LEGACY DECATUR BOARD MEETING
THURSDAY, JANUARY 22, 2026
5:00 P.M.
AUDITORIUM AT LEGACY PARK

1. CALL TO ORDER
2. REVIEW AND APPROVAL OF MEETING MINUTES FROM DECEMBER 11, 2025.
3. ACTION ITEMS

a. Legacy Decatur Board Officer Elections

On October 23, 2025, the Board voted to create a policy for Board Officer elections, terms, and appointment to the Executive Committee. This policy details that all Board Officer positions will be up for election in the first 2026 Board Meeting, and all Officers will sit on the Executive Committee along with one elected non-officer Board Member. To create staggered terms, the Board Chair, Secretary, and Member at Large for the Executive Committee will be elected on January 22, 2026 and serve until the first Board meeting of 2028. The elected Vice Chair and Treasurer will serve until the first Board meeting of 2027. All following terms will be two years.

i. Election of Board Chair for 2026-2027
ii. Election of Board Vice Chair for 2026
iii. Election of Board Secretary for 2026-2027
iv. Election of Board Treasurer for 2026
v. Election of a Member at Large on the Executive Committee for 2026-2027

b. Discuss and approve an event management software contract with Perfect Venue in the amount of $3,588.

Between 2023 and 2025, event net revenue has grown by 67%. This growth has required significant staff time, estimated at 400 hours in 2025. Staff recommend event management software to support operational efficiency and scalability. The FY2026 Budget includes $14,000 for Event Expenses, with an event management software included as an expected cost. Staff evaluated a number of options using a standardized criteria. Perfect Venue is designed specifically for venue management, integrates with the current payment processing system, and includes dedicated support for event data migration.

Staff recommend that the Board approve a $3,588 payment to Perfect Venue for software investment and 12 months of services.

4. PROJECT UPDATES
5. ADJOURN

Minutes
Decatur Legacy Board
Business Meeting – December 11, 2025

The meeting was posted and open to the public. Board members attending: Board Chair Tony Powers, Vice Chair Laurie Schwartz, Secretary Andrea Arnold, Mayor Patti Garrett, Mark Arnold, Brian Smith, Grant Schrantz, Robin Chanin, Tony Able, and Chris Brown. Bobbi Kay, Paul Mitchell, and Ed Bowen joined virtually. Staff attending: Madeleine Henner and Dymond Fogg.

The meeting was called to order by Board Chair Tony Powers. The Chair asked for a motion to approve the minutes of the October 23, 2025 board meeting. Mayor Patti Garrett made a motion with a second from Andrea Arnold. All other board members present voted aye, and the minutes of the October 23, 2025 board meeting were approved as presented.

Staff recommended that the Board approve payment for SEP Contributions for Dymond Fogg and Madeleine Henner in the total amount of $6,996. Legacy Decatur employee agreements dictate that the organization contribute 5% of staff salaries into their SEP accounts. Dymond Fogg's 2025 salary was $60,000. Legacy Decatur will contribute $3,000 into Fogg's SEP account. Madeleine Henner's 2025 salary was $79,920. Legacy Decatur will contribute $3,996 into Henner's SEP account. The Board sought clarification on a one-time payment versus a recurring payment. Staff clarified that the New York Life Investments financial advisor recommended a Q1 or Q4 payment in a lump sum. Robin Chanin made a motion to approve a $6,996 payment to be made to New York Life Investments to fulfill the contractual agreement with a second from Andrea Arnold, and all present members voted aye.

Staff recommended that the Board review and approve the FY2026 budgets for the fiscal sponsored projects. A fiscal sponsor exercises oversight, discretion, and control over the funds of the fiscal sponsored project. With the shift from fiscal agents to fiscal sponsored projects, the fiscal sponsored projects' finances are included in the Legacy Decatur statement of activity. Staff worked with project committees to create an annual budget with clear spending guidelines. The following organizations represent the Legacy Decatur fiscal sponsored projects: Season of Giving, Friends of Decatur Cemetery, Moore Chapel Master Gardeners, UMCH Alumni, Decatur Community Habitat, and LPARC. Brian Smith joined during the discussion. The Board discussed the fiscal sponsored projects budget line items, the reimbursement process, fiscal agent versus fiscal sponsorship, liability waivers, admin fees, bank fees, and donation sources. The Board also amended the Season of Giving FY2026 Budget to remove the 2026 end of year expected total given that the calculation was based on end of year 2024 rather than the 2025 expected end of year total. Brian Smith made a motion to approve the FY2026 budgets for Friends of Decatur Cemetery, Moore Chapel Master Gardeners, UMCH Alumni, Decatur Community Habitat, LPARC, and Season of Giving as amended. Mayor Garrett seconded the motion, and all present members voted aye.

Staff recommended that the Board approve opening a brokerage account with Fidelity Investments. A brokerage account would allow Legacy Decatur to accept stock donations. Fidelity Investments does not charge an annual fee or a commission. Legacy Decatur is not required to hold a minimum balance in the account, allowing staff to work with donors to receive a stock donation, liquidate it, and transfer the funds to the operating account within two days. The Board posed a question regarding how Fidelity Investments makes money from the brokerage account. After discussion, the account is likely a low-cost community investment and helps build clientele for Fidelity Investments. Chris Brown made a motion to approve opening a brokerage account with Fidelity Investments with a second from Brian Smith, and all present members voted aye.

Staff discussed additional business including project updates on the January Legacy Decatur Board elections, a $1,000 Literacy Grant awarded by the Bojangles Foundation, and the acknowledgment of Mark Arnold and Brian Smith who completed their terms in 2025.

The meeting was adjourned by Board Chair Tony Powers.

MEMORANDUM

TO: LEGACY DECATUR BOARD

FROM: MADELEINE HENNER

RE: BOARD OFFICER ELECTIONS AND EXECUTIVE COMMITTEE APPOINTMENT

DATE: JANUARY 22, 2026

According to the organizational bylaws, the Board Officers must consist of a Chair, Vice Chair, Secretary, and Treasurer. On October 23, 2025, the Board voted to also elect a Member at Large to the Executive Committee. Below are the responsibilities of each officer position as dictated in the bylaws:

> 5.02. The Chair will be the Chief Executive Officer of this Corporation and will be, subject to the control of the Board of Directors, supervise and control the affairs of the Corporation. The Chair will perform all duties incident to such office, and such other duties as may be provided in these Bylaws or as may be prescribed from time to time by the Board of Directors. The Board of Directors may, in its absolute discretion, assign the position, duties, and role of the Chief Executive Officer to the Executive Director of the Corporation as established by Section 5.08.
>
> 5.03 In the absence or disability of the Chair, the Vice Chair shall have the powers and shall perform the duties of the Chair. The Vice Chair shall also have such specific powers and shall perform such duties as may be prescribed and directed by the Chair and/or the Board of Directors.
>
> 5.04. The Secretary shall (1) keep minutes of all meetings the Board of Directors; (2) be the custodian of the corporate records; (3) give all notices as are required by law or by these Bylaws; and, generally, (4) perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or that may be assigned from time to time by the Board of Directors. The Board of Directors may, in its absolute discretion, assign the position, duties, and role of the Secretary to an employee of the Corporation or an employee of the City of Decatur designated by the City Manager.
>
> 5.05. The Treasurer shall (1) have charge and custody of all corporate funds; (2) deposit the funds as required by the Board of Directors; (3) keep and maintain adequate and correct accounts of the Corporation's properties and business transactions; (4) render reports and accountings to the directors as required by the Board of Directors or by law; and (5) perform in general all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or that may be assigned from time to time by the Board of Directors. The Board of Directors may, in its absolute discretion, assign the position, duties, and role of the Treasurer to an

employee of the Corporation or an employee of the City of Decatur designated by the City Manager. The Board of Directors may also, in its absolute discretion, hire an independent accountant, financial services firm, or other such professionals to serve in the position of Treasurer for the Corporation and to perform such duties for and role with the Corporation.

MEMORANDUM

TO: LEGACY DECATUR BOARD

FROM: DYMOND FOGG

RE: EVENT MANAGEMENT SOFTWARE PURCHASE

DATE: JANUARY 22, 2026

Year	Event Gross Revenue	Event Expense	Event Net Revenue
2023	$55,688.66	$7,067.35	$48,621.31
2024	$74,838.27	$7,832.60	$67,005.67
2025	$92,359.02	$11,291.00	$81,068.02

Net sales increased by 37.8% from 2023 to 2024 and by 21.0% from 2024 to 2025, and staff expect event revenue to continue growing. As administrative volume increases with continued growth, staff recommend event management software to support operational efficiency and scalability.

Currently, staff spend approximately 400 hours annually administering Legacy Park venue rentals through a manual process. This equates to an estimated $12,600 per year and includes responding to inquiries, executing contracts, and scheduling invoices. This level of staff time prompted the need to evaluate an event management platform to streamline the booking process and improve efficiency.

Staff conducted market research to evaluate event management software based on functionality, ease of use, integration capabilities, and support for internal workflows. Three platforms were evaluated using the same criteria. The goals for Legacy Park rentals are to reduce back-and-forth communication, move inquiries to confirmed bookings more efficiently, and save staff time.

After reviewing Event Temple, Ivy, and Perfect Venue, Perfect Venue is the recommended platform with a $3,588 cost for 2026. It exceeded the must-have evaluation score, is designed specifically for venue management, integrates with the current payment processing system, and includes dedicated support for event data migration.

The FY2026 Legacy Decatur Budget included this as an expected cost under the Event Expense line item. **Staff recommend that the Board approve a $3,588 payment to Perfect Venue for software investment and 12 months of services.**