

CPNA Board Meeting Minutes

Date: Wednesday January 8, 2025

Time: 5:30 - 7:00

Location: The Manor

Meeting Type: Monthly Board Meeting

Board Attendees: Brittany Bradley (S), Frances Schmitz (VP), Justin Martin (T), Joshua Mades, Shane O'Leary, Robert Wielinski, Donnie McMillan, Kim Hutchingson, *Shannon Guerisoli (P) - present via phone*

Members not present: Eva Ichkhanian

Guest Attendees: Jim Hasnick (Center for Energy and Environment), Stacy Sorenson (City of Minneapolis)

Quorum: YES

1. Call to Order (2 minutes)

- a. Meeting called to order at 5:31 by Frances (VP)

2. Guest presentation (20 minutes)

- a. Jim Hasnick from Center for Energy and Environment gave a brief presentation on the status of CPNA's contract with CEE. In order to keep our current neighborhood improvement funds (0% interest loan up to \$10,000, down payment assistance program, emergency loan program) we must approve the annual contract fee.
- b. Motion
 - i. **Motion: I make a motion that we move the \$2500 from Down Payment Assistance to the annual contract fee (Donnie)**
 - ii. **Second: Shane**
 - iii. **Vote: Unanimous, in favor**

3. Approval of previous meeting minutes (3 minutes)

- a. **Motion to accept and adopt November meeting minutes**
 - i. **Motion: Shane**
 - ii. **2nd: Kim**
 - iii. **Vote: Unanimous, in favor**
- b. **Motion to accept and adopt December meeting minutes**
 - i. **Motion: Bob**
 - ii. **2nd: Justin**
 - iii. **Vote: Unanimous, in favor**

4. President's updates and report-backs (15 minutes)

- a. Review of expectations / Robert's Rules during meetings - This agenda item has been moved to the February Monthly Board Meeting.

- b. Update on NRF/EEF contract
 - i. Frances (VP) shared the update from Shannon (P) - should have access to the funds once the city processes the contract.
 - c. Frances (VP) & Shannon (P) provided an update on the Equitable Engagement Plan event (Lucky Shots on February 22, 2025 1pm-3pm)
 - i. Motion to hold first equitable engagement community event on February 22, 2025 at Lucky Shots with event and food total not exceeding \$2700.
 - 1. **Motion: Donnie**
 - 2. **2nd: Kim**
 - 3. **Discussion - Require us to cater from them. Puts us a few hundred dollars over our budget. Does not include the few hundred dollars needed for printing, table rentals etc.**
 - 4. **Vote: Unanimous, in favor**
 - d. [Treasurer's Report](#)
 - i. Justin - minor changes in the past month.
 - 1. Shared expenses since our last meeting & upcoming expenses we can expect this coming month.
 - 2. **Motion to purchase the quickbooks accounting software \$35/month**
 - a. **Motion: Shane**
 - b. **2nd: Kim**
 - c. **Vote: Unanimous, in favor**
 - 3. **Motion to get the business Zoom account**
 - a. **Motion: I will make a motion for the Zoom - Shane**
 - b. **2nd: Donnie**
 - c. **Vote: Unanimous, in favor**
- 5. Committee Reports (focused on committee formation and chair election) (30 minutes)**
- a. Executive Committee
 - i. Executive Confirm membership + committee chair
 - 1. Frances
 - 2. Brittany
 - 3. Justin
 - 4. Shannon
 - 5. Eva *must confirm with Eva*
 - ii. **Motion to establish executive committee and appoint Shannon Guerisoli as Executive Committee chair**
 - 1. **Shane**
 - 2. **Kim**
 - 3. **Vote: Unanimous, in favor**
 - b. Finance Committee
 - i. Financial Committee
 - 1. Confirm membership + committee chair
 - a. Justin (chair)

- b. Shannon
- 2. **Motion to establish finance committee and appoint Justin Martin as committee chair**
 - a. Kim
 - b. Josh
 - c. **Vote: Unanimous, in favor**
- c. Community Engagement and Outreach
 - i. Confirm membership + committee chair
 - 1. Kim (chair)
 - 2. Brittany
 - 3. Bob
 - 4. Shane
 - ii. **Motion to establish Community Engagement and Outreach Committee and appoint Kim as committee chair**
 - 1. **Motion: Donnie**
 - 2. **2nd: Frances**
 - 3. **Vote: Unanimous, in favor**
- d. Fundraising
 - i. Confirm membership + committee chair
 - 1. Frances (Chair)
 - 2. Donnie
 - 3. Justin
 - ii. **Motion to establish Fundraising Committee and appoint Frances Schmitz as committee chair**
 - 1. **Motion: Justin**
 - 2. **Second: Kim**
 - 3. **Vote: Unanimous, in favor**
- e. Public Health and Safety
 - i. Confirm membership and committee chair
 - 1. Bob
 - 2. Donnie
 - 3. Shannon
 - 4. Eva
 - ii. **Motion to establish Traffic and Safety Committee and appoint Donnie as committee chair**
 - 1. **Motion: Kim**
 - 2. **Second: Justin**
 - 3. **Vote: Unanimous, in favor**
- f. CED
 - i. Confirm membership and committee chair
 - 1. Josh (Chair)
 - 2. Bob
 - 3. Shane

- ii. **Motion to establish Community and Economic Development Committee and appoint Josh Mades as committee chair and to absorb land use and environment into the CED committee (currently listed as a separate standing committee**
 - 1. **Motion: Justin**
 - 2. **Second: Kim**
 - 3. **Vote: Unanimous, in favor**

6. Resolve outstanding business (10 minutes)

- a. Review and approve template agenda *this item is moved to the February Monthly Board Meeting*
- b. **CPNA Mailers**
 - i. **Motion to approve the purchase of mailers & postage not to exceed \$1,000.**
 - 1. **Motion: Donnie**
 - 2. **Second: Kim**
 - 3. **Vote: Unanimous, in favor**

7. Brainstorming / feedback sessions (8 minutes)

- a. Discussion surrounding desired board trainings and professional development (Shannon)

8. Good news / acknowledgements (2 minutes)

- a. CPNA Board Happy Hour - January 23rd @6pm Spitz

9. Concerns:

- a. Neighbors are concerned w/ wild turkeys. It is delaying mail & packages.
 - i. Safety committee chair will reach out to the DNR and investigate possible solutions.

10. Adjournment

- a. **Frances motions to adjourn the meeting**
- b. **2nd: Justin**