

Columbia Park Neighborhood Association (CPNA)

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CPNA Meeting Agenda

Date: February 12, 2025

Time: 5:30pm

Location: The Manor

Board Attendees: Shannon Guerisoli (P), Brittany Bradley (S), Frances Schmitz (VP), Joshua Mades, Shane O'Leary, Robert Wielinski, Eva Ichkhanian Kim Hutchingson

Members not present: Donnie McMillan, Justin Martin

Guest Attendees: Andrew Schilling (MPRB), Duane & Patty VanVickle (community members)

Quorum: YES

1. Call to Order (3 mins)

- a. President's opening remarks and welcome
 - i. Meeting called to order: 5:30pm.

2. Approval of previous meeting minutes (2 mins)

- a. **Motion to accept and adopt January meeting minutes**
 - i. 1st: Frances
 - ii. 2nd: Kim
 - iii. **Vote: Unanimous, in favor**

3. Guest presentations (Approx. 30 mins)

- a. **Andrew Schilling**, design project manager at MPRB
 - i. Andrew will present on a plan to implement parkway trail improvements along Columbia Parkway. Interested in best way to seek community feedback and review the initial proposal
 - ii. Group discussed the need for sidewalk under the bridge near the park and various improvement needs. We also discussed engagement opportunities for community members to provide feedback on the project.
 - iii. February to May is community engagement and getting feedback..

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

- a. Recentering on CPNA's mission and work for 2025
 - i. Shannon presented on our current focus - engaging neighbors, getting feedback from the community, making sure community members feel welcome and valued.
 1. Implement the survey
 2. Fill the board, recruit for staggered elections (up to 13).
- b. General reminders on meeting decorum, Robert's Rules, communication policy
 - i. 2 rules to practice this meeting:

1. Approach the chair to speak
 - a. Will prioritize people who haven't spoken over those who have spoken multiple times.
- c. Neighborhood Leaders Summit on 02/04/2025 report back
 - i. Shannon provided an overview on the Neighborhood Leaders Summit
 1. At the leaders summit many other neighborhoods expressed interest in more strategic planning, etc. to join with other communities who may want to partner with / collaborate on various initiatives.
- d. Planning for Initial Community Engagement Event on 02/22/25
 - i. Review of event logistics + overall format
 1. Making sure the event is clearly marked so community members can find the way all the way down.
 - ii. Discuss resources to distribute
 1. One page explainer of committees open for joining with information on how to join (need volunteer to create)
 2. Waite Park PTA present
 3. Information on CPNA Community Survey (electronic version for now)
 4. Fix it hub
 5. Home improvement loan
 6. Sign up sheet with committee interest
 - iii. Simple activities for kids with extra funds
 1. **Motion to utilize up to \$300 of the printing funds to purchase some simple activities for kids**
 - a. 1st: Kim
 - b. 2nd: Bob
 - c. **Vote: Unanimous, in favor**
 - iv. Sign up for roles
 1. Greeter/welcomer (2):
 - a. Shannon
 - b. Frances
 2. Pickleball coordinator (1-2):
 - a. Bob *ask for rule book*
 3. Resource table (2+):
 - a. Eva
 - b. Shane
 - c. Brittany
 - d. Josh *alternate*
 4. Committee reps:
 - v. Could arrive 30 minutes early to support set up
- e. CPNA 2025: Overview on priorities over the next 6 months and review of Q1 and Q2 EEP timeline.

- i. Shannon provided an overview of CPNA timeline for the next year. What has been accomplished & what we hope to accomplish in the remainder of the year.

5. Treasurer's report

- a. Bookkeeper search underway
- b. Shannon went over the treasurer's report.
 - i. Upcoming expenses: printer, conferencing equipment, hotspot etc.

6. Committee Reports (20 minutes)

- a. **Overall feedback on charters:** agree to standardized language on when committee chairs are appointed and terms of chairs (Jan-Dec) → proposal for selecting chairs at November board meeting.
- b. Will not vote on charters this month - want to unify the templates and vote for next month.
- c. Community Engagement and Outreach
 - i. [Draft charter for review](#)
 - ii. Kim shared an overview of the CEO charter.
 - 1. Working to ensure the org maintains a positive relationship with community members.
 - 2. Carrying our EEP, planning communicating board meets, events etc.
 - 3. Went through the scope of responsibilities.
 - a. Managing survey, survey results & collating the information
 - b. Ensure we establish trust with the community & provide transparent communication
 - iii. Kim & Brittany will manage social media accounts.
- d. CDEC
 - i. [Draft charter for review](#)
 - ii. Land use applications for the property at 63 Saint Anthony Parkway, hearing on 02/24/25
 - 1. Josh will attend this hearing.
 - 2. Should the committee meet before? (Shane suggested)
 - iii. Josh shared the Community Development and Environment draft charter.
 - 1. Ensure thriving and sustainable neighborhood for current and future generations in working with residents, businesses, and community leaders.
 - 2. Details and neighborhood specific things could be added **looking for feedback**
- e. Fundraising
 - i. [Draft charter for review](#)
 - ii. Frances shared a brief overview of the Fundraising committee charter. The committee already has many ideas as to community engagement events that could be used as a way to fundraise for the neighborhood.
- f. Executive Committee

- i. [Draft charter for review](#)
 - ii. Shannon provided a high level overview
 - 1. Open spot for Board Member
 - 2. Emphasizes allowing Ex Com. to meet and make decisions in an emergency
 - g. Finance Committee
 - i. [Draft charter for review](#)
 - ii. Justin was not present - feedback should be provided virtually
 - h. Traffic and Safety
 - i. Shannon shared complaints from the public.
 - 1. Complaints about street lights in city parks
 - 2. Upticks in reports of theft
 - 3. Incidents around Columbia Park
 - 4. Gunshots
 - 5. Manhunt
 - ii. Charter forthcoming
 - iii. Community Member Patty brought up concern about the school buses that stop by 5th & 36th. Shane will call MPS bus tomorrow to see if this can be adjusted.
- 7. Resolve outstanding business**
- a. None
- 8. New order of business/decisions (10 minutes)**
- a. Motion to approve 2025 CPNA Neighborhood Survey Questions
 - i. [DRAFT survey](#)
 - ii. Overview of survey implementation plan (see CPNA 2025 timeline)
 - iii. Question 18: correct neighborhood to Columbia Park
 - b. Approval of standing CPNA agenda and meeting format
 - c. ***Motion to approve 2025 CPNA Neighborhood Survey Questions***
 - i. Motion: Bob
 - ii. 2nd: Shane
 - iii. **Unanimous, in favor**
- 9. Brainstorming / feedback sessions (8 minutes)**
- a. Website Feedback
 - i. Take time to look at the website.
 - 1. Do we want a logo?
 - 2. Do we want pictures of board members?
 - ii. The board will provide feedback and ideas at the March board meeting.
- 10. Good news / acknowledgements (1 min)**
- 11. Adjournment (1 min)**
- a. Bob motioned to adjourn
 - b. 2nd: Kim

March agenda item:

- Location for Annual Event

- Josh - report on (Land use applications for the property at 63 Saint Anthony Parkway, hearing on 02/24/25)
- Website feedback