



**Meeting of the Board of Directors
Minutes
Jefferson University, DHH 224-25
December 12, 2013**

Attendees: G. Naylor, M. Berlin, J. Broh, R. Spitzborg, K. Adams, J. Ron, T. Sortman, C. Scherer, R. Lyons, E. Church, M. Williams, J. Nathan Bazzel, J. McManaman, J. Haemmerli

Absent: J. Applebaum, K. Adams

Meeting called to order at 7:02 pm.

C. Scherer asked if there were any changes to the November minutes. M. Berlin motioned to approve October minutes; M. Williams seconded. November minutes approved unanimously, no abstentions.

Community Comments

C. Scherer indicated that special guest *Dr. Stephen Klasko, President of Thomas Jefferson University Hospital*, was unable to attend due to inclement weather. The Civic hopes to reschedule him at a later time.

Election of Officers

C. Scherer outlined the process for elections and asked each of the candidates to discuss their candidacy. President candidates include Meg Berlin and Rick Spitzborg; Vice President candidates include Judy Ron and Tami Sortman; Secretary candidate includes G. Naylor. There are currently no candidates for Treasurers. (*Secretary's note: Statements from the candidates were sent out to the board prior to the meeting*). Each member of the Board shared comments about their candidacy and why they are running for their respective positions.

C. Scherer and G. Naylor handed out ballots and collected the results. A brief recess was called while C. Scherer and G. Naylor counted the ballots, individually, to verify the results. C. Scherer announced the results:

President: Meg Berlin
Vice President: Judy Ron
Secretary: Greg Naylor
Treasurer:

Congratulations to the new officers! C. Scherer passed the reins for the meeting to M. Berlin.

President's Report (M. Berlin)

M. Berlin asked if there were any additions to the minutes. G. Naylor indicated that he would like to get the date secured for the NID informational meeting in January. For the President's report, J. Ron said a few words about C. Scherer's relationship building and his efforts with building connections behind the scenes. M. Berlin also shared that C. Scherer was the first



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person she met on the Board and thanked him for his hard work and dedication. Thank you, C. Scherer, for your work and your service to the Civic and the community. You will be missed!

Treasurers Report (J. Ron)

J. Ron discussed the Treasurer's Report (Appendix A). J. Ron indicated that there was "clean-up" done to the report with efforts with Dustin from Via. There are currently \$57,801 in assets, \$11,845 raised in the campaign, which does not include the \$10,000 gift from Jefferson University Hospital or the \$5,000 from Pennsylvania hospital. This equates to a net total for the campaign of \$26,845. J. Ron indicated that the Board needs to discuss how to spend that money. G. Naylor asked about calling together a budget committee and shared the names of the four (4) members who asked to serve on the committee at the November meeting, as suggested at that time by R. Spitzborg. M. Berlin will form that committee. J. Nathan Bazzel motioned to approved Treasurer's report. J. Broh seconded. November Treasurer's Report approved unanimously, no abstentions.

Secretary's Report (G. Naylor)

G. Naylor asked for members of the Board to consider the date for the NID. Two options were discussed: Tuesday, January the 7th at 7 pm or Saturday, January the 11th at 10 am. As a corollary, M. Berlin asked again about the purpose of having a "closed" meeting to discuss the NID and wanted to revisit the decision, sharing her concerns with not having an open and transparent process. R. Spitzborg shared some thoughts on the rationale for the meeting. R. Lyons further indicated that the purpose of the meeting was to ensure that the Board understood the NID and decide if they want to be a part of the potential project before opening it up to the general public. G. Naylor noted that this was a topic that has been discussed quite a bit and that it seems reasonable for the Board to have a planning meeting before inviting comments on something. Discussion ensued about the NID and purpose of the meeting. The Board agreed to have a working session on the NID privately that will not result in a vote.

Action Item: The Board will have a planning meeting on Tuesday, January 7th at 7 pm, location TBD by M. Berlin. R. Spitzborg to send around feasibility data for the Board to review. M. Berlin will forward a copy of the NID law.

E. Church passed out the annual *Conflict of Interest policy* to the Board for signatures. G. Naylor to collect and store in the Dropbox. **Action Item: If you were not present, please print and sign Conflict of Interest policy statement and turn in to G. Naylor by the next Board Meeting.**

Committee Items Requiring Vote/Policy Adoption

Zoning (J. Broh). J. Broh shared the following:

Item 1. Proposed Dranoff Project. J. Broh shared information about the project at Spruce and S. Broad. Additionally, a meeting was held for this project with Center City One. J. Broh described



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the project as a 550 ft tall building combining condos (125 units), hotel, and restaurants on the lower level. It would be the tallest high-rise on this side of the city. J. Broh indicated that there will be several meetings with neighbors and citizens airing concerns and that as a result, J. Broh will recuse himself from this issue since Dranoff is a client. R. Lyons will serve as lead for this issue.

Item 2. Bill #130656. J. Broh was contacted by various organizations to discuss this bill, which would, among other things, grandfather ANY billboard that was created before this date. Since the Bill addresses items that are part of a zoning process, it was discussed that it should go through various zoning committees. City Council agreed and have delayed the Bill.

Item 3. Deck on the residence at 403 S. Adler St. Zoning law would require a 5ft setback from the front of the house; owner is proposing no setback. No one can see the deck from anywhere. The committee voted to not oppose the variance. J. Broh motioned; R. Lyons seconded. Motioned approved unanimously, no abstentions.

Finally, J. Broh proposed that when the Zoning Committee is considering a recommendation to the board, Committee deliberations can be closed to the public; the discussion of a binding vote will be then taken by the board in public session. However, when the board has granted voting rights to the Zoning Committee, and the Zoning Committee's recommendation results in action that carries the weight of a board decision, that portion of the meeting will be open.

Committee Reports

Membership Committee (J. Haemmerli). J. Haemmerli shared the Witches and Woofs event from back in October went really well, raising over \$400 for animals. Thanks to everyone who supported the event to make it successful. J. Haemmerli shared some additional information about Young Friends activities and events, including contacts with Mark Atwood of *Ready, Willing, and Able*.

Greening Committee (R. Spitzborg). R. Spitzborg noted that the request for 14 trees was put in to the Pennsylvania Horticultural Society (PHS), with a great majority being on UArts' campus. R. Spitzborg anticipates getting all of these approved.

R. Spitzborg also indicated that the parking signs for the clean-up event was a bit of a mess, but the ultimate day was quite a success. There were quite a few new residents out there working, in addition to students and staff from UArts. Signage is still up and cannot be taken down until the better weather.



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Announcements

M. Berlin asked if there were any comments from the Community. C. Scherer just indicated that he really appreciated the opportunity to work with everyone on the Board and to keep the work fun.


Adam Klein is a resident at Center City One and asked if the minutes are online. G. Naylor indicated that they are and where they could be located.

M. Berlin asked Board members to send her preferences for committee assignments. **Action Items: Requests to M. Berlin by the January Board meeting.**

J. Haemmerli asked about a process for allowing votes from Board members. E. Church indicated that this was a ByLaw issue and that it would need to be revisited at a future meeting. **Action Item: M. Berlin to add this to a future meeting agenda; E. Church will research and bring recommendations to the next meeting.**

T. Sortman motioned to adjourn the meeting. J. Haemmerli Seconded. Meeting adjourned at 8:32 pm.

Respectfully submitted,



Dr. Greg Naylor
WSWCA Secretary

Washington Square West Civic Association Balance Sheet

As of November 30, 2013

	Total
ASSETS	
Current Assets	
Bank Accounts	
Business Savings	A-2 35,095.05
Checking	A-1 21,853.69
PayPal	852.75
Total Bank Accounts	\$57,801.49
Total Current Assets	\$57,801.49
TOTAL ASSETS	\$57,801.49
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Net Assets-Unrestricted	18,051.44
Temporarily Restricted Net Assets	0.00
Board Designated Matching Funds	4,812.00
Donor Designated Street Cleaning	13,894.00
Garden - Restricted	
Sartain	527.00
South Street	842.58
Waverly	-938.00
Total Garden - Restricted	431.58
Total Temporarily Restricted Net Assets	19,137.58
Net Income	20,612.47
Total Equity	\$57,801.49
TOTAL LIABILITIES AND EQUITY	\$57,801.49

Tuesday, Dec 03, 2013 03:27:50 PM PST GMT-5 - Cash Basis

APPROVED
By Justen at 3:29 pm, Dec 03, 2013

Washington Square West Civic Association Reconcile Report for

*This is a static report. Any changes to transactions since the reconcile date are not reflected here.
Report created on 12/03/2013.*

Account:Checking
Statement Date:11/30/2013
Reconcile Date:12/03/2013

Summary

Opening Balance		21,253.94
Cleared Transactions		<u>599.75</u>
Ending Balance of Statement	B . S .	21,853.69
Uncleared Transactions as of Statement Date		<u>0.00</u>
Register Balance as of Statement Date		21,853.69
Uncleared Transactions after Statement Date		<u>-1,183.83</u>
Register Balance as of Reconcile Date		20,669.86

Cleared Transactions

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Payee</u>	<u>Amount</u>
Cleared Checks and Payments				
10/29/2013	Check	1028	Sean Hogan	68.75
11/01/2013	Check	1029	Ruotolo, Spewak & Co.	500.00
11/04/2013	Check	eft	Constant Contact	37.80
11/05/2013	Bill Payment	eft	10th St. Hardware	19.16
11/12/2013	Check	eft	Intuit	29.11
11/19/2013	Bill Payment	eft	Za Za Design	350.00
11/19/2013	Bill Payment	eft	Creative Characters	88.43
11/19/2013	Bill Payment	eft	Graffiti Removal Experts, LLC	400.00
11/19/2013	Bill Payment	eft	Center City District	1,340.00
11/22/2013	Check	1032	Econsult Solutions	4,750.00
Subtotal:				7,583.25
Cleared Deposits and Other Credits				
11/05/2013	Deposit			3,643.00
11/19/2013	Deposit			4,540.00
Subtotal:				8,183.00

Total Cleared Transactions **599.75**

Uncleared Transactions as of 11/30/2013

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Payee</u>	<u>Amount</u>
Uncleared Checks and Payments				

APPROVED
By Justen at 3:30 pm, Dec 03, 2013

Subtotal: 0.00

Uncleared Deposits and Other Credits

Subtotal: 0.00

Total Uncleared Transactions as of 11/30/2013**0.00****Uncleared Transactions from 11/30/2013 to 12/03/2013**

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Payee</u>	<u>Amount</u>
Uncleared Checks and Payments				
12/03/2013	Bill Payment	eft	VIA	350.00
12/03/2013	Bill Payment	eft	Water Revenue Bureau	52.93
12/03/2013	Bill Payment	eft	Water Revenue Bureau	364.71
12/03/2013	Bill Payment	eft	VIA	350.00
12/03/2013	Bill Payment	eft	Water Revenue Bureau	107.93
12/03/2013	Check	eft	Water Revenue Bureau	8.26
				Subtotal: 1,233.83
Uncleared Deposits and Other Credits				
12/03/2013	Deposit		Architeqt Salon & Gallery	50.00
				Subtotal: 50.00
Subtotal: 11/30/2013				-1,183.83

Advantage Business Package Checking

Account number: **6071537382** ■ November 1, 2013 - November 30, 2013 ■ Page 1 of 4



WASHINGTON SQ WEST CIVIC
214 S 11TH ST
PHILADELPHIA PA 19107-5501

Questions?

Available by phone 24 hours a day, 7 days a week:

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- Business Online Banking
- Online Statements
- Business Bill Pay
- Business Spending Report
- Overdraft Protection

Activity summary

Beginning balance on 11/1	\$21,253.94
Deposits/Credits	8,183.00
Withdrawals/Debits	- 7,583.25
Ending balance on 11/30	\$21,853.69 TB ✓
Average ledger balance this period	\$24,271.06

Account number: **6071537382**

WASHINGTON SQ WEST CIVIC

Pennsylvania account terms and conditions apply

For Direct Deposit and Automatic Payments use
Routing Number (RTN): 031000503

For Wire Transfers use
Routing Number (RTN): 121000248

Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo store.



Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
11/4		Recur Debit Crd Pmt11/03 Ctc*Constantcontac 855-2295506 MA 474165xxxxx7789 583307399301377 ?McC=5968		37.80	21,216.14
11/5		Deposit Made In A Branch/Store	3,643.00		24,859.14
11/6		Bill Pay 10th St. Hardwar on-Line W214 on 11-06		19.16	
11/6	1029	Check		500.00	24,339.98
11/12		Recur Debit Crd Pmt11/09 Intuit *Qb Online 800-286-6800 CA 474165xxxxx5037 303313528517274 ?McC=5734		29.11	24,310.87
11/14	1028	Check		68.75	24,242.12
11/19		Deposit Made In A Branch/Store	4,540.00		28,782.12
11/20		Bill Pay Creative Charact on-Line No Account Number on 11-20		88.43	
11/20		Bill Pay Annette C. Earli on-Line No Account Number on 11-20		350.00	
11/20		Bill Pay Graffiti Removal on-Line No Account Number on 11-20		400.00	
11/20		Bill Pay Center City Dist on-Line xxxx Xxxre Wes on 11-20		1,340.00	26,603.69
11/27	1032	Check		4,750.00	21,853.69
Ending balance on 11/30					21,853.69

Totals **\$8,183.00** **\$7,583.25**

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Summary of checks written (checks listed are also displayed in the preceding Transaction history)

Number	Date	Amount	Number	Date	Amount	Number	Date	Amount
1028	11/14	68.75	1029	11/6	500.00	1032 *	11/27	4,750.00

* Gap in check sequence.

Monthly service fee summary

For a complete list of fees and detailed account information, please see the Wells Fargo Fee and Information Schedule and Account Agreement applicable to your account or talk to a banker. Go to wellsfargo.com/feefaq to find answers to common questions about the monthly service fee on your account.

Fee period 11/01/2013 - 11/30/2013	Standard monthly service fee \$10.00	You paid \$0.00
How to avoid the monthly service fee (complete 1 AND 2)	Minimum required	This fee period
1) Have any ONE of the following account requirements		
· Average ledger balance	\$6,000.00	\$24,271.00 <input checked="" type="checkbox"/>
· Monthly automatic transfer to a Wells Fargo savings account	\$100.00	\$0.00 <input type="checkbox"/> ^
· Qualifying transaction from a linked Wells Fargo Business Payroll Services account	1	0 <input type="checkbox"/>
· Qualifying transaction from a linked Wells Fargo Merchant Services account	1	0 <input type="checkbox"/>
· Combined balances in linked accounts, which may include	\$6,000.00	<input checked="" type="checkbox"/>
- Average ledger balances in business checking, savings, and time accounts		
- Most recent statement balances of: business credit card, Wells Fargo Express Equity [®] and BusinessLine [®] lines of credit, Wells Fargo BusinessLoan [®] term loan		
- Average daily balances from previous month in business PrimeLine [®] line of credit and Business PrimeLoan SM account, Wells Fargo Express Equity [®] , SBA, and Equipment Express [®] loans		
2) Complete the package requirements		
· Have qualifying linked accounts or services in separate categories*	3	<input checked="" type="checkbox"/>

*Includes Wells Fargo business accounts and services such as debit card, savings accounts, active Online Banking, credit card, loans and lines of credit.

^Zero is displayed because you did not meet the minimum amount required for a single transaction of this type.

wo/wo



Account transaction fees summary

<i>Service charge description</i>	<i>Units used</i>	<i>Units included</i>	<i>Excess units</i>	<i>Service charge per excess units (\$)</i>	<i>Total service charge (\$)</i>
Transactions	31	150	0	0.50	0.00
Total service charges					\$0.00

Did you know that you can review your safe deposit box information through Wells Fargo Business Online Banking? Sign on to business online banking at wellsfargo.com/biz and go to your account summary page to review details.

Washington Square West Civic Association Reconcile Report for

*This is a static report. Any changes to transactions since the reconcile date are not reflected here.
Report created on 12/03/2013.*

Account: Business Savings
Statement Date: 11/30/2013
Reconcile Date: 12/03/2013

Summary

Opening Balance		35,092.17
Cleared Transactions		<u>2.88</u>
Ending Balance of Statement	B.S.	35,095.05
Uncleared Transactions as of Statement Date		<u>0.00</u>
Register Balance as of Statement Date		35,095.05
Uncleared Transactions after Statement Date		<u>0.00</u>
Register Balance as of Reconcile Date		35,095.05

Cleared Transactions

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Payee</u>	<u>Amount</u>
Cleared Checks and Payments				Subtotal: 0.00
Cleared Deposits and Other Credits				
11/29/2013	Deposit			2.88
				Subtotal: 2.88
Total Cleared Transactions				2.88

Uncleared Transactions as of 11/30/2013

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Payee</u>	<u>Amount</u>
Uncleared Checks and Payments				Subtotal: 0.00
Uncleared Deposits and Other Credits				Subtotal: 0.00
Total Uncleared Transactions as of 11/30/2013				0.00
Subtotal: 11/30/2013				0.00

APPROVED
 By Justen at 3:32 pm, Dec 03, 2013

Business High Yield Savings

Account number: **2528886928** ■ November 1, 2013 - November 30, 2013 ■ Page 1 of 3

**WELLS
FARGO**



WASHINGTON SQ WEST CIVIC
214 S 11TH ST
PHILADELPHIA PA 19107-5501

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Activity summary

Beginning balance on 11/1	\$35,092.17
Deposits/Credits	2.88
Withdrawals/Debits	- 0.00
Ending balance on 11/30	\$35,095.05 TB
Average ledger balance this period	\$35,092.17

Account number: **2528886928**

WASHINGTON SQ WEST CIVIC

Pennsylvania account terms and conditions apply

For Direct Deposit and Automatic Payments use
Routing Number (RTN): 031000503

For Wire Transfers use
Routing Number (RTN): 121000248

Interest summary

Interest paid this statement	\$2.88
Average collected balance	\$35,092.17
Annual percentage yield earned	0.10%
Interest earned this statement period	\$2.88
Interest paid this year	\$32.10



Transaction history

<i>Date</i>	<i>Description</i>	<i>Deposits/ Credits</i>	<i>Withdrawals/ Debits</i>	<i>Ending daily balance</i>
11/29	Interest Payment	2.88		35,095.05
Ending balance on 11/30				35,095.05
Totals		\$2.88	\$0.00	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Monthly service fee summary

For a complete list of fees and detailed account information, please see the Wells Fargo Fee and Information Schedule and Account Agreement applicable to your account or talk to a banker. Go to wellsfargo.com/feefaq to find answers to common questions about the monthly service fee on your account.

Fee period 11/01/2013 - 11/30/2013	Standard monthly service fee \$20.00	You paid \$0.00
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following account requirements		
· Minimum daily balance	\$25,000.00	\$35,092.17 <input checked="" type="checkbox"/>
· Average collected balance	\$50,000.00	\$35,092.00 <input type="checkbox"/>

YP/YP

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IMPORTANT ACCOUNT INFORMATION

Online and Telephone Transfers from a Savings Account May Be Declined

Beginning December 11, 2013, transfers from this savings account through online banking (including mobile and text) or by telephone may be declined for the remainder of the monthly statement period if the federal limit of six (6) transfers is reached. We are taking this step to help customers stay within the federal limit.

As stated in your Account Agreement, most transfers from savings accounts are limited by Regulation D to six (6) per month including transfers for overdraft protection coverage, online banking, or by telephone (automated and banker assisted). If the limit is exceeded, an excess activity fee applies and the account may be converted to a checking account.

There are no limits on transfers or withdrawals made in person at ATMs or Wells Fargo banking locations or on any types of deposits.

If you have questions, please contact your local banker or call the phone number on the top of your statement.

Washington Square West Civic Association Profit & Loss

November 2013

	Total
Income	
Gardening	
Application Fee	20.00
Total Gardening	20.00
Membership Dues	
Household (\$35)	280.00
Large Bsns (\$100)	300.00
Small Bsns (\$50)	100.00
Total Membership Dues	680.00
Post Advertising Revenue	1,890.00
Release from Restrictions	1,340.00
Unrestricted Contributions	
Annual Fund Campaign	5,035.00
Unrestricted	1,408.00
Total Unrestricted Contributions	6,443.00
Total Income	\$10,373.00
Expenses	
Advertising	387.80
Gardening Expense	19.16
Neighborhood Improvement District Expenses	4,750.00
Other Program Expenses	400.00
PayPal Services	22.25
Printing - The Post	88.43
Professional Services fees	529.11
Sidewalk Cleaning	1,340.00
Total Expenses	\$7,536.75
Net Operating Income	\$2,836.25
Other Income	
Interest Earned	2.88
Total Other Income	\$2.88
Net Other Income	\$2.88
Net Income	\$2,839.13

Wednesday, Dec 04, 2013 09:40:00 AM PST GMT-5 - Cash Basis

APPROVED
By Justen at 3:40 pm, Dec 03, 2013

Washington Square West Civic Association Profit & Loss

January - November, 2013

	Total
Income	
Gardening	200.00
Annual Fee	0.00
Application Fee	948.00
Sartain	342.00
South Street	762.00
Waverly	510.00
Total Gardening	2,762.00
Membership Dues	
1935 Society (\$350)	1,750.00
Benefactor (\$200)	1,600.00
Household (\$35)	8,295.00
Large Bsns (\$100)	4,100.00
Patron (\$100)	2,400.00
Senr/Studnt (\$10)	865.00
Small Bsns (\$50)	3,998.60
Total Membership Dues	23,008.60
Post Advertising Revenue	4,311.90
Release from Restrictions	3,350.00
Town Watch	22.50
Unrestricted Contributions	
Annual Fund Campaign	11,070.00
Cleanup	3,410.00
Neighborhood Improvement District	7,450.00
Street Lighting	100.00
Unrestricted	7,039.00
Total Unrestricted Contributions	29,069.00
Total Income	\$62,524.00
Expenses	
Advertising	1,382.75
Gardening Expense	528.06
Insurance - nonemployee	2,338.00
Meeting Expense	159.24
Neighborhood Improvement District Expenses	9,500.00
Office Supplies	40.38
Other Miscellaneous Expenses	222.88
Other Program Expenses	2,455.00
PayPal Services	391.96
Postage/Shipping - Other	992.36

Postage/Shipping - The Post	137.39
Printing - Other	1,948.20
Printing - The Post	5,428.43
Professional Services fees	6,022.71
Sidewalk Cleaning	9,380.00
Unapplied Cash Bill Payment Expense	0.00
Utilities	1,016.27
Total Expenses	<u>\$41,943.63</u>
Net Operating Income	<u>\$20,580.37</u>
Other Income	
Interest Earned	32.10
Unearned Street Cleaning Revenue Adjustments	0.00
Total Other Income	<u>\$32.10</u>
Net Other Income	<u>\$32.10</u>
Net Income	<u><u>\$20,612.47</u></u>

Wednesday, Dec 04, 2013 10:02:08 AM PST GMT-5 - Cash Basis

Washington Square West Civic Association Transaction Report

November 2013

Date	Account	Client	Name	Memo/Description	Amount
Gardening					
Application Fee					
11/05/2013	Gardening:Application Fee	Colin F. McCaddin			20.00
Total for Application Fee					\$20.00
Total for Gardening					\$20.00
Membership Dues					
Household (\$35)					
11/05/2013	Membership Dues:Household (\$35)	Sheldon Sokol			35.00
11/05/2013	Membership Dues:Household (\$35)	JLG Solutions LLC			35.00
11/08/2013	Membership Dues:Household (\$35)	Sandy Vandeven			35.00
11/11/2013	Membership Dues:Household (\$35)	Sharon Moreland			35.00
11/19/2013	Membership Dues:Household (\$35)	Sarah B. Buckley	Sarah B. Buckley		35.00
11/19/2013	Membership Dues:Household (\$35)	Taran R Catania	Taran R Catania		35.00
11/20/2013	Membership Dues:Household (\$35)	Jeff Hofmann			35.00
11/25/2013	Membership Dues:Household (\$35)	Louis Hoffer			35.00
Total for Household (\$35)					\$280.00
Large Bsns (\$100)					
11/05/2013	Membership Dues:Large Bsns (\$100)	10th St Hardware Inc			100.00
11/06/2013	Membership Dues:Large Bsns (\$100)	PMC Property Group, Inc			100.00
11/19/2013	Membership Dues:Large Bsns (\$100)	The Velvet Lily, LLC	The Velvet Lily, LLC	Business, card included in envelope	100.00
Total for Large Bsns (\$100)					\$300.00
Small Bsns (\$50)					
11/19/2013	Membership Dues:Small Bsns (\$50)	Charles A Hilpl	Charles A Hilpl		50.00
11/25/2013	Membership Dues:Small Bsns (\$50)	SPDOA Seger Park Park Owner			50.00
Total for Small Bsns (\$50)					\$100.00
Total for Membership Dues					\$680.00

APPROVED
By Justen at 3:44 pm, Dec 03, 2013

Post Advertising Revenue

11/05/2013	Post Advertising Revenue	Dr. Neil Cohn/ John J. Brown		495.00
11/19/2013	Post Advertising Revenue	Jefferson University	Jefferson University	900.00
11/19/2013	Post Advertising Revenue	12th Street Gym	12th Street Gym	495.00
Total for Post Advertising Revenue				\$1,890.00

Release from Restrictions

11/19/2013	Release from Restrictions		to record release from restrictions for street cleaning	1,340.00
Total for Release from Restrictions				\$1,340.00

Unrestricted Contributions**Annual Fund Campaign**

11/05/2013	Unrestricted Contributions:Annual Fund Campaign	Lois Betz Sperow		100.00
11/05/2013	Unrestricted Contributions:Annual Fund Campaign	James L Cooke/ Janet L Cooke		100.00
11/05/2013	Unrestricted Contributions:Annual Fund Campaign	Paul H. Kahn/ Janet Adler Kahn		150.00
11/05/2013	Unrestricted Contributions:Annual Fund Campaign	Maureen Boyle		50.00
11/05/2013	Unrestricted Contributions:Annual Fund Campaign	Rampart Holdings Corp.		2,000.00
11/05/2013	Unrestricted Contributions:Annual Fund Campaign	Sheldon Sokol		50.00
11/06/2013	Unrestricted Contributions:Annual Fund Campaign	Nina Azuola		35.00
11/11/2013	Unrestricted Contributions:Annual Fund Campaign	Robert Sipps		50.00
11/19/2013	Unrestricted Contributions:Annual Fund Campaign	John Andrew Gallery	John Andrew Gallery	50.00
11/19/2013	Unrestricted Contributions:Annual Fund Campaign	Fred Allen Barfoot	Fred Allen Barfoot	100.00
11/19/2013	Unrestricted Contributions:Annual Fund Campaign	Robert B. Sher & Richard A. Beck	Robert B. Sher & Richard A. Beck	100.00
11/19/2013	Unrestricted Contributions:Annual Fund Campaign	Elizabeth W Schiller	Elizabeth W Schiller	25.00
11/19/2013	Unrestricted Contributions:Annual Fund Campaign	Adam L Klein	Adam L Klein	50.00
11/19/2013	Unrestricted	Gail M. Rudenstein	Gail M. Rudenstein	75.00

	Contributions:Annual Fund Campaign			
11/19/2013	Unrestricted Contributions:Annual Fund Campaign	Tavern Group:Ubar, Tavern on Canal and The Tavern	Tavern Group: Ubar, Tavern on Canal and The Tavern	1,000.00
11/19/2013	Unrestricted Contributions:Annual Fund Campaign	Mel Heifetz	Mel Heifetz	1,000.00
11/23/2013	Unrestricted Contributions:Annual Fund Campaign	Michael Carrier		100.00
Total for Annual Fund Campaign				\$5,035.00
Unrestricted				
11/05/2013	Unrestricted Contributions:Unrestricted	Wilkes & Woods		8.00
11/05/2013	Unrestricted Contributions:Unrestricted	Frederick LaValley & John Whitenight		500.00
11/06/2013	Unrestricted Contributions:Unrestricted	Jonathan S Stavin		400.00
11/19/2013	Unrestricted Contributions:Unrestricted	Fidelity Charitable Gift Fund	Fidelity Caritable Gift Fund	500.00
Total for Unrestricted				\$1,408.00
Total for Unrestricted Contributions				\$6,443.00
TOTAL				\$10,373.00

Wednesday, Dec 04, 2013 09:44:27 AMPST GMT-5 - Cash Basis

Washington Square West Civic Association Unpaid Bills

All Dates

Date	Transaction Type	Num	Due Date	Past Due	Amount	Open Balance
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This report contains no data.

Tuesday, Dec 03, 2013 03:46:03 PM PST GMT-5

APPROVED
By Justen at 3:47 pm, Dec 03, 2013

Appendix B

Membership Report

Membership continues to grow even during this slack period. Below are the monthly figures. For those new to the board and unfamiliar with the report, the amounts listed as “not yet renewed” are really only important in the months from January-April, when we extend the memberships to people who are likely to pay late, but haven’t yet paid. If they don’t pay their dues by April 1, we delete them from the membership database.

As of	6-Dec	6-Nov	5-Oct	9-Sep	8-Aug	5-Jul	7-Jun	19-May	22-Apr	5-Apr	12-Mar	7
Total Members:	520	511	505	492	488	480	456	445	446	435	517	
Household members:	246	240	239	235	235	230	227	221	214	207	263	
Senior/students		82	81	77	77	75	74	72	72	72	84	
Patrons	82	38	37	37	37	36	35	35	35	34	38	
Benefactors	8	8	8	8	8	8	8	8	8	8	6	
1935 Society	6	6	6	6	6	6	6	6	6	6	6	
Free New Homeowner	16	16	15	14	12	12	8	7	5	5	16	
Small Businesses	81	80	79	76	74	74	60	59	69	68	70	
Large Businesses	41	40	39	38	38	38	37	37	37	35	34	
Total current members to date:	520	511	505	492	488	480	456	445	423	403	346	
Total still not renewed:	0	0	0	0	0	0	0	0	21	31	168	
Total NEW members 2013:	148	139	134	121	117	109	87	77	67	60	52	
Total NEW biz members 2013:	50	48	46	42	40	40	27	26	23	20	18	
Total NEW members 2012:											125	
Total NEW biz members 2012:											25	

Year End Summary

All of our results in 2013 are in accord with the goals set forth in the **Strategic Plan** adopted last year. For your reference, they are listed at the bottom of this report. (You will note that some goals are the result of collaboration with other committees.)

We have exceeded our own committee goals, set out in January of this year, to increase membership to 500 and to have 100 business members. We’ve increased the number of business members who offer discounts to our members, and believe that this discount program is a good way to promote the value of the Civic Association to our members—both our residents who patronize the business members, and the business members who benefit from increased traffic.

We’ve worked to coordinate our website information to ensure that our business members’ information is correctly and clearly displayed.

Young Friends, new this year, has a group of about 30 members who are active and enthusiastic, and who are an important new demographic for the Civic. They recently held a joint event with another group of “young people,” (Young Involved Philadelphia), to make them aware of the WSWCA and to provide many hands to join in some of our projects.

We delayed sending out the letters inviting people who have been granted homeowner exemptions to join the Civic, as we thought that the holidays would overwhelm people with mail, and that this mailing might likely be lost in the shuffle. Given that it’s an expensive mailing, we thought it would be best to delay it till January or February, when we may have greater results.

Appendix B

Our committee, including Tami Sortman, Paul Alves, Justine Haemmerli, Kevin Rodricks, Judy Ron, Greg Naylor, Lisa Illman, Jack Barry and Kathy Gosling (new to the committee!!) has worked well together, and our success is due to each member providing special effort. Special thanks to Judy Ron who has singlehandedly sent out all of the membership packets.

Strategic Plan Goals:

1. Make membership meaningful to new members
 - Send welcome emails ASAP after check received/PayPal recorded
 - Send out member packets within a week of receiving dues.
 - Install street light banners promoting WSWCA and accomplishments
 - Explore opportunities to partner with institutional members to provide discounts and rewards for members
2. Retain members
 - Communicate frequently by email and postal mail.
 - Recognize the importance of having members' current contact info
 - Engage members to participate in their community to serve on committees, attend events and publicize WSWCA programs
3. Attract new members
 - Hold visible events, such as Wash West Wednesdays, Voter Registration, Candidates' nights, Zoning committee hearings, police updates, and publicize these widely
 - Identify ways to provide value to local businesses and non-profits

Meg Berlin,
Membership Chair