

## **Minutes of the OTTA Board of Directors Meeting July 9, 2024**

### **Board Members Present:**

Anne Giffels, Dave Montgomery, Aneta Tomaszkiwicz, Drew Roesch, Jane Bachmann, Ray Clark, Beth Burk, Elaine Frei, Alan Lougee, Chris Nelson, Lotika Pai.

### **Others Present:**

Barb Guttman, Kathy Clark, Phil Graf, Vi Daley.

**Meeting called to order at 7:00 pm.**

**Board Minutes:** May Board minutes were approved.

### **Treasurer's Report:**

The Line of Credit with Wintrust Bank has been opened. The Art Fair financials were reviewed. Gross revenue beat the forecast, but expenses were higher than expected.

### **New Business**

1. Annual Budget – 2024-2025: Treasurer & Art Fair Chair incorporated changes to the Art Fair budget. Discussion ensued on various budget line items, which the Treasurer addressed. Budget as presented is approved.
2. Bylaws Committee 2024: The Board agreed in May to adjust the terms for President & Treasurer to two years. The Board also discussed adjusting the director terms to two years, but most agreed that a three-year term adds more consistency. Motion to change the term of Treasurer & President to two-year terms, as amended based on discussion, was presented and approved. Bylaws will be revised to reflect this change.
3. Art Fair 2025 Chair, 2<sup>nd</sup> Vice President: President acknowledged Chris Nelson's great work on the 2024 Art Fair. Chris was nominated and approved as the 2025 Art Fair Chair.
4. 43<sup>rd</sup> Ward Walk—Alderman Knudsen, July 23, 6-7 pm. The Board is invited to the walk and may submit suggestions of areas to review to the Director of Operations beforehand. The intent of the Accessibility Site Walk is to inspect and record repair requirements for curbs, curb cuts, sidewalks, driveways, tripping hazards, etc., within the Triangle. The Accessibility Committee previously requested City "condition" codes from the Alderman's office.
5. Art Center Renovation Update – Additional funding provided in 2024 Illinois Budget Amendment 251 (filed 5/24/2024) resulted in \$420,000 being allocated to OTTA per State Senator Feigenholtz. The total funding through the Illinois State grants is now \$570,000. The General Contractor process summary and recommendation were submitted to the Board for approval (emailed July 3). The board approved the recommended contractor, Brookwood Builders, Inc. Via Chicago final scope to be reviewed, with a fee adjustment per 12/04/2023 email to be considered. A revised services proposal was just received and is under review. CIC will meet later in July to develop a detailed project summary of mobilization action items to be completed by OTTA before General Contractor comes onsite. The Art Center floor tile was tested: ACM is present in North & South Halls and requires removal. The cost estimate is \$19,900 and can be completed under a single permit if the work is sequential. CIC plans to meet with APM onsite, July 11.
6. Menominee Club Agreement: Plan to meet with MC before July 26 to renegotiate contract.

### **Committee Reports:**

**Art Fair:** Costs exceeded budget, but good results and comments overall. A recap summary is in the works. The Committee is already planning for the 75<sup>th</sup> Art Fair, also discussing bringing back the pre-party. Chair is putting together a document to record the Art Fair procedures. Artists all agree that the neighborhood is very welcoming. Maybe more demonstration opportunities could be available. Also add more seating/rest areas throughout the Art Fair footprint.

**Art Gallery:** Joe Taylor, a current instructor, is currently presenting. The gallery opening for the new show by a French artist will be in conjunction with the Bastille Day activities on Sunday, July 14, 2-4 pm.

**Community Safety:** Installed six solar powered lights by the Buddhist Temple. On June 25<sup>th</sup>, hosted 18<sup>th</sup> District Council here at OTTA. The Chair is working with sherriff for a future cybercrime presentation. CAPS meeting is Thursday. Chair asked whether we can include a SLACK link on the website and in our Weekly Post.

**Communications:** No report.

**Events:** International Music Day was held at Ella Jenkins and showed off the park. The Twinning City Committee/OTMRA will be hosting Bastille Day activities on July 14. Gallery Opening, 2-4 pm. Cabaret 4-6 pm. Movie 7:30-10:30 pm at EJP. July 18<sup>th</sup> Third Thursday Lecture Series will highlight two writers, Donna Vos & Nancy Stevenson. Making plans for Ella Jenkins' 100th birthday party on August 4: collaborating with Church of Three Crosses and Lincoln Central. Evanston Symphony and Oktoberfest are also being planned.

**Membership:** The Membership Chair proposed restructuring membership levels and fees. After open discussion, President suggested submitting comments/feedback directly to Chair for consideration.

**Governance:** Meeting in July will focus on progress of 2024 goals and reviewing needs for Bylaws Committee. The Committee plans to solicit goals update on 2024 Committee Goals for August Board meeting.

**Grants:** Committee is reviewing the application process for the upcoming year to standardize the procedures. Propose opening the application process in November. Interviews could be done in March & April, which would allow more review time by the Committee. The Grant Committee would like to pursue small grants and sponsorships.

**HD/PZ:** The Committee is reviewing the Building Catalog, a formalized list identifying which properties are contributing versus non-contributing. The Commission on Chicago Landmarks is meeting to approve the catalog. The Commission considers "contributing" buildings to have been constructed during "the period of historic development" between 1871-1929. The Catalog will be posted on the OTTA website. No new update on Fern Hill.

**NIC:** The Committee met today. Forestry needs to remove some dead trees. Mulch to be added as needed.

**Director of Operations:** Director is working on Bastille Day activities, plus countless details involving the renovation. There are many small projects where volunteers could assist.

The Board entered the Executive Session. The Board exited Executive Session and accepted and approved the following motions:

- Effective August 1, 2024, a salary increase and annual bonus will be awarded to the Director of Operations.
- Effective August 1, 2024, the role of Administrative Assistant will become a full-time position.

Next Board Meeting is August 13, 2024, 7 pm.  
Adjournment: 9:26 pm.

**Old Town Triangle Association**  
**Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L**  
**August 2023 - July 2024**

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Income</b>				
4001 ME Member Dues	14,455.00	11,600.00	2,855.00	124.61%
4100H Direct Public Support			0.00	
4111 FI Donation for any use	11,400.12	300.00	11,100.12	3800.04%
4121 FI Donation Unrest. for Art Sch		0.00	0.00	
4143 FI Suzanne Flavin Restricted	-4,000.00		-4,000.00	
<b>Total 4100H Direct Public Support</b>	<b>\$ 7,400.12</b>	<b>\$ 300.00</b>	<b>\$ 7,100.12</b>	<b>2466.71%</b>
4500H Art School Program			0.00	
4510 AS Tuition	58,515.00	61,600.00	-3,085.00	94.99%
4530 AS Gallery Commission 10%	2,548.70	300.00	2,248.70	849.57%
4540 AS other-not merch or donation	1,211.49	100.00	1,111.49	1211.49%
<b>Total 4500H Art School Program</b>	<b>\$ 62,275.19</b>	<b>\$ 62,000.00</b>	<b>\$ 275.19</b>	<b>100.44%</b>
4600H Investment Income			0.00	
4660 FI Interest Earned	24,682.94	13,000.00	11,682.94	189.87%
<b>Total 4600H Investment Income</b>	<b>\$ 24,682.94</b>	<b>\$ 13,000.00</b>	<b>\$ 11,682.94</b>	<b>189.87%</b>
4701 FI Rent Earned	8,547.00	7,500.00	1,047.00	113.96%
4800H Merchandise & Other Income			0.00	
4801 FI Book#1 -Our Old Town		0.00	0.00	
4890 FI Misc exc.book shirt tote cal		0.00	0.00	
4897 FI Merchandise Shipping revenue	4.75	0.00	4.75	
4899 FI Sales Tax Expense on Merch. Sales	71.75	0.00	71.75	
<b>Total 4800H Merchandise &amp; Other Income</b>	<b>\$ 76.50</b>	<b>\$ 0.00</b>	<b>\$ 76.50</b>	
Services			0.00	
<b>Total Income</b>	<b>\$ 117,436.75</b>	<b>\$ 94,400.00</b>	<b>\$ 23,036.75</b>	<b>124.40%</b>
<b>Gross Profit</b>	<b>\$ 117,436.75</b>	<b>\$ 94,400.00</b>	<b>\$ 23,036.75</b>	<b>124.40%</b>
<b>Expenses</b>				
5100H Art School Costs			0.00	
5101 AS Instruction Cost	40,221.88	43,500.00	-3,278.12	92.46%
5111 AS Materials & Equipment	2,660.49	5,000.00	-2,339.51	53.21%
5141 AS Advertising		750.00	-750.00	0.00%
5151 AS Tuition Refund	1,690.00	1,000.00	690.00	169.00%
5171 AS Gallery	4,030.44	2,000.00	2,030.44	201.52%
<b>Total 5100H Art School Costs</b>	<b>\$ 48,602.81</b>	<b>\$ 52,250.00</b>	<b>-\$ 3,647.19</b>	<b>93.02%</b>
5300H Neighborhood & Park Maintenance			0.00	
5321 NI Clark Wisconsin Park	3,421.66	3,900.00	-478.34	87.73%
5331 NI Eugenie Triangle Park Maint	2,088.51	833.00	1,255.51	250.72%
5341 NI Other Parks Maintenance	7,599.84	6,000.00	1,599.84	126.66%
5351 NI Parkway Maint-Trees	2,178.00	4,000.00	-1,822.00	54.45%
5361 NI Plantings	3,785.77	2,000.00	1,785.77	189.29%
5391 NI Trash Removal	16,037.67	17,045.00	-1,007.33	94.09%
<b>Total 5300H Neighborhood &amp; Park Maintenance</b>	<b>\$ 35,111.45</b>	<b>\$ 33,778.00</b>	<b>\$ 1,333.45</b>	<b>103.95%</b>
5500H Community & Historic District			0.00	

5510 HD Historic Dist. Preservation		300.00	-300.00	0.00%
5520 HD Education & Outreach	1,151.60	1,000.00	151.60	115.16%
5570 PR Recognition of Volunteers	450.00	500.00	-50.00	90.00%
<b>Total 5500H Community &amp; Historic District</b>	<b>\$ 1,601.60</b>	<b>\$ 1,800.00</b>	<b>-\$ 198.40</b>	<b>88.98%</b>
<b>5700H Events</b>			0.00	
5710 EV Oktoberfest non-fund raising	2,466.78	4,500.00	-2,033.22	54.82%
5720 EV Annual Meeting non-fundrais.	1,419.37	1,850.00	-430.63	76.72%
5740 EV Other Events non-fundraising	7,236.98	7,650.00	-413.02	94.60%
<b>Total 5700H Events</b>	<b>\$ 11,123.13</b>	<b>\$ 14,000.00</b>	<b>-\$ 2,876.87</b>	<b>79.45%</b>
<b>5900H Membership</b>			0.00	
5920 CO Newsletter Graphic Design	1,900.00	3,675.00	-1,775.00	51.70%
5960 ME Membership Ads		1,000.00	-1,000.00	0.00%
5970 ME Contested Election		350.00	-350.00	0.00%
<b>Total 5900H Membership</b>	<b>\$ 1,900.00</b>	<b>\$ 5,025.00</b>	<b>-\$ 3,125.00</b>	<b>37.81%</b>
<b>5905 AC Accessibility Projects</b>		1,000.00	-1,000.00	0.00%
<b>6100H Occupancy</b>			0.00	
6111 FI Condo Assessments	11,404.80	12,000.00	-595.20	95.04%
6120 FI Facility Maintenance	13,622.93	12,300.00	1,322.93	110.76%
6121 FI Repairs	450.00	13,500.00	-13,050.00	3.33%
6131 FI Electricity	2,593.84	2,284.00	309.84	113.57%
6141 General Operations	260.00		260.00	
<b>Total 6100H Occupancy</b>	<b>\$ 28,331.57</b>	<b>\$ 40,084.00</b>	<b>-\$ 11,752.43</b>	<b>70.68%</b>
<b>6300H Salaries</b>			0.00	
6310 FI Salaries	90,974.81	106,800.00	-15,825.19	85.18%
<b>Total 6300H Salaries</b>	<b>\$ 90,974.81</b>	<b>\$ 106,800.00</b>	<b>-\$ 15,825.19</b>	<b>85.18%</b>
<b>6400H Payroll Taxes</b>			0.00	
6410 FI Payroll Taxes	8,375.73	8,170.00	205.73	102.52%
<b>Total 6400H Payroll Taxes</b>	<b>\$ 8,375.73</b>	<b>\$ 8,170.00</b>	<b>\$ 205.73</b>	<b>102.52%</b>
<b>6500H Insurance</b>			0.00	
6510 FI Insurance-Commercial/D&O	25,221.57	25,473.00	-251.43	99.01%
6520 FI Insurance -Work Comp	1,457.63	992.00	465.63	146.94%
<b>Total 6500H Insurance</b>	<b>\$ 26,679.20</b>	<b>\$ 26,465.00</b>	<b>\$ 214.20</b>	<b>100.81%</b>
<b>6600H Printing</b>			0.00	
6610 FI Printer Maintenance	703.34	525.00	178.34	133.97%
6620 CO Printing - Newsletter	650.00	1,250.00	-600.00	52.00%
<b>Total 6600H Printing</b>	<b>\$ 1,353.34</b>	<b>\$ 1,775.00</b>	<b>-\$ 421.66</b>	<b>76.24%</b>
<b>6700H Technology</b>			0.00	
6710 FI Computer Software Fees	1,359.82	1,100.00	259.82	123.62%
6720 ME Membership Database Software	1,885.00	1,700.00	185.00	110.88%
6730 CO E-blast Service	919.40	800.00	119.40	114.93%
6740 CO Web Hosting	257.95	100.00	157.95	257.95%
6750 CO Website Maintenance		0.00	0.00	
<b>Total 6700H Technology</b>	<b>\$ 4,422.17</b>	<b>\$ 3,700.00</b>	<b>\$ 722.17</b>	<b>119.52%</b>
<b>7100H Accounting</b>			0.00	
7110 FI Accounting & Audit	8,062.50	21,000.00	-12,937.50	38.39%
7120 FI Payroll Expenses	991.00	900.00	91.00	110.11%
<b>Total 7100H Accounting</b>	<b>\$ 9,053.50</b>	<b>\$ 21,900.00</b>	<b>-\$ 12,846.50</b>	<b>41.34%</b>
7205 FI Bankcard Fees Excl Art Fair	3,201.24	2,341.00	860.24	136.75%

7210 FI Bank Charges (not bankcard)	301.75	100.00	201.75	301.75%
7600H Miscellaneous Expenses			0.00	
7615 PR President Discretionary Fund		250.00	-250.00	0.00%
7660 FI Equipment	1,106.19	1,000.00	106.19	110.62%
7670 FI Mailing of Notices	82.05	50.00	32.05	164.10%
7690 FI Other Miscellaneous	561.55	350.00	211.55	160.44%
<b>Total 7600H Miscellaneous Expenses</b>	<b>\$ 1,749.79</b>	<b>\$ 1,650.00</b>	<b>\$ 99.79</b>	<b>106.05%</b>
7810 FI Office Supplies	1,507.86	900.00	607.86	167.54%
7910 FI Telephone & Internet	2,232.53	2,100.00	132.53	106.31%
7999 FI Depreciation		6,201.00	-6,201.00	0.00%
EV Other Events non-fundraising	-30.00		-30.00	
<b>Total Expenses</b>	<b>\$ 276,492.48</b>	<b>\$ 330,039.00</b>	<b>-\$ 53,546.52</b>	<b>83.78%</b>
<b>Net Operating Income</b>	<b>-\$ 159,055.73</b>	<b>-\$ 235,639.00</b>	<b>\$ 76,583.27</b>	<b>67.50%</b>
<b>Other Income</b>				
8100H Art Fair Receipts			0.00	
8130 AF Booth Rental Fee	170,875.00	162,500.00	8,375.00	105.15%
8135 AF Children's Corner	3,325.00	2,000.00	1,325.00	166.25%
8140 AF Artist Parking	2,067.00	3,500.00	-1,433.00	59.06%
8150 AF Exhibitors	35,375.00	29,000.00	6,375.00	121.98%
8155 AF Friends (Patrons)	17,225.00	15,000.00	2,225.00	114.83%
8160 AF Gates	179,152.78	193,000.00	-13,847.22	92.83%
8170 AF Store Merchandise	6,801.39	7,500.00	-698.61	90.69%
8185 AF Sponsorships	16,565.00	15,000.00	1,565.00	110.43%
8190 AF Food Vendors	30,000.00	30,000.00	0.00	100.00%
<b>Total 8100H Art Fair Receipts</b>	<b>\$ 461,386.17</b>	<b>\$ 457,500.00</b>	<b>\$ 3,886.17</b>	<b>100.85%</b>
8200H Annual Gala Receipts			0.00	
8220 GA Non-Ticket Revenue		0.00	0.00	
<b>Total 8200H Annual Gala Receipts</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
8300H Other Fundraising Receipts			0.00	
8310 FI Fundraising - Misc		20,000.00	-20,000.00	0.00%
<b>Total 8300H Other Fundraising Receipts</b>	<b>\$ 0.00</b>	<b>\$ 20,000.00</b>	<b>-\$ 20,000.00</b>	<b>0.00%</b>
<b>Total Other Income</b>	<b>\$ 461,386.17</b>	<b>\$ 477,500.00</b>	<b>-\$ 16,113.83</b>	<b>96.63%</b>
<b>Other Expenses</b>				
9100H Art Fair Costs			0.00	
9130 AF Booth Refunds	3,025.00	2,000.00	1,025.00	151.25%
9135 AF Children's Corner cost	1,601.27	2,850.00	-1,248.73	56.18%
9143 AF Graphic Design Fee	12,000.00	12,000.00	0.00	100.00%
9145 AF Bankcard Fees	11,136.11	11,914.00	-777.89	93.47%
9146 AF Entertainment - Music	7,585.00	9,000.00	-1,415.00	84.28%
9150 AF Exhibitors cost	22,641.25	17,000.00	5,641.25	133.18%
9155 AF Friends - Printing & Postage	1,106.25	750.00	356.25	147.50%
9157 AF Garden Walk	667.34	500.00	167.34	133.47%
9160 AF Gates cost	9,815.39	5,250.00	4,565.39	186.96%
9162 AF General Operations	23,161.50	25,627.00	-2,465.50	90.38%
9164 AF Grounds & Maintenance	28,391.82	22,000.00	6,391.82	129.05%
9166 AF Permits, Fees & Licensing	6,300.00	3,944.00	2,356.00	159.74%
9170 AF Merchandise Store	4,981.52	4,500.00	481.52	110.70%
9177 AF Program Book	2,280.00	2,200.00	80.00	103.64%

9179 AF Publicity	23,544.04	18,000.00	5,544.04	130.80%
9181 AF Sales Tax	1,346.00	601.00	745.00	223.96%
9183 AF Security	33,384.00	34,000.00	-616.00	98.19%
9185 AF Salaries, Payroll Taxes, Insurance 20%	19,494.18		19,494.18	
9187 AF Thank You Party	8,607.26	8,500.00	107.26	101.26%
9190 AF Boy Scouts		0.00	0.00	
9193 AF Website	200.00	500.00	-300.00	40.00%
<b>Total 9100H Art Fair Costs</b>	<b>\$ 221,267.93</b>	<b>\$ 181,136.00</b>	<b>\$ 40,131.93</b>	<b>122.16%</b>
9405 PR Major Projects	10,661.02	15,000.00	-4,338.98	71.07%
9406 Center Renovations T/B reimbursed	12,564.65		12,564.65	
<b>Total 9405 PR Major Projects</b>	<b>\$ 23,225.67</b>	<b>\$ 15,000.00</b>	<b>\$ 8,225.67</b>	<b>154.84%</b>
9410 FI Capital Improvement Building		0.00	0.00	
9500H Neighborhood Improvements			0.00	
9510 NI Brick Program		10,000.00	-10,000.00	0.00%
9520 NI Parkways Purchase Trees	3,072.00	5,100.00	-2,028.00	60.24%
<b>Total 9500H Neighborhood Improvements</b>	<b>\$ 3,072.00</b>	<b>\$ 15,100.00</b>	<b>-\$ 12,028.00</b>	<b>20.34%</b>
9630 NI Ogden Plaza Renovation		2,600.00	-2,600.00	0.00%
9700H Grants & Sharing w/ Other Orgs			0.00	
9710 FI Menomonee Club 20% Art Fair	47,988.05	55,273.00	-7,284.95	86.82%
9720 FI Boy Scouts	4,000.00	4,000.00	0.00	100.00%
9730 GR Grants excl Menom. & Scouts	40,000.00	40,000.00	0.00	100.00%
<b>Total 9700H Grants &amp; Sharing w/ Other Orgs</b>	<b>\$ 91,988.05</b>	<b>\$ 99,273.00</b>	<b>-\$ 7,284.95</b>	<b>92.66%</b>
<b>Total Other Expenses</b>	<b>\$ 339,553.65</b>	<b>\$ 313,109.00</b>	<b>\$ 26,444.65</b>	<b>108.45%</b>
<b>Net Other Income</b>	<b>\$ 121,832.52</b>	<b>\$ 164,391.00</b>	<b>-\$ 42,558.48</b>	<b>74.11%</b>
<b>Net Income</b>	<b>-\$ 37,223.21</b>	<b>-\$ 71,248.00</b>	<b>\$ 34,024.79</b>	<b>52.24%</b>