**Minutes**

**GENA Board Meeting**

**September 5, 2023**

**Attendees: Nick Cortese, Kurt Dupuis. Bert Bender, Mary Leslie, Carol Knabe, Regina Trotti, Elise Drago, Lauren Sangaline Asbury, Kay Lee, Jan Selman, Polly Nodine)**

**Call to Order (Kurt Dupuis)**

**February 28, 2023  Minutes (Lauren Sangaline Asbury)** Approved via email. Posted on GENA website.

**Financial Report (Nick Cortese)**

* Balance last meeting was $3,863.96, current balance is $5,062.78
* Expenses of $1,451.72 were incurred as follows:
	+ Donation to the Glenn Creek Nature Preserve $200
	+ Web Bluehost $359.64
	+ Supplies for Kindness Day activities $136.82
	+ Supplies for Spring Party $433.61
	+ Pizza for Spring Party $321.65
* Dues of $2,650.54 were collected with 99 households participating in 2023

**Listserv Report:** Listserv Moderator Paul Cushing unable to attend but reports the following:

* The listserv currently has 358 members; and
* We are using just over 80% of our storage capacity (which is generally where we have been running for the past several months).  To manage storage utilization, I periodically remove attachments (typically large format pictures) from older messages.

**Welcome Committee Report (Polly Nodine)**

* 6 new families welcomed in the last few months
* Looking for new Welcome Committee members, especially in the north end of the neighborhood. Anyone who sees new neighbors moving in please email Polly to let her know.

**Old Matters:**

* March: Kindness Garden Project in the Triangle on March 11th
* April: Glenn Creek Nature Preserve Earth Day Party . GENA Donation.
* May: Spring Block Party (Kurt Dupuis)
* June: Graduation List (Debbie Cushing)
* G3
	+ Gardening work day in the Triangle (Carroll Knabe, Merry & Ben Pope, Julie Smith, Susan Ashmore, Marion Owen)
	+ Donations by Jo Morton and Deborah McAfee and Mary and Dick Leslie
	+ Construction of Pavers (incorporating May Block Party painted stones) by Carroll Knabe, Lee Pritchard and Kay Lee

**New Matters:**

* Informal Gatherings?
* Halloween Block Party
* G3 Work Day
	+ Work day will be 10/21 at 10am at the triangle, with a speaker joining for education
	+ Goal is to provide regular workdays and speaker series, potentially creating a separate listserv or facebook group
	+ GENA will provide beverages and light refreshments with a budget of $75, motioned by Lauren, seconded by Kay and approved by all
* Succession Planning: Each member to create a description of their responsibilities before next meeting. Prioritizing assistant listserv moderator as soon as possible.
	+ Listserv (Paul has submitted a description of responsibilities)
	+ Treasurer
	+ Secretary
	+ Welcome Committee
	+ President/Co-President
	+ Young Family Liaison
	+ Member at Large
	+ Website Moderator
* December 2023 – confirming whether prior year activities will reoccur
	+ Christmas in Decatur Annual Holiday Giving Neighborhood Collection
	+ Sanitation Workers Cash Gifts
* January 2024
	+ MLK Day Decatur Weekend of Service Event ? In the past Erin Braden coordinated sandwich making
* Other matters.

Adjourn

**Responsibilities of GENA Listserv Administrator**

Qualifications:

* General competency with computers (familiarity with programing language not necessary)
* Understanding of management of groups.io platforms (https://groups.io)
* Good communication skills
* Willingness to monitor listserv activity throughout waking hours

Primary responsibilities include:

* Handle the admission and removal of members
* Assist members with issues encountered with the listserv
* Monitor usage of listserv storage and proactively edit/delete messages to avoid exceeding storage limitations
* Monitor messages on listserv for compliance with listserv posting policy and coordinate with GENA president and, as appropriate, the GENA board to take appropriate corrective actions