions to formalize the evaluation process for prospective nonprofits.**
  
- C. PRESENTATION AND DISCUSSION OF THE LEASE BY TRELIS HORTICULTURE THERAPY ALLIANCE – Staff incorporated feedback from the Master Plan Committee and the Executive Committee into a letter of intent. **Staff recommends the Board of Directors approve a lease with the Trellis Horticulture Therapy Alliance for an Ability Garden at Legacy Park, with final authorization from the Chair of the Board to sign the finalized version of the lease.**
  
- D. PRESENTATION AND DISCUSSION OF IMPLEMENTING A 5% FISCAL AGENT FEE FOR INCOMING DONATIONS IN 2024. In addition to Legacy Decatur’s management role at Legacy Park, the organization serves as the fiscal agent for local grassroots organizations. However, increased costs and required staff time to accurately track and report donations are not insignificant. **Staff**

**recommends implementing a 5% fiscal agent fee on all incoming donations to offset some of the costs associated with hosting the funds.**

- E. PRESENTATION AND DISCUSSION OF PROPOSED VENUE PRICE INCREASE. With increased event bookings, it is no longer feasible for Legacy Decatur staff to cover every event at Legacy Park without limiting the number of events. Legacy Decatur hired and trained a team of skilled contract 1099 employees to work as Legacy Park venue staff. To account for increased costs associated with event staff, **Legacy Decatur staff recommends authorization of 2024 price increases for venue space at Legacy Park.**

4. Adjourn

Legacy Decatur Board Meeting  
Minutes - September 28, 2023

Tony Powers called the regular meeting of the Legacy Decatur Board to order. Board members attending: Tony Powers, Brian Smith, Patti Garrett, Andrea Arnold, Ed Bowen, Mark Ethun, and Mark Arnold. Paul Mitchell joined on Zoom. Also present: Madeleine Henner, Dymond Generette, Shelly Roberts, Carson Williford, Zoe Seiler, and Elizabeth Mahany on Zoom.

Mark Ethun motioned with Andrea Arnold second to confirm the approved votes from the August 10, 2023 meeting. Andrea Arnold motioned to approve the minutes as a whole with Mark Ethun seconding the motion. Mark Arnold abstained given his absence on August 10, 2023.

CPA Beth Mahany presented the FY2022 Audit and 990 form with a review of the Statement of Financial Position and Statement of Activity for Legacy Decatur's 2022 fiscal year. Mostly due to the John Lewis Fund, the assets increased. The event and lease rental income also increased in FY2022, ending the year in a strong financial position. Brian Smith motioned to accept the FY2022 Audit, Form 990, and Form 8879 with Mayor Patti Garrett seconding.

Madeleine Henner introduced Trellis Horticultural Therapy Alliance Director of Programming & Volunteers Shelly Roberts and community member Carson Williford to present their proposal for an approximately 10,000 square foot Ability Garden at Legacy Park on the north side of Nickerson Cottage. There is little conflict with the current use of the proposed location. Trellis drafted plans for pollinator landscaping around the garden, beautifying the public portion of the park. In a phased approach, the proposal would construct a number of accessible raised beds for Trellis programming as well as 20 community garden beds to be rented out to the community connected by pervious but accessible pathways. Although an additional community garden is not illustrated in the Master Plan, it does fit within the goals of the Master Plan, including protecting and restoring natural resources, promoting healthy lifestyles, and encouraging community diversity. The garden space would be managed by a board of five, including two Trellis representatives and three community members. The board had questions about how many people would be served at the Legacy Park Ability Garden, the demand for community garden space, fencing, transportation, garden storage, water usage, accessible parking, and construction timeline. Ed Bowen motioned and Mark Arnold seconded the recommendation to authorize staff to proceed with negotiations for a letter of intent to provide the framework for an outdoor space lease to create a community garden, subject to approval by the Master Plan Committee and the Executive

Committee. Pending approval by the Master Plan Committee and the Executive Committee, Legacy Decatur staff will bring the lease to the full board for approval.

Madeleine Henner provided updates on the Commercial Kitchen construction and executed lease with the Refugee Women's Network, funding and construction on the Creative Village, and fundraising efforts for a fiscally independent Legacy Decatur.

There was no additional business, and the meeting was adjourned by a motion from Andrea Arnold, seconded by Brian Smith.

## MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS  
FROM: MADELEINE HENNER, EXECUTIVE DIRECTOR  
RE: EVALUATION FOR PROSPECTIVE NONPROFITS  
DATE: December 7, 2023

The purpose of this memorandum is to recommend the Legacy Decatur Board formalize the evaluation process for prospective nonprofits. Previously, Legacy Decatur staff and Board of Directors have used the Legacy Park Master Plan to guide nonprofit recruitment. The Legacy Park Master Plan outlines environmental preservation and education, affordable housing, recreation, community building, and the arts as central community priorities. Legacy Decatur partners with nonprofit organizations whose mission aligns with ours to bring their programming and expertise to Legacy Park.

To create a little more structure around the recruitment process, staff recommends the board provide feedback on the following questions as a framework for nonprofit evaluation.

1. How does the mission of the prospective nonprofit align with the Legacy Park Master Plan?
2. How does the mission area balance with the existing nonprofits at Legacy Park?
3. What is the potential impact of the nonprofit's programming on the Decatur community and Legacy Park activity?
4. How does the nonprofit's programming prioritize inclusivity?
5. How does the nonprofit incorporate environmental sustainability practices?
6. What makes the nonprofit financially sustainable?
7. What are the potential opportunities for collaboration between existing Legacy Park tenants and other stakeholders?
8. How does the community feel about the nonprofit? Please provide three references from the nonprofit's program participants and other nonprofit partners.

**Staff recommends adopting a set of questions to formalize the evaluation process for prospective nonprofits.**

## MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS  
FROM: MADELEINE HENNER, EXECUTIVE DIRECTOR  
RE: EVALUATION FOR PROSPECTIVE NONPROFITS  
DATE: December 7, 2023

After incorporating the feedback from the Master Plan Committee and the Executive Committee, Legacy Decatur staff drafted a Letter of Intent to outline the terms and conditions of a lease with Trellis Horticulture Therapy Alliance for an Ability Garden on the north side of Nickerson Cottage. **Staff recommends the Board of Directors approve a lease with the Trellis Horticulture Therapy Alliance for an Ability Garden at Legacy Park, with final authorization from the Chair of the Board to sign the finalized version of the lease.**

### **WHO—A partnership between Trellis Horticulture Therapy Alliance and a Community Garden**

Trellis is a 501c3 organization that uses the power of gardening and nature to enrich the lives of people living with disabilities. Trellis supports, educates and guides organizations and people in the design and creation of therapeutic gardening programs and accessible garden spaces to address these unmet needs. Currently working out of The Ability Garden at Callanwolde, the organization has specialized programming for adults diagnosed with spinal cord, brain injury, stroke and other neurological diagnoses as well as veterans with PTSD.

Trellis will sublease a portion of the space to a group of community gardeners, led by Carson Williford. Williford moved to the city of Decatur in the winter of 2023 after identifying Decatur as one of the few bikeable and walkable communities in the southeast. Living in an apartment, Williford hoped to find access to the outdoors by renting community garden space. When he couldn't find a nearby community garden with available space, he approached Legacy Park with the idea to create a new garden. He and Trellis have the shared goal of creating an accessible garden and gathering space for all community members.

This partnership between Trellis and the community gardeners not only spreads the responsibility of payment and landscape maintenance, the partnership also offers a space to build relationships between communities that may not have other opportunities to interact.

**Term: 3 years with renewal options**

**WHAT—Outdoor space on the north side of Nickerson Cottage**

Nickerson Cottage is a historic stone building located on the south end of Legacy Park, nestled between Leigh Cottage and the front lawn. Although Trellis and their partners have shown interest in one day leasing the cottage, this letter of intent does not cover the option to lease Nickerson Cottage.

Trellis and their Community Garden partner have proposed phased implementation of the Ability Garden at Legacy Park. Although the entire greenspace area is approximately 10,000 square feet, the proposed first phase of the garden is 2,564 square feet. Outside of the garden area, Trellis and their Community Garden partners plan to install a small multi use table area and pollinator landscaping around Nickerson Cottage.

On hot days, outdoor events on the front lawn spill into the shady area in front of Nickerson Cottage, but Legacy Decatur staff have not seen significant activity or alternative uses of the greenspace area proposed as garden space.

Condition:

The current landscape is a mix of grasses that require weekly mowing in peak growing season. Trellis and the Community Garden team will be responsible for the installation of garden beds, permeable pathways between the beds, and all maintenance of the garden and pollinator landscaping.

**WHY (What Does Legacy Decatur and the City of Decatur Gain) :**

Use meets the overall vision and goals of the Master Plan. The Ability Garden's intentional planting of pollinator friendly plants, substantial increase in biodiversity, and creative solutions to reduce and reuse water bolster Legacy Park's environmental stewardship and education programs. The ADA accessible construction not only makes spaces that have been previously inaccessible to folks with different physical abilities newly accessible, it also encourages Legacy Decatur and the community to be more intentional about the ways in which we welcome people into the space. Improving the physical access and engaging diverse use and users of the park is squarely within the vision of the Master Plan.



## MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS  
FROM: MADELEINE HENNER, EXECUTIVE DIRECTOR  
RE: FISCAL AGENT FEE  
DATE: December 7, 2023

In addition to Legacy Decatur's management role at Legacy Park, the organization serves as the fiscal agent for local grassroot organizations. However, increased costs and required staff time to accurately track and report donations are not insignificant. Most organizations charge a 5-10% fee from the fiscal agent funds they manage. The auditor estimated that the portion of the audit for the fiscal agents costs approximately \$3000. To ensure that each check is processed correctly and transported to the bank, staff estimates it takes approximately 10 minutes per check for Legacy Decatur staff to process an incoming check and 5 minutes for an outgoing check. We also have to account for the printer ink, QuickBooks costs, checks, and envelopes that add up in the budget.

To continue our mission in supporting grassroot organizations with missions that align with our own, staff recommends implementing a minimal 5% fee for incoming donations to fiscal agent funds. This fee would not fully cover the cost of holding these fees, but it would offset some of the costs, making the arrangement more sustainable. Staff can incorporate this fee structure into an updated fiscal agent contract to go into effect January 2024. **Staff recommends implementing a 5% fiscal agent fee on all incoming donations to offset some of the costs associated with hosting the funds.**

MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS  
FROM: DYMOND GENERETTE, PROGRAMS MANAGER  
RE: 2024 PRICING FOR EVENTS AT LEGACY PARK  
DATE: December 7, 2023

The purpose of this memorandum is to recommend authorizing the pricing for events held at Legacy Park in 2024 to more effectively generate revenue.

Below are the current 2023 event space prices along with the proposed 2024 pricing:

| Venue            | 2023 Pricing                                                                                                                                   | 2024 Proposed Pricing                                                                                                                            |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Hawkins          | Resident Rate: \$300 for 2 hours,<br>\$50 for each additional hour<br>Non-resident rate: \$450 for 2 hours,<br>\$75 for each additional hour   | Resident Rate: \$350 for 2 hours,<br>\$75 for each additional hour<br>Non-resident rate: \$525 for 2 hours,<br>\$112.50 for each additional hour |
| Auditorium       | Resident Rate: \$100 for 2 hours,<br>\$50 for each additional hour<br>Non-resident rate: \$200 for 2 hours,<br>\$75 for each additional hour   | Resident Rate: \$200 for 2 hours,<br>\$75 for each additional hour<br>Non-resident rate: \$300 for 2 hours,<br>\$112.50 for each additional hour |
| Cochran Building | Resident Rate: \$150 for 2 hours,<br>\$50 for each additional hour<br>Non-resident rate: \$225 for 2 hours,<br>\$75 for each additional hour   | Resident Rate: \$200 for 2 hours,<br>\$75 for each additional hour<br>Non-resident rate: \$300 for 2 hours,<br>\$112.50 for each additional hour |
| Dairy Barn       | Resident Rate: \$200 for 2 hours,<br>\$50 for each additional hour<br>Non-resident rate: \$350 for 2 hours,<br>\$75 for each additional hour   | Resident Rate: \$200 for 2 hours,<br>\$75 for each additional hour<br>Non-resident rate: \$300 for 2 hours,<br>\$112.50 for each additional hour |
| Outdoor Space    | Resident Rate: \$50 for 2 hours,<br>\$12.50 for each additional hour<br>Non-resident rate: \$100 for 2 hours,<br>\$25 for each additional hour | Resident Rate: \$150 for 2 hours,<br>\$75 for each additional hour<br>Non-resident rate: \$225 for 2 hours,<br>\$112.50 for each additional hour |
| Festivals        | \$1500                                                                                                                                         | \$2000                                                                                                                                           |

Staff capacity became a limiting factor for the number of events Legacy Decatur could book. To alleviate the staff capacity issue, Legacy Decatur hired and trained a team of 1099-contract workers to staff onsite events. Due to the additional cost of staffing, payroll, and event coordination, staff proposes increasing the residential rental rates for all venues by an additional \$50 for the first 2 hours and an additional \$25 for each additional hour starting January 1, 2024. We are maintaining that all non-residential rental rates are calculated by multiplying the residential rate by 1.5. The rates are reflected in the table above. Below are the detailed proposals for increasing rentals and rental updates:

- Legacy Decatur proposes increasing the festival rate to \$2,000 which will include 2 1-hour coordination meetings leading up to the event and 2 on-site meetings for festival preparation. The festival pricing increase is due to increased staff time, event coordination, vendor coordination, and on-site meetings required for the festival.
- Because tenant events don't require staffing, tenant rental rates will be maintained at the 2023 pricing.
- Staff recommends adding a \$100 rush fee for any events that are not within the two week minimum notice period due to increased coordination regarding vendor coordination, tenant communication, and parking coordination.
- Staff recommends including a 3% processing fee for online payments to cover the Square transaction fee.
- Proposed price increases will not affect events booked before January 1, 2024.

**Staff recommends authorization of 2024 price increases for venue space at Legacy Park.**