HERITAGE HILL ASSOCIATION (HHA) BOARD OF DIRECTORS MEETING – JUNE 18, 2025

☒Bryan Cody
☒ James Scozzari
☒ Liz Bracken
☒ Denise Cook
☒ Jeremy Czubko
☒ Abigail Larimer
☒ Kimberly Lucas
☒ Jim McClurg
☒ Jennifer Meeks
☒ Wayne Norlin
☒ Jeff Phillips
☒ Michelle Hoexum
☒ Delores Deen
☒Chris Levine

Staff Present: Laska Nygaard, Carly Durham-Bruins, and Maria Zache Starkey

Please Note: Due to technical difficulties, a Zoom recording of the June HHA Board meeting was not captured. The minutes below reflect individual Board Member notes.

1. Call to Order
The meeting was called to order by Bryan C. at 7:00 pm.

2. Public Comment: None

3. Approval of April Minutes
A final draft of the April Board of Directors meeting minutes will be sent to the Board for review and an email vote, due to technical difficulties with Zoom during that meeting.

4. Special Use Permit Request
Eric Maring, Senior Architect at Hooker DeJong, Inc., presented renderings and additional information regarding a request for a special use permit for a garage interior renovation. He requested official support from the HHA Board before their vote on the project.

5. President's Report: Bryan C. emphasized the need to change processes for the Home Tour and inspire more community involvement. He stressed that increased Board member participation is critical to prevent staff burnout and grow the association's largest fundraising event.

Home Tour Roles & Sponsors: Board members were strongly encouraged to join the Home Tour committee. There is a need for more support, particularly with recruiting volunteers and sponsors. It was noted that fundraising had decreased from $20,000 to $16,000, but more volunteers could increase this amount. The board discussed reaching out to new contractors in the area as potential sponsors and the importance of starting the process earlier to meet company timelines.

Committee Name Change: The Board voted and approved changing the name of the "Public Health and Safety Committee" to the "Community Health and Safety Committee." Denise C. made the motion and Delores D. seconded it.

Standing Committee: The Board voted and approved making the newly renamed Community Health and Safety Committee a standing committee. Chris E. made the motion, and Jeremy C. seconded it.

6. Treasurer's Report: Liz B. provided a financial update.

Financial State: The HHA has $148,000 in the bank, and this year is financially better than the previous year by $6,000. Home Tour ticket sales were down by approximately 800. The 990 tax form was filed in June. There is $89,400 in the bank, which covers six months of fixed costs, leaving a cash reserve of $38,000.

Cash Reserve Policy: Liz B. reviewed the cash reserve policy, which the board is supposed to vote on annually. Jeff P. raised concerns about voting on the policy before a full financial plan is in place. The Board voted to approve the Cash Reserve Policy, with Jeff P. voting no. A motion to approve was made by Jim M. and seconded by ???.

Financial Planning: Jeff P. advocated for a "true plan" for revenue, stating that the organization's only revenue streams are the Home Tour and gifting. He stressed the need for a plan to secure employment for the staff and a physical workspace. The board discussed meeting in smaller groups in July to develop a framework and survey questions to gather community feedback on what they want from the HHA.

7. **Committee Reports**

Home Tour: Suzanne D. will come to the August meeting with a detailed report on areas for improvement for the Home Tour. Laska N. noted that the organization and automation of the tour needs improvement and must involve more people.

Land Use: Jay reported on the CAAP plan and the bike lane work being done on Cherry Street.

Community Engagement: Mark and Ann Azkoul discussed an idea for a dancing event and potential venues for the Christmas board meeting.

Fundraising: Denise C. stated the committee is working on new projects. She also reported that no T-shirts were sold at the Home Tour because no one was available to sell them.

Office Relocation: The committee plans to reconvene to review the Voigt House as a potential new office location once Laska N. provides an update on staff priorities. Trinity Health will allow HHA to rent its current space on a month-to-month basis, providing more time to find a permanent solution.

Technology: Jeremy C. communicated that the tech committee is waiting for staff input on three items:

I. Phone Migration in preparation for remote operation - We need to plan for a transition date and begin project planning to migrate the phone system before we are forced to go fully remote.
II. CRM Migration - We are awaiting staff input on a requirements list for a replacement CRM system to begin the evaluation process.

III. How To Guides - The technology committee offered to provide video guides to assist with any staff needs regarding ongoing technology usage, and are waiting for any action areas where staff would like to get assistance.

Community Health and Safety: No update was available.

8**. Staff Reports**

Laska N. is focused on goals and key areas for the Home Tour. She emphasized that the current state of operations is not sustainable and that July will be a time for goal setting. Jen M. offered to work with Laska regarding strategic work, based on past work she has done in other organizations. Laska N. is expected to provide thoughts on paper and a Survey Monkey draft by July 25th.

Home Insurance: A discussion took place regarding home insurance and the potential for replacement costs for homes in Heritage Hill. The board considered the legality of insurance riders and the need for residents to read their policy endorsements.

9. **Old / New Business**

James Scozzari Resignation: James S. announced he is stepping down from the board. He thanked the staff for their hard work and urged the board to listen more to the staff and provide them with needed help.

Voigt House: Mayor David LaGrand, who was unable to attend, has proposed that the City give a portion of the Voigt House property to the HHA via a 99-year lease. Options include building new office space, utilizing the carriage house, or having HHA act as "Ambassadors of History" by occupying and giving tours of the first floor. The decision HHA makes will influence what the city does with the remainder of the property. A subcommittee involving the Land Use and Office Relocation committees will be formed to explore the financial costs and conditions for possible next steps.

10. Public Comment: There were no neighbors present for the second public comment session.

11. Adjournment: The meeting was adjourned by Bryan C. at 8:43 pm.