**Friends of Mimosa Hall & Gardens**

December Board Meeting

December 20, 2018

8:00am – 10:00am

Present: Kelly Callen, Scott Fillian, Steve Gibson, Gus Hadorn, Mike Harris, Sara Harwood, Scott Hitch, Don Horton, Brett Player, Susan Rumble, Michelle Slater

Guests: Andrew Kohr, Gina Sen, Katie Troline

Introduction of Guests

Andrew Kohr – Landscape Architect Consultant, met Sara through Georgia State University, worked on Barrington Hall & Bulloch Hall Master Plan (Pond & Co, previously Robert & Co) – focuses on Historic Preservation. He’s here to listen and ask questions, learn more about the organization, and see if he can help. Currently on the board for Cherokee Library, Atlanta Design Commission, and others.

Gina Sen – Corporate background with an interest in solar energy and preservation, currently in software as a BA, already actively helping with stuff, along with her husband Zepplin

Accept meeting minutes

Motion to accept meeting minutes from November’s meeting – passed unanimously

Treasurer’s report

We’ve opened a separate account to keep events in a different account.

* Account balances
  + $3,000 Events account Great Gatsby
  + $5,886 Regular account
  + $221 Paypal account
  + $1,500 roughly in sponsorships not yet accounted for
* Outstanding charges
  + $3,000 behind in paying Sara for Communications Director
  + Approximately $750 outstanding for printing sponsorship folders has not yet been paid (no invoice yet received – Brett to follow-up with a reminder)

A few details about commitment to the New Year’s Gala.

* DoubleTree needs min $10,000 (we’ve paid $3,000 so far, $7,000 still owed)
* Sponsorships continue to roll-in for the event
* Tickets: 52 more ticket sales needed to breakeven, 100 more puts us well into the green – we’ve sold 48 so far, 160 tickets is our max sales
* But ticket sales are crucial! We must have a great event! **Sell, sell, sell tickets!**

Insurance update

Susan has a form from Bob Hagan’s nephew and will complete it to get more information on securing an insurance plan for the board.

MOU in support of business plan

Recommend that we review the MOU – it’s previously been vetted by the board, but we can review it again. Scott Hitch will give it a quick review and provide a view on the document, then we’ll perform an email vote before our next meeting.

Parks & Rec (Katie Troline)

Continue making progress on landscaping. Reviewed a few more trees to be removed with Joe Skelton – dangerous trees that need to be moved. Red Fern is coming to chip up trees and other plant debris that has already been cleared. 12 trees are being “fixed” – removed or trimmed or whatever to make it better. A tree survey of the 180 trees reviewed will be shared when the report is available.

Question – when trees are tagged or reviewed, who’s reviewing to know what types of trees are on the property and what’s native and what’s there? The full review of all 180 trees in the tree survey have been accounted for and reviewed.

And the nut trees have been reviewed and cannot be neutered, so they won’t be.

Before the house can be open, we need a Fire Protection Plan to be drawn up for the Fire Marshall to review & approve. We will require full visual & audio alarms as we want the house to be an event and meeting space. These plans are expensive; can run upwards of $100,000 in cost. Andrew (guest) may be able to help with contacts – he and Katie will connect after the meeting. It’d be great to have a line-of-sight from friends to assist in offsetting cost/donating time.

The business plan has been moved forward by City Council to allow us to keep working.

Historic Assets Manager position has been funded by the City. Jeff Leatherman & Katie Troline have been working on a job description and plan a national recruitment starting in January. The new position will have responsibility for the 4 homes and cemeteries. They’re hopeful of finding a high-level, experienced person. As of now, that means no Executive Director for Mimosa. Other homes have site coordinators. Mimosa may or may not need that depending on the ultimate use and utilization of the home and gardens. The new position would replace Katie in her role in liaising with FOMHG.

Q: Would it be an idea to house this person in Mimosa and make Mimosa a de facto Historic Division Office? Katie says it’s all possible – it’ll be future decisions once the new person is in-role.

Katie shared the story of Jane who worked in Roswell Parks & Rec and had a passion to create an arts center in Roswell. Her passion led her to develop the events and programs which drove the need to build out the Visual Arts Center in Roswell Area Park; it stands today because of her efforts. So that’s a vision for how things can be developed. The sky is the limit, we just need to prove the need and develop a case to get approval.

From when the grounds open and roof is on, the focus changes to the house and opening the house.

The Landscape restoration plan can be shared, and Katie will send to Mike Harris to share with the board.

Landscape restoration oversight plan was presented by Joe Skelton. Since the expenditure is over $2,500, it has to go out to bid. Katie is taking it out to get three quotes so we can bid. Despite Joe’s work to date, it still requires three quotes before selecting. Andrew and Katie will connect after the meeting to discuss. A reminder that the scope of this work is to oversee the restoration of the grounds and gardens by overseeing Bartlett Trees (already selected), help create garden restoration plan (including building out and developing ideas), and the final clean-up for opening the grounds.

Q: I thought Caldwell Trees is working on the grounds, not Bartlett Trees. A: Caldwell Trees is working on the grant work awarded.

Q: Do we have to take the lowest bid? A: No, Katie has already asked City purchasing to have the freedom to do that. Certified? May or may not work. Katie will work with Joe to see what’s he can state – years of experience?

Q: GPR? Is the report in? A: Not yet. It’s overdue (due in October?) Katie will follow-up with the vendor. He’s coming back in January to do more, she wonders if maybe he’s waiting until after that scan to issue one report.

Q: Privet – it’s a problem and now is the time of year to get rid of it. A: it’s already being pulled out.

Q: Katie asked if FOMHG had decided to move forward with moving forward with the Azalea Festival? A: Yes, we applied to be a part of the festival.

Q: Should this be a ribbon cutting ceremony for both the roof and grounds? A: Yes, that makes sense.

Q: Katie will need to review the Azalea Festival plan as, if we’re opening the grounds, she’d need to work with the Mayor & Council to coordinate timing, dates, etc.

Q: Can we share the Azalea Festival submission with Katie for her review? A: Yes, Sara will share.

Q: Has Sarah Winter issued her white paper on historic preservation in Roswell? A: No. Lots of meetings, but nothing was formally shared. Not sure what the status is. Katie has heard of putting the four homes into one merged organization to support, but Katie isn’t sure that’s right for the homes. Each has a friends group and that’s better.

Q: Will Sarah Winter’s final report be shared? A: Council may or may not share the report. Ultimately, the belief is that the report is more a bunch of ideas and not necessarily a plan.

Q: Event banners? Do we want to put one up in the parks? Katie has received clearance to place one in a few different city locations around town. A: We don’t have any banners left. We have a few signs that can be put up. We’re okay to put them up in the parks.

Business Plan

Beyond the business plan – what comes next? Meeting to setup. Sara to send out a poll to find the best date. Cancelling the January board meeting on the 8th, this meeting will be in lieu of. And we want Amy there to coordinate.

Sara’s report

Sent previously.

**Committee reports**

Events

Sent previously. A few details include:

Sponsorships for Gatsby are available. Anyone and everyone would be great. Corporate sponsorship packet – a letter of agreement is available. Will be sent out digitally for the group to use when talking to people.

Fundraising – another furniture donation is coming in. Propose that we stop soliciting/accepting furniture donations and that we focus on monetary donations instead.

Oh, and a reminder: **let’s sell NYE Gala Tickets instead!**

Sell tickets via EventBrite. Solicit sponsorships. We have some prizes. Dinner & wine pairing. Wine basket. No raffles allowed, we’ll do a silent auction instead. Cheese & wine vendor (Gina will ask.) The band booked is One-Twenty East.

**And sell tickets!!! Bring your friends!!! Share the event on LinkedIn, Instagram, & Facebook!!!**

Historic Preservation

Sent previously.

Marketing

The big update is that the big-dollar sponsorship folders are printed (note, we have lots of extra stickers, maybe they can be repurposed?) Altogether, the folder & inserts look professional and help give credibility to our organization and fundraising. Please use when asking for large sponsorships.

Community outreach

The committee is working on getting people out to the Gala.

Adding a new board member (an off-agenda item)

Motion to add Gina Sen to the FOMHG Board. Seconded, carried unanimously.

Welcome to Friends, Gina!

Alternative Energy

Report sent. A few highlights: A meeting on Portman Company. We needed more information / advisement on how we would actually arrange to use the solar credits earned by the roof.

Steve O’Day referenced us to someone else. From the advice we received, we would need professional counsel to design and setup an organization to receive the solar credits according to our original plan. The counsel would be so costly as to make in not worthwhile to pursue. While we could pursue getting pro bono work to make this idea work, we don’t have time to structure this and build the relationship needed to ask for pro bono work.

Instead, from the advice received, we have an idea where we could possibly pursue creating an LLC with partners. The partners would be the holders of the S-req, the partners would be eligible to get an ROI on their investment in the LLC. Once they recoup the investment, the LLC proceeds can then pass through directly to the board. This new structure is much more logical for the organization.

Kelly is going back to Portman tomorrow and hopes for locking in a donation amount in January.

We’re now more concrete in what we can offer and how we can connect.

Corporate sponsorship – can we host an event in January at Steve’s for prospective corporate sponsors?

Events – Lunch & Learns

We need to make sure we’re sponsoring these events. The next one is January 16th. Lee Dunn presenting on gardens.

Strategic Planning

Report sent. A few highlights: looking at the long-range plan, we need to look at events and meetings – how do we fill the house. Talking to director of streets about liveable streets. Does Bulloch Ave become a walkable street. The Presbyterian Church is open to sharing parking for events. Redesigned Atlanta St. and Oxbo St. will impact Bulloch Ave & Mimosa Hall. Keep looking at how things are working. How do we make multi-use space out of Mimosa. Gus continues to learn how to make a space conference- & education-ready. The design needs to incorporate the latest technology to be meeting-ready. Break-out space – indoor & outdoor – is important, too. And it needs to be incorporated into the plans. Can we look into ways to tap into existing resources that will help us be successful. For example, the University system of Georgia.

Other business

Mike is bringing a visual artist next week and he’ll be creating a virtual sculpture garden.

Kelly is sending out the proposal for the green ribbon ceremony – please review by 3pm today and provide feedback.

And make sure you **sell some tickets!!!**