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

1. CALL TO ORDER
2. REVIEW AND APPROVAL OF MEETING MINUTES FROM AUGUST 27, 2026.
3. EXECUTIVE SESSION
4. ACTION ITEMS

a. Approve a resolution certifying the purpose of the August 27, 2026 executive session for personnel matters and authorize the chair to execute an affidavit.

b. Authorize Madeleine Henner to sign the payment for K-Bye Services in the amount of $9,495.

K-Bye Services is Scott Doyon's communications company. This amount is the sum of the invoices for marketing and communications work from July 23 through October 15, 2026. Marketing and Communications has a FY2026 budget of $45,000. This payment will bring Legacy Decatur to 71% of this budget. **Staff recommend the Board authorize Madeleine Henner to sign payment for K-Bye Services in the amount of $9,495.**

c. Approve lease renewals for L'Arche Atlanta, Global Growers Network, Decatur Book Festival, and Tai Chi 4 LIFE.

The Administration Building leases for L'Arche Atlanta, Global Growers Network, Decatur Book Festival, and Tai Chi 4 LIFE require renewal. All nonprofit organizations are a great benefit to the Legacy Park community and have been responsible and courteous tenants. **Staff recommends the Board approve three year lease renewals for the Administration Building offices of L'Arche Atlanta, Global Growers Network, Decatur Book Festival, and Tai Chi 4 LIFE.**

4. PROJECT UPDATES

5. ADJOURN

Minutes
Legacy Decatur Board
Business Meeting – August 27, 2026

The meeting was posted and open to the public. Board members attending:
Board Chair Patti Garrett, Peggy Merriss, Andrea Arnold, Grant Schrantz, Robin Chanin, and Chris Brown. Allen Mast, Tony Able, and Mayor Pro Tem Lesa Fronk joined virtually via Zoom. Staff attending: Madeleine Henner and Dymond Fogg.

The meeting was called to order by Board Chair Patti Garrett. The Chair asked for a motion to approve the minutes of the May 28, 2026 board meeting. Andrea Arnold made a motion with a second from Chris Brown. All other board members present voted aye, and the minutes of the May 28, 2026 board meeting were approved as presented.

Peggy Merriss made a motion to enter executive session with a second from Ed Bowen, and all present members voted aye. An executive session for the purpose of discussing personnel items was held. Madeleine Henner and Dymond Fogg exited the meeting. After discussion, the Board asked staff to return. Grant Schrantz made a motion to approve ending the executive session with a second from Peggy Merriss, and all present members voted aye.

Peggy Merriss made a motion to amend the agenda to extend the Executive Director contract through December 31, 2026 with a second by Arnold. All other board members present voted aye and the agenda item was adopted. Staff recommended that the Board approve the Executive Director's contract extension through December 31, 2026 and the Executive Director's compensation increase from an annual salary of $79,920 to the FY2026 budgeted salary of $84,000. Merriss made a motion to approve the Executive Director's contract extension through December 31, 2026 and the Executive Director's compensation increase from an annual salary of $79,920 to the FY2026 budgeted salary of $84,000 with a second from Arnold, and all present members voted aye. The Executive Committee recommended a retroactive payment from January 1, 2026 for the Executive Director to match the paid amount to the approved FY2026 budgeted year-to-date amount. The Executive Committee will be leading a performance review this fiscal quarter to determine the Executive Director salary for FY2027. Schrantz made a motion to approve a retroactive payment of Henner's budgeted salary of $84,000 from January 1, 2026to true up the paid amount to the approved FY2026 budgeted amount year-to-date with a second from Brown, and all present members voted aye.

Staff recommended that the Board approve the Executive Director to sign the payment for The Bossen Group in the amount of $8,500. As contracted by the completion of the FY2025 Audit and Form 990, Legacy Decatur owes The Bossen Group $8,500. Legacy Decatur budgeted $10,000 for professional auditing services in 2026. The Finance Committee reviewed the financial documents, and the payment due is within the Legacy Decatur budget. Arnold made a motion to approve the Executive Director to sign the payment for The Bossen Group in the amount of $8,500 with a second from Merriss, and all present members voted aye.

Staff presented the FY2025 Audit and Form 990. Legacy Decatur Finance Committee reviewed the FY2025 Audit, Form 990, and e-file authorization Form 8879 on July 15, 2026. Legacy received a clean, unqualified audit opinion, free of material misstatement. A copy of the audit was provided to all board members. The audit will be posted on the Legacy Decatur website upon acceptance. The Board inquired about other high yield savings accounts and discussed updating the language in the future for the Form 990 and audit to reflect the current nature of Legacy Decatur. Staff recommended that the Board approve the FY2025 Audit, approve the FY2025 Form 990, and authorize the Chair to sign the e-file authorization Form 8879. In future years, this agenda language will ask the Board to accept the audit and approve the Form 990. Schrantz made a motion to approve the FY2025 Audit, approve the FY2025 Form 990, and authorize the Chair to sign the e-file authorization Form 8879 with a second from Brown, and all present members voted aye.

Staff recommended that the Board approve the integration of Net Assets "Without Donor Restrictions – Undesignated" and Net Assets "Without Donor Restrictions – Board Designation" in the Statement of Financial Position. The Statement of Financial Position in the FY2025 audit notes a $42,034 balance in "Without Donor Restrictions – Board Designated." This balance represents the balance of funds donated and spent out of the "Legacy Decatur Fund." The other $309,757 Legacy Decatur unrestricted funds are included in a separate line item. Because all funds spent are authorized through the Board-approved budget, the "Board Designated" and "Undesignated" funds are used identically. Merriss made a motion to approve the integration of Net Assets "Without Donor Restrictions – Undesignated" and Net Assets "Without Donor Restrictions – Board Designation" in the Statement of Financial Position with a second from Brown, and all present members voted aye.

Staff recommended that the Board approve the return of surplus funds from FY2025 to the City of Decatur in the amount of $3,729. The Memorandum of Understanding requires Legacy Decatur to return the surplus of revenues generated by Legacy Park over expenditures for operations of Legacy Park to the City of Decatur. Donations, grant activity, fiscal sponsored project activity, sponsorships, fiscal agent fund activities, sales, and program income are excluded from this equation. The total revenue generated from Legacy Park fell within the rental income, for a total of $310,779. The actual expenditures for operations at Decatur Legacy Park total $307,050. According to the Memorandum of Understanding, Legacy Decatur owes the City of Decatur the $3,729 surplus. This surplus will be held in a fund restricted for Legacy Park. The Board discussed the funds are held in the City of Decatur Public Facilities Authority (PFA) for use only at Legacy Park and the future terms are up for negotiation during the next MOU. Merriss made a motion to edit the agenda to state the Board approve the payment to the City of Decatur into the PFA fund for use at Legacy Park in the amount of $3,729 with a second from Arnold and all present members voted aye.

Staff recommended that the Board approve lease renewal for Refugee Women's Network offices in Williams Cottage and Commercial Kitchen. The Williams Cottage and Commercial Kitchen

leases to the Refugee Women's Network end on September 30, 2026. Refugee Women's Network is a strong partner of Legacy Decatur. The Board inquired about their rental amount and the capital improvements Refugee Women's Network completed within the Commercial Kitchen. Schrantz made a motion to approve a 39 month lease renewal for Williams Cottage and the Commercial Kitchen with the Refugee Women's Network to extend until December 31, 2029 with a second from Brown, and all present members voted aye.

Staff recommended that the Board approve a $3,150 contract for Successful Nonprofits to facilitate the annual Board Retreat. Successful Nonprofits has led the Legacy Decatur Board Retreat since 2020. Successful Nonprofits direct conversations around growth and priorities for the organization. There is $3,500 budgeted for FY2026 for retreat facilitation. The Board inquired about the board meeting in conjunction with the board retreat and timeframe of the retreat. Staff confirmed that there is no board meeting and the 9am-2pm timeframe is shorter this year. Arnold made a motion to approve a $3,150 contract for Successful Nonprofits to facilitate the annual Board Retreat with a second from Merriss, and all present members voted aye.

Staff discussed additional business including project updates on the Southeast Pollinator Census, September Truckin' Tuesdays, Decatur Maker's Repair Cafe, University of Montana social work practicum intern, Public Works collaboration, and Creative Village updates.

The meeting was adjourned by the Chair.

R-20-012025
RESOLUTION

WHEREAS, Decatur Legacy Board entered into an executive session on August 27, 2026 as allowed by O.C.G.A. §50-14-4 for the purpose of discussing personnel matters; and,

WHEREAS, at the close of discussion of each subject, the Decatur Legacy Board did vote to close the executive session and begin open session; and,

WHEREAS, the board members present were: Board Chair Patti Garrett, Peggy Merriss, Andrea Arnold, Grant Schrantz, Robin Chanin, and Chris Brown. Allen Mast, Tony Able, and Mayor Pro Tem Lesa Fronk joined virtually via Zoom.

WHEREAS, the board members voting for closure were: Board Chair Patti Garrett, Peggy Merriss, Andrea Arnold, Grant Schrantz, Robin Chanin, Chris Brown, Allen Mast, Tony Able, and Mayor Pro Tem Lesa Fronk.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved, by the Decatur Legacy Board that:

1) Each member of the Decatur Legacy Board present for the meetings does hereby confirm that to the best of his or her knowledge, the said subject matter of the executive session was devoted to matters within the relevant exception as set forth above; and,

2) That the actions taken in executive session and discussion of the same are hereby ratified; and,

3) That the Decatur Legacy Board does hereby authorize and direct the Chair to execute an affidavit in order to comply with O.C.G.A. §50-14-4(b); and,

4) That the affidavit be included and filed with the official minutes of the meetings and shall be in a form which substantially complies with the requirements of the statute.

This 22nd day of October, 2026.

_____
Chair

ATTEST: _____
Secretary

MEMORANDUM

TO: LEGACY DECATUR BOARD

FROM: MADELEINE HENNER

RE: K-BYE SERVICES PAYMENT

DATE: OCTOBER 22, 2026

K-Bye Services is the LLC under which Scott Doyon provides communications and marketing services for Legacy Decatur. The payment of $9,495 will pay for 105.5 hours of service between July and October. K-Bye Services support staff in writing the newsletter, updating the website, posting on social media, and creating brand materials. The Board allocated $45,000 for the FY2026 Marketing and Communications budget. This payment will bring Legacy Decatur to $32,113.09, or 71% of the budget. **Staff recommend the Board approve a payment of $9,495 to K-Bye Services for their marketing and communications invoice.**

MEMORANDUM

TO: LEGACY DECATUR BOARD OF DIRECTORS

FROM: MADELEINE HENNER, EXECUTIVE DIRECTOR

RE: LEASE RENEWALS FOR L'ARCHE ATLANTA, GLOBAL GROWERS NETWORK, DECATUR BOOK FESTIVAL, AND TAI CHI 4 LIFE

DATE: OCTOBER 22, 2026

The Administrative Building office space leases for the L'Arche Atlanta, Global Growers Network, Decatur Book Festival, and Tai Chi 4 LIFE were signed in 2024 and expire December 31, 2026. L'Arche Atlanta brings expertise and programming to improve our inclusion for people with different abilities. Global Growers Network maintains the two-acre Decatur Kitchen Garden and provides unique environmental preservation and education opportunities. The Decatur Book Festival has created inclusive literary arts programming for the City of Decatur, and Tai Chi 4 LIFE offers holistic wellness and inclusive recreation opportunities. All leases will be updated with three year terms and a 3% annual rent increase. **Staff recommend that the Board renew the Administrative Building office leases for L'Arche Atlanta, Global Growers Network, Decatur Book Festival, and Tai Chi 4 LIFE.**