

## Gifford Park Assoc. General Membership Meeting Minutes

Thursday, November 18, 2021

### DATES TO REMEMBER

Saturday, Nov. 27: Small Business Saturday in downtown Elgin!

Please shop local!! Lots of fun for kids and adults all month long – see the Downtown Neighborhood Association website for a lineup of festivities.

No General Membership Meeting in December

Thursday, Jan. 20: GPA general membership meeting, 7 p.m. at Elgin History Museum [EHM]

Monday, Jan. 31, 2022: House Tour Kick-off Meeting, 7 p.m. at EHM

### IN ATTENDANCE

Paul Bednar, Barbara Evans, Tyler Grace, Linda Hawkins, Janine Hnatusko, Sarah Hunt, Trish LaFleur, and new members Mike Maginity and Joe/Katie Cavalcante

### UPDATE ON DAN MILLER

After opening the meeting, Trish gave an update on GPA President Dan Miller, who is recovering from his 2-story fall from the scaffolding at the Nancy Kimball cobblestone house on October 26th. Currently at Lutheran General Hospital in Park Ridge, he will soon be transferred to a rehab facility in Elgin. Encouraging messages may be sent to him via the Gifford Park Association web page: <https://gpaelgin.org/send-dan-your-best-wishes>.

### SECRETARY'S & TREASURER'S REPORTS

The minutes of the October 21, 2021, general membership meeting were approved unanimously.

Though some incidental expenditures may have been made last

month, that treasurer Pat Miller did not send in a report of them is understandable; thus there is little change in GPA's overall balance reported in October: \$150,678.865. Matt Martin did note that included in that figure is the approximately \$9,000 this year's house tour netted. A brief account of some of the major things GPA has done with its money was given by various members. For a complete accounting of them, however, please see the link to the 40-year anniversary video at the end of this report.

## STANDING COMMITTEE REPORTS

Note: Until officially appointed by the newly elected officers, the chairs of these committees are acting chairs.

### 1. Historic District (Sarah Hunt)

As GPA's former wreath man Paul Kuester is now living in Wisconsin, Paul Bednar volunteered to purchase the holiday wreaths for the Elgin Historic District signs. Sarah and Barbara will help him install them. Sarah noted that in addition to such activities as leaf raking at the Millers on Nov. 20th and neighborhood clean-up days, she's working on planning larger events to be held every quarter and headed by different GPA members so as to not burn anyone out. And she spoke at length about the value of bringing EHD residents together to create a cohesive neighborhood.

### 2. Membership (Janine Hnatusko)

As a result of the letters Janine sent to new EHD residents, GPA has three new members, all of whom are eager to become involved with our organization. She has also ordered free samples of bags for the information to be given to new residents and members.

Trish and Barbara attended Janine's recent committee meeting at which ways to grow and involve members were discussed.

### 3. Elgin Historic House Tour. (Matt Martin)

After reviewing the report he made at the October general membership meeting, Matt encouraged all who are interested in being a part of the tour steering committee to attend the 7 p.m. Jan. 31 kick-off meeting for tour #40 at the history museum.

Among the ideas brought up at the Nov. 8 house tour wrap-up meeting was the need put more of the house tour profits into the neighborhood toured. After the neighborhood for tour #40 is determined, this will be discussed more specifically. Matt also noted that an art group wants to provide the homeowners with framed drawings of their homes.

### 4. Publicity (Trish LaFleur)

Trish is working on improving GPA's Facebook page as well as on updating our website. Mike spoke of the need to ensure that anyone who goes to GPA.com is automatically linked to the GPA.org site.

## UNFINISHED BUSINESS

### 1. Grant Committee

Because bringing those interested in joining the committee up to speed on what had been discussed/decided prior to the pandemic hiatus was out of the question for Pat Miller shortly after Dan's fall, the meeting scheduled for November 3rd was postponed. With the holiday season approaching and Pat still fully occupied with Dan, it was felt that this meeting should be postponed until after the holidays. You will be notified when it is rescheduled.

### 2. Commemoration of Chuck & Audrey Behrens' Role in Forming GPA

At the October meeting, Dan had suggested that their son Ben's

donation of \$400 and the money donated to GPA in Chuck & Audrey's memory be used for some kind of commemorative plaque in Gifford Park. None present this evening had other suggestions but decided to table this item for the time being.

### 3. Election of Officers

Because no one volunteered to serve as GPA president, vice-president, treasurer or member-at-large, the election has been postponed until our January general membership meeting in hopes that after reading the attached section from our by-laws that details what each of these offices involve, some will say, "I can do that," especially as they will be able to count on those of us who have held these positions to help them ease their way into the roles.

Descriptions of positions and committees are below the minutes.

We also hope that someone will recognize that perhaps one of the best gifts that could be given to Dan would be to volunteer to take on the duties of president in order to give him one less thing to worry about. For the same reason, his wife Pat would undoubtedly appreciate someone assuming the job of treasurer. And though Barbara is willing to be the secretary, she, too, hopes a newer member will volunteer for the job, especially as she is willing to substitute if that person can't make a meeting.

### 4. Frequency of General Membership Meetings

Based on last month's discussion, Sarah made the motion 1) that general membership meetings be held quarterly rather than monthly and feature special programs and 2) that the monthly meetings be board meetings. Tyler seconded it.

After discussion, the motion was unanimously voted down because it

was thought that even though the monthly board meetings would be open to all, people would be even less likely to attend them and thus less likely to become actively involved in the organization. We would then also be deprived of new ideas, the life-blood of any organization. In lieu of the quarterly programs for the general membership that was proposed in the motion, it was suggested that we strive to occasionally include interesting programs/presentations in the monthly meetings and shorten the business meeting when we have them.

## MISCELLANEOUS

### 1. Robert's Rules of Order

Matt noted that those appointed to City commissions are required to watch a video on Robert's Rules of Order and suggested that those unfamiliar with parliamentary procedure or in need of a refresher watch one of the short videos on YouTube.

### 2. Leaf Pickup

For those whose on-street leaf collection day is Thursday, due to Thanksgiving, their on-street pickup, which will be the last of the season, will be Saturday, Nov. 27.

Bagged leaves will be collected through December 3rd, but after Nov. 30, stickers will be required on the bags.

Trish called for a motion to adjourn. Made and seconded, it was approved unanimously. Afterwards, we remained to chat with each other and especially our three new members.

GPA wishes all a Happy Thanksgiving and Happy Holidays.

Respectfully submitted,

Barbara Evans, Secretary pro tem

#### Section BL-IV “Duties of Elected Board Members”

PRESIDENT. The President shall be familiar with the Constitution and By-Laws of GPA and the basic elements of Roberts’ Rules of Order. The President shall prepare an agenda for and preside in a fair and unbiased manner at all meetings of the Board of Directors and the general membership. The President may sign with the Secretary or any other officer of the Corporation authorized by the general membership, any contract or other instrument which the Board of Directors or general membership has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated to some other officer or agent of the Corporation; in general the President shall perform all duties which shall be prescribed by the general membership. The President may and is encouraged to delegate any of these duties and responsibilities to the Vice President(s) in order to assure the proper handling of the business of GPA.

VICE PRESIDENT. In the absence of the President or in the event of the President’s inability or refusal to act, the Vice President shall perform all duties of the President and, when so acting, shall have all powers of and be subject to all the restrictions upon the President. The Vice President shall also maintain and have available at all meetings a book containing the following:

- the Constitution and By-Laws of GPA as well as amendments and/or changes to them, and
- copies of resolutions and policies affecting the operation of GPA and its Board of Directors.

The Vice President may perform other duties assigned by the President and/or Board of Directors.

**FINANCE DIRECTOR.** The Finance Director shall develop and recommend sound financial policies and procedures to the Board of Directors in order to ensure the prudent fiscal management of GPA. The Finance Director shall seek the assistance of qualified members of GPA to assist in the preparation and presentation of an itemized budget for the approval of the Board of Directors at their first meeting each January. The Director will also assist the board in presenting an itemized budget for approval by the general membership each January at the annual meeting. These preparations shall be made in consultation with the current treasurer and out-going treasurer. The Finance Director shall coordinate and assist all committee chairpersons in preparing committee budgets and shall provide previous years' budgets to assist in that endeavor. The Finance Director may perform other duties as from time to time may he assigned by the President and/or Board of Directors.

**SECRETARY.** The Secretary shall keep the permanent minutes of the meetings of the Board of Directors and of the general membership in one or more books provided for that purpose, see that all notices are duly given in accordance with these By-Laws or as required by law, be custodian of the corporate records and corporate seal, keep all documents such as insurance policies and legal contracts which are binding upon GPA, assist the President in the preparation and notification of the general membership of agenda items, and in general perform all duties incident to the office of Secretary. The Secretary shall maintain the registration with the Secretary of State of

Illinois as specified in the Constitution, Article III.A. The Secretary may perform other duties as from time to time may be assigned by the President and/or Board of Directors.

TREASURER. The Treasurer shall have charge of the custody of and be responsible for all funds and securities of the Corporation. The treasurer shall receive and give receipts for money due and payable to GPA and deposit all monies in the name of GPA in such bank or other financial institution as shall be approved by the Board of Directors.

The Treasurer shall serve on the Finance Committee and provide all documents and records necessary to prepare an annual itemized operating budget showing income and expenses to be presented to the Board of Directors at their January meeting. The treasurer is expected to serve simultaneously with the newly elected treasurer through the January board meeting to assist in a smooth transition of the financial records and accounts of GPA. The treasurer shall maintain the authorizing signatures on the accounts of GPA and shall not have as a co-signer any member of his/her household. The Treasurer shall provide a current report of the accounts of GPA at the General Membership meetings. The Treasurer may perform other duties as from time to time may be assigned by the President and/or Board of Directors.

AT-LARGE. The At Large members of the Board of Directors shall work to represent the views of the general membership. The First At Large member shall be defined as the elected member in the second year of a two-year term. The Second At Large member shall be defined as the elected member in the first year of a two year term. The Second At Large member shall also serve as the chairperson of the

nominating committee as described in Section BL-XII-B of these By-Laws. The At Large members of the Board of Directors may perform other duties as from time to time may be assigned by the President and/or Board of Directors.

#### Section BL-IV “Duties of Standing Committees”

**MEMBERSHIP COMMITTEE.** The purpose of the Membership Committee shall be to encourage, promote and maintain adequate membership of GPA and to welcome and inform new members about the purpose of GPA. This committee shall serve as a membership information resource to assist committee chairpersons in the placement of committee members on all committees of GPA. This committee shall see that all members of GPA are in good standing in accordance with these By-Laws, and shall maintain the official list of all members’ names and addresses and shall supply such list to the nominating committee and to the election judge as described in Section BL-XII of these By-Laws. This committee shall supply the mailing list of members to the secretary as needed and shall create and distribute a membership directory annually. The Membership Committee shall also oversee the planning of social opportunities for the general membership of GPA. Additional duties and responsibilities of this committee shall be delegated by the Board of Directors.

**PUBLIC RELATIONS COMMITTEE.** The purpose of the Public Relations Committee is to maintain a two-way system of communication between GPA and other individuals throughout the Elgin community and the Chicago Metro area. This committee shall also be ready to serve as a resource to assist other committees in the public relations promotion of their activities and functions. This

committee shall handle any publicity or public announcements by the board which are not delegated to a specific committee. Additional duties and responsibilities shall be delegated by the Board of Directors.

**HISTORIC DISTRICT COMMITTEE.** The purpose of this committee is to serve as a planning and liaison committee for the Elgin Historic District. This committee shall assist in the ongoing development of neighborhood planning. This committee shall also actively promote and encourage GPA membership participation as well as direct communication with governmental boards and commissions which influence the future development of the Elgin Historic District. Additional duties and responsibilities shall be assigned to it by the Board of Directors.

**PROGRAM COMMITTEE.** The purpose of the Program Committee is to coordinate the presentation of programs, speakers, materials and other educational opportunities for the membership of GPA.

**HOUSE WALK COMMITTEE.** The purpose of the House Walk Committee shall be to manage and promote GPA-sponsored Historic Elgin House Tour. The Committee is charged with the task of using the event to increase awareness of the classic architecture and history of the Elgin area, to instill a spirit of pride in the Elgin community, and to promote further preservation of historic Elgin. Additional duties and responsibilities may be delegated to it by the Board of Directors.