

General Board Meeting - Agenda & Notes
March 11, 2024 - 7:00-9:047 PM

Grace Lutheran Church
1155 N Highland Avenue NE
Atlanta, GA 30306

Zoom Meeting
<https://us06web.zoom.us/j/89794061574>

VHCA Directors: Johnson Bazzel, Melissa Clark (Zoom), Kim Gnatt, Amy Harward, Karri Hobson-Pape, Lisl Huber (Zoom), Jess Liddick, Leah Matthews, Scott Nickels, Alex Saucedo, Karen-Jane Wright (absent w/ notice)

Neighbors In attendance: Michael & Natalie Beinenson, Paul & Vanessa Burks, Holly Fisher

Approval of [Minutes](#) from prior month's Board meeting - Leah - not approved. Board to review February minutes with KHP's edits. Approve in April meeting

- Discussion: 1) Are we producing notes and/or minutes and/or both? 2) What is procedure and timing for posting the meeting notes to the website? 3) Could we use video recordings as Minutes and post on website?

Review Current Agenda - Leah - approved

Guests & Elected Officials

Welcome Charla Mitchell - Community Affairs Mgr - Mayor's Office of Constituent Svcs - Leah
Charla R. Mitchell, Mayor's Office of Constituent Service, crmitchell@atlantaga.gov | (470) 725-1157

Atlanta Police Department Zone 6 Update - Sgt Savannah Berry - not present

Elected Public Officials & Municipal Representatives -

- City Councilman District 6 - **Alex Wan** -
 - [Progress being made on 10th & Monroe](#) raised intersection. Will separate cyclists and pedestrians. Construction to start beginning April. Awaiting permitting. Needs to be done before festival season and Fall school start. To speed up the construction time, consider shutting down the intersection for a weekend. Board showed support for this idea.
 - [Lenox Road to Cheshire](#). CSX was closing the tracks this week. CSX agreed to hold off until construction is complete with the bridge on Cheshire to reduce any additional traffic challenges for VAHI & Morningside
 - [Cheshire Bridge](#) - First step, AT&T. Then partial demolition for repairs. Alex has not yet seen a final construction schedule from ADOT. Possible 1-2 lane opening in April. Alex will share a schedule once available.
 - [Encampments](#) removed in Cheshire area. Securing the bridges and underpasses. If you see encampments being built, call 311 PAD as first resort. Then call Alex's office.

- Confirmed that VAHI will be 1 of the 4-5 sites for Intown Cares Case Management support. Scope is a 1 year full time caseworker dedicated to the North Highland corridor from Lenox to Ponce
- Alex to share recent census of People experiencing Homelessness
- Colleague resigned this week. Keisha Sean-Waites.
- Question re: Monroe Diet - request for COA to create a website with information. Request to do a better job of sharing plans, schedules.
- Asked for a Community meeting in May/June to review the original Monroe Diet plans.
- Question raised re: new parking laws near Beltline
- World Cup 2026 - what is timing for neighborhoods to have a voice in infrastructure / construction builds? Alex to share info when available.
- Alex to share details of recent approval that he received for the North Highland intersection to receive a neighborhood art installation to designate the corner
- State District 57 Representative - **Stacey Evans**; Kennedie McClung, Chief of Staff - **not present**
- US House 5th District - **Nikema Williams** - **not present**
- District 4 Fulton County Commissioner - **Natalie Hall**; Anita Harris - Chief of Staff - **not present**

Planning Committee Variances - **Alex**

- V-23-205 → 1055 Lanier Blvd - **Ben Darmer on Zoom, Michael & Natalie Beinenson**
 - variance to **reduce the half-depth front yard from 17.5 feet to 12 feet** for construction of a **new single family dwelling** for property located at 1055 Lanier Blvd, fronting 65 feet on the east side of Lanier Blvd and beginning at the northeast intersection of Los Angeles Ave and Lanier Blvd.
 - Lot coverage of 44.5%
 - Letters have been sent to neighbors
 - Planning Committee **recommends support 3-1**
 - **Board voted 10-0 recommend to support**

Officer & Committee Updates

- VHCA Meetings in 2024
 - October 2024 Meeting date change - Vote - currently planned on Federal Holiday (Columbus Day / Indigenous People's Day) and during APS vacation - Move from October 14 to October 7th. Planning meeting is October 2. **Voted 10-0 to support moving it 10/7 (versus 10/14) due to federal holiday and APS Fall Break.**
 - November 2024 Meeting date changes - Vote - currently planned on Federal Holiday (Veterans Day) - **keeping current date for November meeting.**
- Summerfest - Alex
 - **About to start the marketing/PR for the music-lineup.**
 - **Artist Market application submissions is 3/18. Might push it back to secure more applications**

- Proceeding with moving the Summerfest website to VHCA WordPress. Deborah will be managing the effort with Ida. Action to connect Deborah with Ida to proceed on the build.
 - Sponsorship update - none are pending. Rick continues to sell. Currently at \$28K contracts signed. Jess prepared to do Paypal invoices for anyone pledging.
 - Request to produce the Board Manager on Duty schedule so we can ensure sign-ups and commitments. Alex to work on getting it to board by end of month.
- Budget - Jess / Leah
 - Jess shared Treasurer's Report
 - \$29,729.93 cash on hand
 - Raised awareness of how board members and committees approve financial decisions. Refer to Treasurer notes/best practices below.
- Communications - KJ
 - Email System to Improve Deliverability. Ida working on pricing the switch to Gmail so we can avoid deliverability issues - approved by board to proceed on devising best solution
 - Social Media Position
 - Kim to share scope of work to get input from all. Need to consider the timeframe and costs so we can evaluate if we should do/not do. Overall, the board supported the idea of us hiring someone to assist us
 - Considerations for Comms committee: Do a test trial of 3 months to evaluate if contractor model for Social is needed. Consider ending/renewing the terms at the end of the board term so agreements would run between Sept-Aug.
 - Kim & KJ to begin to look for candidates and get specific pricing to share back with board
- Education & Grants - Melissa & Lisl
 - Grant application link live and needs to be put on website. Will send to Ida.
- Exec Operations - Leah, Amy, Kim, Jess
 - Town Hall Feedback - round of applause. Successful meeting. Attendance was lower than expected, estimating 60% of what August meeting was. Area of improvement is AV system. Should we consider buying our own AV equipment? If not, consider renting AV equipment. Keep Town Hall on calendar for Fall. Consider doing format with panel similar to August 2023 to grab attention and secure more attendees.. Can school bands perform?
 - Request for Q2 volunteers - need vols for Gala. Leah to get to Kim
- Fundraising/Events - Leah & Karri
 - Egg Hunt scheduled for 3/30 at NHP at 1pm - Lisl
 - VAHI Online Merchandise Store
 - Karri shared a proposal/board report with the concept and objectives. Print on-demand. All supported the idea to proceed.

- Friends of VAHI
 - Paid + Pledge = 24% of 2024 goal
 - Website updated
 - Board members encourage neighbors/friends (emails/letters provided)
 - Karri shared update.
- Historic Preservation - Karri
 - Fire Station #19 100 Year Anniversary 10/6 10:30-2:00pm
 - Discussion around how best to connect the Tour of Homes to the FireStation event. Opportunity to make both events attract more neighbors and attention.
 - Todd Family Memorial dedication scheduled for 8/24 at 11am
- Parks - Scott
 - Cleanup park Saturday in prep for Saturday concert in the park.
 - Parks committee voted to keep the sign in the park. Also voted to invest \$300 to install lights and repaint sign. VAHI sign getting updated/repainted. Scott to work with KJ to see where budget comes from
 - Discussion: is there a revenue opportunity for renting the park and should we make it more widely known opportunity?
 - Reservations for NHP:
 - March - InterAtlanta Weekdays 4-7pm
 - March 30 - VHCA Easter Egg Hunt
 - April - InterAtlanta Weekdays 4-7pm
 - April 12 - City Church Movie Night 6-11pm
 - May - InterAtlanta Weekdays 4-7pm
 - May 4 - noon-4pm Atkins Park Neighborhood Assn Spring Social
 - June 21 - Food Truck Friday 4-10pm
 - July 19 - Food Truck Friday 4-10pm
 - Aug 16 - Food Truck Friday 4-10pm
 - Sept 20 - Food Truck Friday 4-10pm
- Planning - Alex
- Tour of Homes - Lisl & Kim - Committee has been established. 26 homes on the short list. 2 committed. 8 interested. Kim to pull down the survey from Ida. 3 homes being toured next 2 weeks. Need additional volunteers for Sponsorship committee and Marketing committee.
- Transportation & Safety - Johnson & Amy
 - Neighbors have reached out re: sidewalks. Discussed prior Sidewalk program for neighbors to get educated on the process to repair and replace neighborhood sidewalks. That program consolidated and streamlined requests. Peggy Berg lead the efforts with a dedicated committee.
 - Amsterdam Walk meeting with Fortner and a small working group scheduled for next week to discuss proposed potential conditions. Overall goal of committee is

to meet with the neighborhood to garner their participation. VHCA wants a pathway for everyone to feel like they are being heard. VAHI and Mornginside working together in small working group to devise a set of conditions that represent the voices of the 2 communities. Plan is to share/review with Portman team in next 30 days.

- Mike Green with Portman Holdings is making himself available for meetings at Red Light Cafe for neighbors with questions and feedback that can be shared directly with Portman.
- Neighbor joined Zoom to provide input on the development project. Referenced criteria in Master Plan not being met.

Old Business

- x

New Business

- Meeting Minutes format and publishing process - discussed above at beginning of mtg
- Orme Park Bridge 100 year - Parks and Friends of Orme Park looking at options. Solar is a possible option for the bridge but electricity is limited.

Announcements

Calendar (All meetings are public)

- [2024 Calendar](#)

Treasurer's Report - March

To raise awareness around how board members and committees should approach expenses, the first expectation is to honor your fiduciary responsibility as a board member to maintain the financial health and growth of Virginia-Highland Civic Association. More specifically, bylaws include:

- **Section 7.6** Checks and Other Drafts. All checks, drafts or orders for payment of money, notes or other evidence of indebtedness issued in the name of the Association shall be signed by such Officers or other person as shall from time to time be determined by resolution of the Board. **Any check over one thousand dollars (\$1,000.00) must be approved by two (2) Officers** or other persons as shall from time to time be determined by resolution of the Board.
- **Budget Committee.** The Board shall establish a Budget Committee whose responsibilities shall include the review and approval of proposed annual budgets submitted by each Committee chair, together with any **subsequent requests for funds or budget amendments that exceed five thousand dollars (\$5,000.00)**. The Treasurer and President shall be co-chairs of the Budget Committee.

When incurring an expense, here are the requirements:

- **W9** for any expense +\$600
- **Contractor's license**, if hiring a contractor
- **Certificate of Insurance** naming Virginia-Highland Civic Association as an insured
- **Two officers** should approve if over \$1,000
- **Budget committee** should approve if over \$5,000

