Green Space Romeo Meeting Agenda

Board of Directors Regular Meeting
Monday, October 26, 2026, at 5:30 p.m.
252 Church Street, Romeo, Michigan
Zoom links:
Meeting 1: https://us05web.zoom.us/j/85221702599?pwd=iQfEKrXw3spq7aUInKbkrmkH4umhTr.1
Meeting 2: https://us05web.zoom.us/j/81033732715?pwd=FuFfMgseVEuC7xLzbv4Go4MOkFxeRg.1

Directors

Officers: Donna Folland, Chair; Kim Voss, Vice Chair; Clare Pugh, Secretary;
Kristin Brewer, Treasurer; Directors: Aleda Miller

Board members absent with notice:

Advisors (invited): Ingrid Folland, David Putt, Amanda Ruffini, Joe Young

Agenda

1. Call to order
2. Approval of agenda
    a. Motion to approve the Board agenda for October 26, 2026, as presented/amended
3. Approval of minutes
    a. Motion to approve the minutes for September 12, 2026, as presented/amended
4. Treasurer report
5. Compliance update – see Administrative Task List
6. 2027 Budget proposal and grant plan
7. Annual Fund plan
    a. Launch November 15th
    b. Social media, emails, selected mailed letters
8. Romeo Community Schools
    a. Middle School Nonprofit Fair
    b. Shark Tank Panel / Empower Challenge
    c. Science class partnership
9. St. Paul's Forest Restoration
    a. Festival in the Woods
    b. Management Plan
    c. 2027 Field season schedule
    d. Rector installation – Thursday, October 29th at 6:30 pm

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Green Space Romeo is an IRS 501 (c) 3 tax-exempt nonprofit organization. Our mission is to increase access to public green space for the benefit of all community members and to promote and support green spaces for health and wellness benefits, educational opportunities and improvement to the environment and the quality of life. https://www.greenspaceromeo.org/

10. Reckling Park Habitat Creation
    a. Management Plan
    b. Design concept and planting plan
    c. Arbor Day – Friday, April 30, 2027
11. Other discussion
12. Next regular meeting:
    - Suggested Monday, December 7, 5:30 pm at 252 Church Street
    - Suggested Monday, February 8, 5:30 pm at 252 Church Street
13. Adjourn

Administrative Task List

Task	**Done / 2026**	**Due / 2027**
Elect officers	3/14/2026	2/8/2027
Annual review of Bylaws	3/14/2026	2/8/2027
Annual Conflict of Interest Statement	3/14/2026	2/8/2027
Accept annual treasurer report	2/8/2026	2/8/2027
Adopt annual budget	4/18/2026	2/8/2027
Update IRS tax-exempt information: Submit 990-EZ this year	5/15/2026	NA
Submit IRS-990 online (post card)	NA	5/15/2027
Apply for Charitable Solicitation License	6/19/2026	NA
Renew Charitable Solicitation Registration 69122	NA	7/31/2027
Procure/renew liability insurance	9/22/2026	9/1/2027
Annual Michigan corporation report	7/2/2026	10/1/2027
Amend articles of Incorporation purpose	4/23/2026	NA
Identify web-based fundraising platform – Zeffy	4/2/2026	NA

Green Space Romeo Meeting Minutes

Board of Directors Regular Meeting
Saturday, September 12, 2026, at 5:30 p.m.
252 Church Street, Romeo, Michigan
Remote link: contact Donna if needed

Directors

Officers: Donna Folland, Chair; Kim Voss, Vice Chair; Clare Pugh, Secretary;
Kristin Brewer, Treasurer; Directors: Alyssa Dempsey, Aleda Miller

Board members absent with notice: Aleda Miller

Advisors (invited): Ingrid Folland, David Putt, Amanda Ruffini, Joe Young

Agenda

1. Call to order at 5:45 pm
2. Approval of agenda
    a. Motion to approve the Board agenda for September 12, 2026, as presented. Kristin moved, Donna seconded. Motion approved unanimously.
3. Approval of minutes
    a. Motion to approve the minutes for June 20, 2026, as presented. Kristin moved, Kim seconded. Motion approved unanimously.
4. Treasurer report
    a. Treasurer Report as of August 31, 2026. Since June, we spent $20 on MI corp and $84.80 on printing. We received a donation from Zeffy from Donna for $25. Our account balance is now $1612.20.
5. Liability insurance Donna received a quote for insurance. She will take the action of moving forward with it.
6. St. Paul's / Festival in the Woods Donna is working on history material to display at the festival and will follow up on tent from Optimists Club. Donna will also follow up with school to see if high school kids can help with event. Kristin got permit from the village and confirmed the porta potties. Kristin also confirmed the nature bus and goats. Kristin can bring games and will trash cans for waste/recycling. Clare will add parking in school parking lot to the website as well is in social media post day before the event. Clare will print 2 of each of the yard signs and 60 coloring sheets. Clare will also work on the scavenger hunt.
7. St. Paul's Stewardship Project After the festival, we will start working on long term stewardship plan for the property and review it with Chas and the vestry.

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8. Romeo Community Schools – communication and future partnership Donna met with the coach for the middle school academy. We were invited to the nonprofit fair on November 5th. Donna will also connect our partners with the middle school academy. Donna would like to get stickers for the event to give to the kids. They also have many future opportunities for us and are excited to work with us moving forward.
9. Macomb County Master Gardener's Association – registered St. Paul's project Donna did the site registration and it waiting to hear back.
10. Reckling Park Tree and Habitat Planting – new project Donna was approached by the village about Reckling Park (by Croswell school). The tree board wants our help to create a plan to plant trees in the park. The idea is to propose a park idea with a walking trail, small natural playscape, trees and plants, etc. We would probably need future fundraisers for the project. Donna will inform the board of future tree board meetings.
11. Annual Fund proposal Donna would like to launch an annual fund campaign in early November to gain some donations at the end of the year for next.
12. Suggestions for potential Directors and Advisors
13. Board calendar to end of year and 2027
    a. Board meetings – suggest January, February, April, June, September, November Planning Monday, October 26th at 5:30pm for next meeting.
    b. Workdays – continue Saturdays? Next workday is October 17th. Planning 3rd Saturdays.
14. Other discussion Alyssa has resigned. We may need to start approaching people to get more board members and advisory board members to have more expertise and working members. Kristin brought up that she can apply for creation care grants through the Episcopal church and can maybe use it for a chipper and/or having goats a couple of times a year.
15. Adjourn at 6:45pm

Next regular meeting: TBD

2026 Administrative Task List

There are several administrative items that the Board needs to deal with. The table below tracks completion of these items.

Task	**Done / 2026**	**Due / 202**
Elect officers	3/14/2026	February/2027
Annual review of Bylaws	3/14/2026	February/2027
Annual Conflict of Interest Statement	3/14/2026	February/2027
Accept annual treasurer report	2/8/2026	February/2027
Adopt annual budget	4/18/2026	February/2027
Submit IRS-990 online		5/15/2027
Renew Charitable Solicitation Registration 69122		7/31/2027 (30 days prior)
Annual Michigan corporation report	7/2/2026	10/1/2027

Task	Done / 2026	Due / 202
Amend articles of Incorporation purpose	4/23/2026	NA
Update IRS tax-exempt information: Use 990-EZ this year	5/15/2026	NA
Identify web-based fundraising platform – Zeffy	4/2/2026	NA
Apply for charitable solicitation license	6/19/2026	NA
General liability insurance – review options		
Directors and officers insurance – review options		