

LEGACY | DECATUR

2020 BOARD
RETREAT:

FINAL NOTES

LEGACY PARK PRIORITIES

Section 1

Legacy Park Priorities 2021 - 2024

Legacy Decatur as Primary Leader:

- Lake Conservation
- Barn Stabilization
- Picnic Area | Front Lawn Rejuvenation
- Renovate and Repurpose Existing Buildings (chapel, housing, venues and CBOs)

Partners as Primary Leader:

- Removal of Invasive Species from Conservation Area
- Affordable Housing Plan and RFP
- Competition Track and Parking
- Recreational Equipment and Infrastructure

FIDUCIARY PARTNERS

Section 2

Fiduciary Partners – The Process

We will actively solicit fiduciary partners and have an open application process.

We will accept applications on a rolling (quarterly) basis

The Executive Director will receive and review applications, making a recommendation to the board

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- Organizational Capacity
 - Services that benefit the City of Decatur
 - Decatur community participation
 - Commitment to diversity, equity & inclusion
 - Alignment with Legacy Decatur's values

CRITERIA USED SCREEN FIDUCIARY PARTNERS

TENANTS AND LEASED SPACE

Section 3

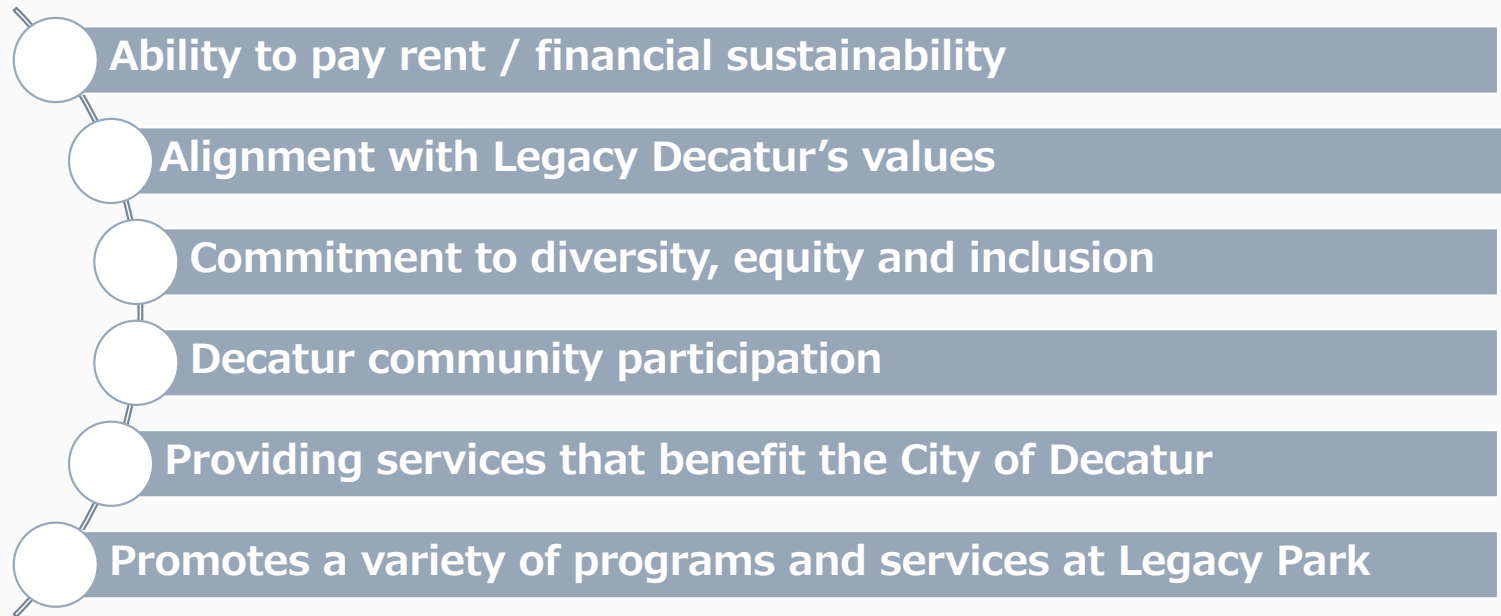
Tenant Agreements— The Process

We will actively solicit prospective tenants and have an open application process

We will accept applications on a rolling (quarterly) basis

The Executive Director will receive and review applications, making a recommendation to the board

Office space will be offered for a minimum one-year lease

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- Ability to pay rent / financial sustainability
 - Alignment with Legacy Decatur's values
 - Commitment to diversity, equity and inclusion
 - Decatur community participation
 - Providing services that benefit the City of Decatur
 - Promotes a variety of programs and services at Legacy Park

CRITERIA USED SCREEN PROSPECTIVE TENANTS

ENTITIES ELIGIBLE FOR LEASED SPACE

Nonprofit Entities

- Incorporated 501(c)(3) nonprofits
- Legacy Decatur's fiduciary partners are not eligible

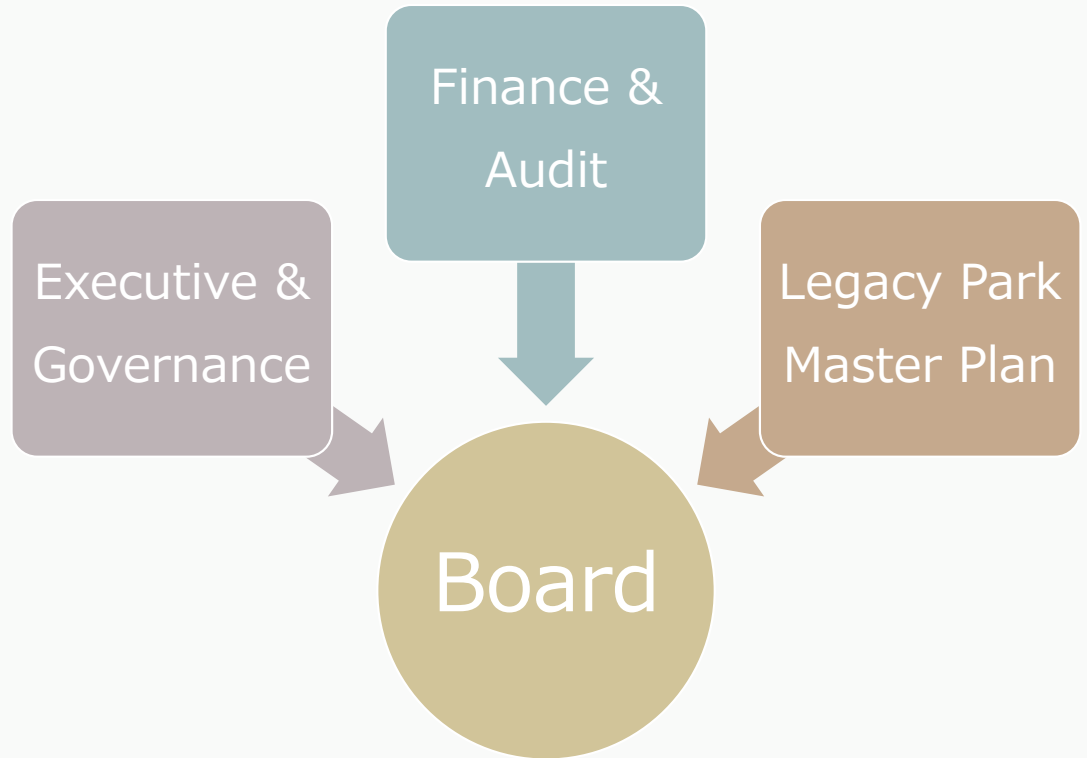
For Profit Entities

- Corporations and LLCs, and unincorporated sole proprietors
- A lower priority than nonprofit organizations

COMMITTEE STRUCTURE

Section 4

Standing Committees



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EXECUTIVE &
GOVERNANCE
COMMITTEE
PLAN - 2021

Committee Roles

- Plans board meeting agendas
- Ensures effective planning
- Evaluates the chief executive
- Orients new board members
- Ensures member compliance with bylaws
- Make decisions between board meetings when authorized by the board

Three Goals for 2021

- 1** Establish board meeting agenda themes
- 2** Ensure onboarding and evaluation of new chief executive
- 3** Develop annual system to ensure compliance with the bylaws

December 2020:

- Create meeting agenda themes
- Prepare for Annual Meeting
- Assign staggered terms for new appointees

June 2021:

- By-laws compliance review
- Chief executive's mid-year review
- Review & approve board meeting agenda

February 2021:

- Develop evaluation process for the new chief executive
- Review & approve board meeting agenda

August 2021 & October 2021:

- Review & approve board meeting agenda

April 2021

- Determine metrics / process for chief executive evaluation
- Review & approve board meeting agenda

December 2021:

- Prepare for Annual meeting
- Chief executive annual review

Annual Work Plan

A stack of yellow index cards is shown, with the top card displaying a calendar grid. The number '16' is printed on the card. A dark grey text box is overlaid on the right side of the image, containing the text: MEETINGS WILL BE FROM 8:00 AM – 9:00 AM THE 2ND THURSDAY OF EVERY EVEN MONTH. The background is a light grey gradient.

**MEETINGS WILL BE FROM
8:00 AM – 9:00 AM THE
2ND THURSDAY OF EVERY
EVEN MONTH**

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FINANCE & AUDIT
COMMITTEE:

2021 WORK PLAN

Committee Roles

- Ensures tax compliance
- Oversees budgeting
- Reviews financial statements & policies
- Engages and liaisons with auditor
- Report to City Commission (financial matters)

Three Goals for 2021

1

Review policies and procedures, to include fiscal calendar

2

Annual report to City Commission on Financial Matters

3

Review financial statements periodically, with report to board

Annual Work Plan

December 2020:

- Review RFP for auditor
- 2021 budget proposal for board consideration
- Review financial statements

January 2021:

- Distribute RFP
- Determine whether to align with Decatur's FYE
- Review financial statements

March 2021

- Review financial policies/procedures & consider changes
- Schedule meeting with City to review budget priorities
- Review auditor proposals and select auditor
- Review financial statements

May 2021

- Review financial statements

July 2021

- Review financial statements

September 2021:

- Review mid-year report to City Commission
- Review audit report, 990 & meet with auditors
- Review financial statements

November 2021:

- Review 2022 budget
- Review financial statements

BOARD ROLES VS STAFF ROLES

Role	Committee	Chief Executive*
Create the RFP for auditor	Review / refine / approve	Draft RFP
Distribute RFP	Secondary	Primary
Select Auditor	Select and recommend engagement to the board	Receive, review and summarize proposals
Financial Statements	Review and present to the board	Prepare and distribute statements
Financial Report to the City Commission	TBD - likely a committee member	Preparing
Budget	Review / modify / present to the board	Preparing

* Committee not to assist and support the chief executive unless requested

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LEGACY PARK
MASTER PLAN
COMMITTEE
PLAN - 2021

COMMITTEE ROLES

Establish

Establish milestones / KPIs for implementation of master plan

Measure

Measure progress against KPIs

Prioritize

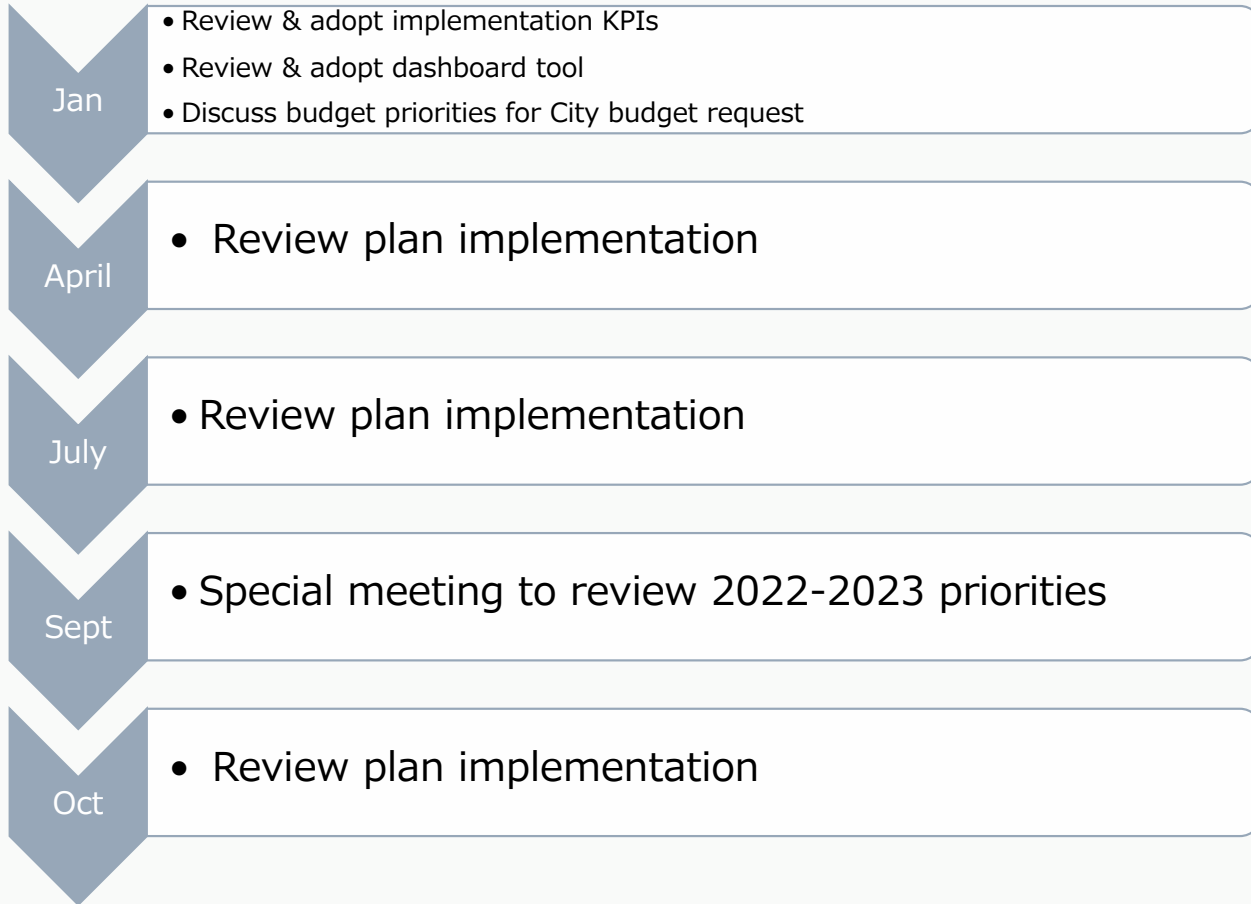
Prioritize Master Plan's annual implementation goals

Serve

Serve as a sounding board for the chief executive

Committee Goals for 2021





Committee Work Plan

BOARD ROLES VS STAFF ROLES

Task	Committee Roles	Chief Executive Roles
Create meeting agenda themes	Makes final determination	Advise and consult.
Develop chief executive onboarding process	Develop	Share what they/she/he needs and expects from an orientation
Annual Meeting - Jan (board appointments, etc)	Develop slate of officers Possible board recruitment - bench in case someone drops off the board Assign staggered terms	Advise and consult; staff support - meeting logistics
Develop and implement evaluation process for chief executive	100% committee	No role in developing the process but participate in the evaluation process
Board meeting agendas	Review / modify / approved chief executive's agenda	Chief executive drafts agenda
By-laws compliance review	Ensure and enforce compliance for individual members	Advise and consult. Staff support as necessary