

LEGACY DECATUR BOARD MEETING
THURSDAY, AUGUST 22, 2024
5:00 P.M.
DECATUR LEGACY PARK - AUDITORIUM

1. CALL TO ORDER
2. REVIEW AND APPROVAL OF MEETING MINUTES FROM MAY 23, 2024.
3. ACTION ITEMS

a. Presentation of FY2023 Audit and 990 Form

The Finance Committee received a presentation from the auditors on August 12, 2024 and approved the FY2023 Audit with no findings noted. A copy of the audit was provided to all board members. The audit will be posted on the Legacy Decatur website upon acceptance. **Staff recommends acceptance of the FY2023 Audit, Form 8879, and Form 990.**

b. Nickerson Cottage lease for Trellis Horticulture Therapy Alliance.

The Legacy Decatur Board approved Trellis Horticulture Therapy Alliance as a tenant on 12/07/2023. To ensure garden participants have accessible bathrooms and indoor programming, Trellis needs an individual building. Nickerson borders the Ability Garden, and minor renovations for wheelchair accessibility are nearly complete. Trellis would be permitted to sublease office space within Nickerson. The sublease agreement would undergo the standard Legacy Decatur prospective tenant process. No sublease would be valid until the secondary lease is reviewed and approved by the Legacy Decatur Board of Directors. **Staff recommends the Board approve a three year lease for Trellis Horticulture Therapy Alliance in Nickerson Cottage.**

c. Discuss and approve a list of qualifications for open board positions.

To support the City Commission in appointing the Legacy Decatur four open Board seats, Legacy Decatur will submit desired qualifications. The Executive and Master Plan Committees discussed the inclusion of environmental expertise, grant writing, fundraising, volunteering, and project management. **Staff recommends the Board approve a set of qualifications to be published for new Board Member recruitment and the City Commission's application review process.**

4. Project Updates

- Truckin' Tuesday
- Legacy Camp Out
- National Fish and Wildlife Grant
- Creative Village

5. Adjourn

Minutes
Decatur Legacy Board
Business Meeting – May 23, 2024

The meeting was posted and open to the public. Board members attending: Tony Powers, Andrea Arnold, Peggy Merriss, Mark Arnold, Brian Smith, Paul Mitchell, Allen Mast, Mayor Patti Garrett, and Laurie Schwartz. Staff attending: Madeleine Henner and Dymond Generette. Zoe Seiler from Decaturish was also present.

The meeting was called to order by Board Chair Tony Powers. There was an amendment to update the March meeting minutes from the year 2023 to 2024 on the agenda. The Chair asked for a motion to approve the minutes of the March 28, 2024 board meeting. Peggy Merriss made a motion with a second from Andrea Arnold. All other board meetings present voted aye, and the minutes of the March 28, 2024 board meeting were approved as presented. Brian Smith abstained.

Madeleine Henner recommended that the Board of Directors approve a three year lease renewal for Wild Nest Bird Rehab in Hemphill Cottage. Paul Mitchell joined during the discussion. The Wild Nest Bird Rehab lease of Hemphill Cottage ends August 31, 2024. Their rehabilitation of injured and orphaned birds furthers the Legacy Park Master Plan's vision for environmental preservation and programming. They have also invested in the building and the beautification of their greenspace. Andrea Arnold inquired if there was a change in rental rate. Madeleine Henner confirmed that a 3% annual increase will continue for their lease. Peggy Merriss made a motion to approve a three year lease renewal for Wild Nest Bird Rehab in Hemphill Cottage with a second from Brian Smith, and all present members voted aye.

Madeleine Henner recommended that the Board of Directors approve the two year option outlined in the Refugee Women's Network 2021 lease to extend their lease until September 30, 2026. The Williams Cottage lease to Refugee Women's Network ends on September 30, 2024. Their lease includes a two year option that can extend their current three year lease. Refugee Women's Network is also a strong partner of Legacy Decatur. The extension does not include the wedding prep suite. Mayor Garrett inquired about a 2-year lease versus a 3-year lease present in some Legacy Park tenant lease terms. Madeleine Henner stated that some lease terms vary and those were the terms stated for Refugee Women's Network. Andrea Arnold asked about the difference between an extension versus a renewal. Madeleine Henner answered that a two year option renewal was listed in the original lease agreement. Andrea Arnold made a motion to approve the two year option outlined in the Refugee Women's Network 2021 lease with a second from Brian Smith, and all present members voted aye.

Madeleine Henner recommended that the Board of Directors approve a lease renewal for the Frank Hamilton School in the Gillespie Building. The Gillespie Building lease to the Frank Hamilton School ends on July 31, 2024. They have invested a significant amount of sweat equity into the building and consistently partner with Legacy Decatur events to create an inviting atmosphere to the community. Peggy Merriss made a motion to approve a lease renewal for

the Frank Hamilton School in the Gillespie Building with a second from Brian Smith, and all present members voted aye.

Madeleine Henner recommended that the Board of Directors approve a lease renewal of Administrative Building offices for the Wylde Center. Their environmental education field trips furthers the environmental education vision of the Master Plan. Brian Smith inquired about the estimated amount of square footage discrepancy within the leases. Madeleine Henner mentioned it was an estimated 20-30 square foot difference per office. Mayor Garrett asked if there will be more leases that will come before the Board with square footage discrepancies and Madeleine Henner confirmed. Peggy Merriss made a motion to approve a lease renewal of Administrative Building offices for the Wylde Center with a second from Andrea Arnold, and all present members voted aye.

Madeleine Henner and Dymond Generette discussed additional business including project updates on Truckin' Tuesday, Legacy Community Day, the National Fish and Wildlife Grant, RED Day with Keller Williams, and construction projects at Legacy Park. The meeting was adjourned with a motion by Andrea Arnold, seconded by Mark Arnold, and all members present voting aye.

**IRS E-file Signature Authorization
for a Tax Exempt Entity**

For calendar year 2023, or fiscal year beginning _____, 2023, and ending _____, 20____

2023

Department of the Treasury
Internal Revenue Service

**Do not send to the IRS. Keep for your records.
Go to www.irs.gov/Form8879TE for the latest information.**

Name of filer

DECATUR LEGACY PROJECT, INC.

EIN or SSN

47-2242615

Name and title of officer or person subject to tax

TONY POWERS Chair

Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a Form 990 check here	<input checked="" type="checkbox"/>	b Total revenue , if any (Form 990, Part VIII, column (A), line 12)	1b	<u>324,055.</u>
2a Form 990-EZ check here	<input type="checkbox"/>	b Total revenue , if any (Form 990-EZ, line 9)	2b	_____
3a Form 1120-POL check here	<input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b	_____
4a Form 990-PF check here	<input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part V, line 5)	4b	_____
5a Form 8868 check here	<input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b	_____
6a Form 990-T check here	<input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b	_____
7a Form 4720 check here	<input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b	_____
8a Form 5227 check here	<input type="checkbox"/>	b FMV of assets at end of tax year (Form 5227, Item D)	8b	_____
9a Form 5330 check here	<input type="checkbox"/>	b Tax due (Form 5330, Part II, line 19)	9b	_____
10a Form 8038-CP check here	<input type="checkbox"/>	b Amount of credit payment requested (Form 8038-CP, Part III, line 22)	10b	_____

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that I am an officer of the above entity or I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2023 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

I authorize GREGG S BOSSEN CPA PC to enter my PIN 05092 as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the tax year 2023 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2023 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax _____

Date _____

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

67042625533

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2023 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature Gregg S. Bossen

Date _____

**ERO Must Retain This Form – See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So**

MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS
FROM: MADELEINE HENNER, EXECUTIVE DIRECTOR
RE: LEASE APPROVAL FOR TRELIS HORTICULTURE THERAPY ALLIANCE IN NICKERSON COTTAGE
DATE: AUGUST 22, 2024

After months of discussion with Trellis Horticulture Therapy Alliance staff and community members, the Legacy Decatur Board approved Trellis to build an Ability Garden at Legacy Park. This space will not only offer formal Trellis programming for folks of different abilities, it will also bring new community garden beds to Decatur. Although much of their programming is outdoors, there is a need for bathroom access and complementary indoor programming, especially for those with heat sensitivities. Nickerson Cottage sits adjacent to the Ability Garden and has long sat empty. The building underwent minor renovation to add an ADA compliant ramp to the back door of the cottage, widen the doors to accommodate a wheelchair, and modify the restroom for ADA compliance.

Although Trellis has the funding to lease the entirety of Nickerson Cottage, they hope to share the space with a partner organization to better steward the organization's funds and build a tighter collaborative relationship with their office mate. The Nickerson Cottage lease would allow for subleasing, but the secondary organization would be required to go through the same process as any other prospective tenant. They would send in their Evaluation Form to be reviewed by the Master Plan Committee. A copy of the Evaluation Form will be included in the lease with Trellis. If the prospective sublease meets the standards set by the Master Plan Committee, the full Board votes to approve the new tenant. No sublease would be valid until the secondary lease is reviewed and approved by the Legacy Decatur Board of Directors. **Staff recommends the Board approve a three year lease for Trellis Horticulture Therapy Alliance in Nickerson Cottage.**

MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS
FROM: MADELEINE HENNER, EXECUTIVE DIRECTOR
RE: QUALIFICATIONS FOR OPEN SEATS ON THE LEGACY DECATUR BOARD
DATE: AUGUST 22, 2024

Although the new Board members will be appointed by the City Commission, Legacy is permitted to submit qualifications. The Executive Committee and Master Plan Committee discussed the inclusion of environmental expertise, grant writing, fundraising, volunteer time, and project management.

Below are the proposed desired qualifications for the four open seats on the Legacy Decatur Board:

Fundraising: With less than a year left in our funding partnership with the City, it is time to significantly increase fundraising. It would be extremely helpful to have a few board members with fundraising experience, whether that be individual donor cultivation, corporate fundraising, or capital campaigns.

Environmental Expertise: The organization would benefit from having a Board Member with professional expertise on environmental preservation and education, especially in the areas of watershed management, urban wildlife, wetland preservation, invasive removal, and recreation in natural areas.

Grant Writing: With so many opportunities at Legacy, a board member with grant writing experience could elevate our proposals and increase philanthropic giving.

Volunteer/Programming Time: As we grow programs, it could be an effective show of our commitment to the community to have Board members leading programs alongside staff. A board member that could assist staff with event planning would allow us to expand our reach for sponsorship and event capacity.

Project Management: With so many projects in the Master Plan, experience in project management would assist in ensuring that Legacy Decatur continues to make progress on the Master Plan and balance the mission areas of environmental preservation, recreation, affordable housing, and inclusive community building.

Staff recommends the Board approve a set of qualifications to be published for new Board Member recruitment and the City Commission's application review process.