

Columbia Park Neighborhood Association (CPNA)

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Columbia Park Neighborhood Association (CPNA) CPNA Board [Kick-Off] Meeting Minutes Wednesday, September 18, 2024

**Broken Clock Brewing Cooperative
1712 Marshall St NE Suite 100, Minneapolis, MN 55413
6 pm - 7:30 pm**

Attendees: Shannon Guerisoli, Brittany Bradley, Eva Ichkhanian, Robert (Bob) Weilinski, Joshua Makes, Shane O'Leary, Frances Schmitz, Justin Martin, Kim Hutchingson, Donald (Donnie) McMillan

Guests: Councilmember (CM) Elliott Payne (Ward 1), Steven Gallagher (Program Director, City of Minneapolis; Neighborhoods and Community Relations [NCR] Department), Aryca Myers (Neighborhood Specialist, City of Minneapolis; Neighborhoods and Community Relations [NCR] Department), Liam Davis Temple, CM Policy Aide CM Payne (Ward 1), Stacy Sorenson (Finance Specialist, City of Minneapolis; Finance Department), . Mario Vargas (Socios Consulting Inc),

Running notes of the meeting

- 12/14 deadline for the application to have our allocation
- Next year allocation, but board but can ask for help
- People present: Eva (safety), Bob (community, lived here all of his life), Donnie (passionate about keeping our NH safe, quiet, and respectful / communicate with the neighbors, keep our neighborhood "primo:), Joshua (putting down roots, likes the park and golf course and the park), Shane (2020, bought their first house at CP), Justin (likes that they have a community built in, quiet neighborhood), Frances (safety), Britney (Feb 2020, echo what the first time homebuyers, plan on staying awhile and invest in the neighborhood for the children, tucked away and close to everything), Kim (really loves Minneapolis handles trees and the park board), Elliot Payne (city counsel president, is the only one who holds quarterly neighborhood summits, engages with neighborhoods), it's very green and disconnected to the city, Mario (socios), Tate (NSS with Aryca), Steven Gallagher (manager of neighborhood programs)
- Counsel member Payne, committed to neighborhoods
- Wars summits all the neighborhood associations coming to together to talk about ward specific issues, and collaborating with other neighborhoods
- Appoint a new board member, Manuel was not a resident of Columbia Park, moving to Eva to the board, short statement, activism, social/political issues, organizing around the state of Minnesota and federally, she wants this position because she likes the neighborhood.
- There was a motion to accept Eva into the board, the motion was seconded, unanimous vote for Eva to be then tenth member of the board
- We took an anonymous survey that will be reported in randomized survey about people who work in the city.
- Officer elections – will happen next month

- Chair (or co-chair), Vice chair(?), Secretary, Treasurer
- Elect the positions tonight or wait until next month
- Want to vote on who is what, before the end of the meeting the people, who has capacity, people want feelers / who is qualified, based on merit.
- Creating a brand new organization, discussion on what are the values
 - Approve the bylaws, how the organization is going to run, what are the processes, what are the values of the organization, and what are they holding
 - Family friendly neighborhood, transparency, inclusive, common ground, equity lens, welcoming, community education, responsive, and engage people, conduit to resources, effective and emphasizing our role as a coordinator and having relationships with various community entities.
 - How do we make sure that everyone has space to share their perspective, and collaborate
- What do we want to see happening in a year
 - Up and going in a blast, opportunities for connection points, knowing their neighbors, resource connection, community events, sustainable, good board structure, realistic, model of what other orgs are done, there is a good guideline from the past (Rich said he would give it up),
 - Do we continue what we did or do we start new?
 - New funding and programmatic landscape
 - Bylaws (there is a tool that will create bylaws with the city bylaws but we have a good foundation, most people went with the template, some of the neighborhoods have elections for board appointments), look at the base template (nonprofit expert), they ensured the template complies with everything.
- Bylaws
 - Neighborhood 2020 guidelines, checklist, templates from the wizard in a google folder, we will need to check out things and next meeting we can hammer out the requirements
 - Mario: we can enter all the comments, changes, recommendations, we have a form for people who want to submit changes, approve for all of you, much easier for there to be a spreadsheet for us to dump the information, there is a lot of work vs. looking at the template bylaws.
 - Let's work smarter and not harder re: the bylaws
- Nonprofit status overview
 - We did not lose the status, organized to submit the application
 - We have the 501(c)(3) but we need to file with the secretary of state to regain NP status, file taxes, financial overview of last year, working through the CP Accountant, working with Mike Wilson that is helping us, Melody Devine is the point of contact and transfer the ownership that she has and very important banking information, money in the bank account, Melody and Rich were going to give the money to the next group, we need officers and hold an election (P, VP, T, and S vital roles as the official folks that represent the neighborhood legally, the city also requires this).
 - Insurance, we need officers, managing and governing as a board
 - Mitigation of risk and we need to get insurance and officers in order to get that going on, we need an official group, officer elections for energy but we need to be legit.
 - We are tax exempt but we need to behave like a 501(c)(3) and public stewards of the money, it is public money coming from us, he will work very closely behind the scenes, we need to get the board settled to be legit.

- Wants to know about the four roles and what they entail:
 - Chair/president, create the agenda and run the meeting, no other, COO and signatory of all the accounts.
 - VP, back up for the chair, is the nimble role, other neighborhoods have created an interested role
 - Treasurer (CFO), understanding the financials and need to prepare a monthly report, working with the bookkeeper to get a monthly report. Board packet. Holder of the banking information, two people in control of the banking account, there are some strong
 - Secretary (CIO) does the meeting minutes, record the motions, who did the motions and who is at the meeting, and who meets quorum (6 is our quorum). What is communicated within and without of the counsel, signs all public documents.
 - These roles are super important, they will guide us step-by-step, we can craft the organizations.
- Space issue
 - Trying to talk about the manor space, we have a closet at the manor, Joe Green made it clear only been a closet the space for meetings, but starting in September it is closed to everybody, and part of the work that we will do.
 - She can reserve space as an office building downtown, Donnie will get us our space (yay!)
- Financials
 - Action plan: when SP started in the 90s, went to the community to get priorities, strategies, and allocated money to each of those strategies, plan modifications, and reallocating money for one strategy to another
 - Need to spend all the money in 2025
 - Contract
 - We need to either return the \$4k or account for this money, never received the reimbursement form.
 - Needs to connect to engagement plan or strategy, reimbursement form
 - Home improvement loan that is 80k, we will get information on this contract
- Entertain questions and talk about next steps
- Look for email with a lot of links, lot of information, old and clear, click on strategies, and contacts
 - This is a clearinghouse on what we can submit
- **Neighborhoods 2020 money application is the priority!**
 - Equity formula to the financial allocations
 - Look at who is at your neighborhood, and who is on your board, comes to the events, what are the targeted strategies to get the group to align decision making representation and who lives in the neighborhood.
 - Four funds are competitive
 - Allocated (city wide neighborhood (15k for every neighborhood for overhead, admin, etc.) / equitable engagement fund (5-10k) is about the specific targeted

strategies to target people who are specifically underrepresented and underengaged)

- Competitive (collaboration and shared resources fund and partnership engagement fund)
- **Mario will start a CPNA folder**
- **12/15 goals**
 - Equitable engagement plan
 - Checklist completed
 - Form is a google form, it will be open so that we can change and add information, it will be collected and sent to NCR, put in a format, recommended data and changes and then we can approve and be done with them at the next meeting.
 - NA application, vision, who we are

Meeting – we need to comm