

## CPNA Meeting Minutes

**Date:** 11/13

**Time:** 5:30 - 7:00 pm

**Location:** The Manor

**Meeting Type:** Monthly Board Meeting

**Attendees:** Brittany Bradley (S), Shannon (P), Frances Schmitz (VP), Justin Martin (T), Eva Ichkhanian, Joshua Mades, Shane O'Leary, Robert Wielinski, Donnie McMillan, Mario Vargas (consultant)

**Quorum:** Yes

1. Meeting called to order of the CPNA board.
2. Update on Equity Engagement Plan and NRP application (Shannon)
  - a. Distribute timeline and what is left to accomplish
  - b. Why is this process important
    - i. Accreditation / recognition from the city.
    - ii. Funding from the city.
3. Motion to adopt the 2024 Communications Policy.
  - a. Motion: Shane
  - b. Second: Bob
  - c. Discussion: none
  - d. **Motion passed unanimously**
4. Motion to adopt the 2024 Fundraising Plan.
  - a. Motion: Shane
  - b. Second: Donnie
  - c. Discussion: Donnie would like to table a discussion in regards to fundraising best practices. It is important this discussion is had prior to fundraising ventures.
  - d. **Motion passed unanimously**
5. Motion to adopt the 2024 Language Access Policy
  - a. Motion: BOb
  - b. Second: Kim
  - c. Discussion: none
  - d. **Motion passed unanimously**
6. Motion to adopt the 2024 Member Grievance Policy
  - a. Motion: Bob
  - b. Second: Justin
  - c. Discussion: none
  - d. **Motion passed unanimously**
7. Motion to adopt the 2024 Member Hiring Policy
  - a. Motion: Kim
  - b. Second: Bob
  - c. Discussion: none
  - d. **Motion passed unanimously**
8. Motion to adopt the 2024 Whistleblower Policy

- a. Motion: Justin
  - b. Second: Shane
  - c. **Motion passed unanimously**
- 9. Motion to adopt the 2024 Board Orientation and Training Manual
  - a. Motion: Donnie
  - b. Second: Kim
  - c. Discussion: Board members discussed the need to create a Nextdoor account in order to post meeting information and stay engaged with the neighborhood.
  - d. **Motion passed unanimously**
- 10. Motion to adopt the 2024 Personnel Independent Contractor Manual
  - a. Motion: Shane
  - b. Second: Kim
  - c. Discussion: none
  - d. **Motion passed unanimously**
- 11. Update on Ward 1 Summit (Shane)
  - a. Shane provided a summary of his time spent at the Ward 1 summary. This included what other neighborhood associations have planned in the coming months, ideas for collaboration etc.
- 12. Review and vote on equitable engagement plan (50 minutes)
  - a. Mario provided some context as to the history of the EEP and why these plans exist in their current form.t
  - b. Review of proposal (Frances)
    - i. Frances spent time reviewing the EEP draft with the board.
  - c. Motion to adopt draft of the CPNA equitable engagement plan to send to the city by 11/15 for review and feedback
    - i. Motion: Bob
    - ii. Second: Kim
    - iii. Discussion: none
    - iv. **Motion passed unanimously**
- 13. Motion to adopt 11/06 working group meeting minutes
  - a. Motion: Kim
  - b. Second: Bob
  - c. Discussion: none
  - d. **Motion passed unanimously**
- 14. Tentative Working Board Meeting (12/04)
  - a. Board collectively decided a working meeting was not needed. Budget information / communications will occur via email. Feedback will be sent as needed and board members will come prepared to approve the budget at the monthly board meeting in December.
- 15. Community Member
  - a. Saint Anthony Bridge Garden
    - i. Started by CPNA however it was discovered that it is in the Marshall Terrace neighborhood.

- ii. CPNA has been paying for the permit to access water by the river. Marshall Terrace is eager to take on the care for this flower area. CPNA will work with Marshall Terrace to ensure a smooth transition and provide all relevant information for the care of the plants.

16. The board discussed what to expect at the December meeting (establish committees, board social, 2025 agenda, Q1 engagement)

17. Motion to adjourn the CPNA board meeting

- a. Motion: Bob
- b. Second: Kim