

SOCIETY HILL CIVIC ASSOCIATION

Board Meeting, April 15, 2026

Held at Physick House, 321 S 4th Street, Philadelphia, PA 19106

Members Attending In-Person: Robert Kramer, Mary Purcell, Jay Borowsky, Nick DeGregorio, Antonio Atacan, Judie Koss, Kathleen McAfee, Kim Williams, Nancy Lanham, Lorna Katz Lawson, Ramona Johnson, Debbie Zak-Cohen, Martha Levine, Larry Spector, Mary Tracy, Priscilla Lo.

Members Attending Remotely: Bernard Gelman, Nelie Shah.

Absent: Brooke Marshall, Ned Scharff, Rick Herskovitz, Judy Neiswander, Paul Boni, Joe McLaughlin, Tanya Brassie, Mike Fox, Ellen Geller, Helen Grady, Bernice Koplin.

Administrator Attending: Samantha Brown.

Call to Order

- Vice President Mary Purcell called the board meeting to order at 6:30pm. A quorum existed for voting purposes.

Spring 2026 Garden Tour – Speaker Martha Levine

- Martha Levine provided an update on the 2026 Garden tour fundraiser:
 - The garden tours will take place June 13th & 14th from 1-4pm and is a showcase for Society Hill.
 - Martha Levine asked for volunteers as a total of 80 are needed so that there are two volunteers per garden.
 - Martha Levine stated that we are aiming for revenue consistent with previous years, where the fundraiser grossed \$20k minus expenses.

Administrator Report – Speaker Samantha Brown

- SHCA Membership Renewals were discussed:
 - Three hundred members did not renew their SHCA membership this year.
 - The membership committee will organize an initiative to reach out to these individuals. Board members were asked to reach out to the committee to volunteer to contact these individuals encouraging them to renew.

Legal Committee – Speaker Larry Spector

- Larry Spector stated that there were some board members that had an active membership at the time they were elected but did not have an active membership in the early months of 2026. Upon contact, all have now rejoined.
- SHCA Governance Policies were discussed:
 - Robert Kramer created a document that outlines the responsibilities of board members, which is now available on the Google Drive.

- Robert Kramer clarified the Code of Conduct for board members regarding confidentiality.
- Robert Kramer created a whistleblower policy stating the board members are responsible for reporting any known or suspected improper activities to the Officer of their choice or Legal Committee.
- Robert Kramer stated that if a board member leaves the board, they must return all documents in their possession to the SHCA administrator.

Governance Policies Motion – Speaker Robert Kramer

- The following motion was presented for approval:
Approve the Conflict-of-Interest Policy, Document Retention Policy, Whistleblower Policy, and Code of Ethics to be posted on the SHCA Governance Information web page.
- The motion passed.

Board Minutes Approval – Speaker Mary Purcell

- The February 18, 2026 and March 18, 2026 SHCA Board Meeting minutes were presented for approval.
- The February 18, 2026 minutes were approved.
- The March 18, 2026 minutes were approved with an amendment to include Nancy Lanham as attending.

Google Email Accounts – Speaker Brandon Engelhardt

- Brandon Engelhardt discussed the Google Workspace Migration. Specifics regarding the migration were provided in an SHCA Board pre-read. The account was changed to a non-profit status saving \$2,500 per year. All board members will now have a dedicated email address. The officer title-based email addresses are continuing. In addition, there are now Committee chair title email addresses, enabling communication history for new committee chairs and officers to access previous discussions and information. Note that individually named email addresses are private and are not inherited by new board or committee members. Only title-based email addresses are inherited.
- Discussion:
 - Questions were asked on how to access your SHCA Gmail and Brandon Engelhardt indicated that board members could use the Google web browser application.
 - Questions were asked about privacy and who has privileges to view and delete emails on the account.

Neon Payment Processor Update – Speaker Robert Kramer

- Bob Kramer stated that the Neon Payment Processor has been debugged.

SHCA Board Reinstatements – Speaker Robert Kramer

- The following motion was presented for approval:

Approve the reinstatement of Ramona Johnson and Nancy Lanham as Board Directors, in accordance with Bylaw Article V(G).

- The motion passed.

Treasurer Report – Speaker Nick DeGregorio

- Nick DeGregorio reported that the SHCA has opened a checking account and brokerage account at Wells Fargo.

Street Cleaning – Speaker Robert Kramer

- Robert Kramer presented options for changing our Center City District (CCD) street cleaning service. Currently, street cleaning is once per week on Fridays at a cost of \$709 per day, which is approximately \$36,868 over 12 months. The options presented included: (1) Keeping one cleaning per week, but changing the day to Monday following the weekend, and (2) Adding a second day of cleaning from May through September for an additional cost of \$15,361.67.
- Discussion: There was discussion on the CCD cost increasing by almost 50% in recent years and the need to cut spending on other SHCA programs if we went to two-day cleaning from May through September.
- The following motion was presented for approval:
Approve a once-per-week CCD street cleaning each Monday.
- The motion passed.

SHCA Board Information White Paper – Speaker Robert Kramer

- The following motion was presented for approval:
Approve adding the “Information for SHCA Directors” white paper to the SHCA Governance web page.
- Discussion: There was discussion that the format of the white paper was appropriate for the board directors, but not conducive for communication on the public website. A limited amount of information is not appropriate for the public website, such as insurance limits and the internal email address for the administrator. The primary issue regards how the information should be displayed. A suggestion was made that there should be two methods of communicating the information in the document, one geared toward the public facing website and another document in pdf/Word format for board directors.
- The motion was amended and presented for approval:
Approve adding the “Information for SHCA Directors” white paper to the SHCA Governance web page following review and updates from the Communications Committee tailoring the document for the public.
- The motion passed.

Street Safety and Accessibility Committee Charter – Speaker Jay Borowsky

- The following motion was presented for approval:
Approve the amendment and restatement of the Street Safety and Accessibility Committee Charter.

- The updated charter includes an addition to the purpose of the Committee, stating that the Committee can recommend to the board “*positions on proposed changes to Society Hill roadways based on usage and quality of life impacts*”.
- Discussion: There was discussion on the original Charter text related to the purpose of the Committee, which was amended. This is to recommend to the board “programs and plans to advance and implement SHCA’s motions passed December 2, 2024, and on February 19, 2025 (“Street Safety Motions”), and to represent the Board’s interests in respects to the Street Safety Motions with relevant government agencies and relevant community organizations.”
- The motion passed.

Adjournment

- Bob Kramer adjourned the SHCA board meeting at 8:00pm.

Respectfully Submitted,
J. Brooke Marshall
SHCA Secretary

Approved by SHCA Board on May 20, 2026 Board meeting