

CPNA Board Meeting Minutes

Date: 12/11

Time: 5:30 - 7:00 pm

Location: The Manor

Meeting Type: Monthly Board Meeting

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

Quorum: Yes

5:31pm Meeting called to order

- 1. Motion on adopting the CPNA 2024 and 2025 proposed budget (NRP and EEF) (20 minutes)**
 - a. Brief overview of budget (Justin)
 - i. Shared if items need to be adjusted in the budget (i.e. more in one category, less in another) we have that flexibility.
 - ii. Will revisit budget in January for the 2025 budget.
 - iii. Please look at 2025 budget before the meeting in January
 - b. Motion: Donnie
 - c. Second: Frances
 - d. Discussion / Amendments
 - e. **Motion Carries - Unanimous**
- 2. Motion on accepting the AG Charitable Organization Annual Report and to pay 3 \$25 filing fees and 3 \$50 late fees (total \$225) (10 minutes)**
 - a. Overview (Mario / Shannon)
 - i. CPA has prepared IRS & AG filing reports for CPNA years that were missed.
 - b. Motion: Bob
 - c. Second: Justin
 - d. Discussion / Amendments
 - e. **Motion Carries - Unanimous**
- 3. Motion to approve the 2024 CPNA CNNF / EEF Application**
 - a. Overview (Mario)
 - i. Shared the CNNF & Equitable engagement fund application.
 - b. Amendment will be sent next year to add the 2024 money.
 - c. Motion: I move we accept and submit the 2024 CPNA Citywide neighborhood fund and equitable engagement plan application - Shane
 - d. Second: Donnie
 - e. Discussion / Amendments

f. Motion Carries - Unanimous

4. Motion to adopt revised equitable engagement plan (5 minutes)

- a. Overview (Shannon)
 - i. We lowered our % for responses
 - ii. We also selected to report back to the city on new Americans
- b. Motion: Bob
- c. Second: Shane
- d. Discussion / Amendments
- e. **Motion Carries - Unanimous**

5. Board get-together (5 minutes)

- a. Board Member Eva suggested we plan a board get-together for board members to get to know one another.

6. 2025 planning (30 minutes)

a. Discussion on committees for 2025

- i. Board Member Frances shared the proposed committees and the makeup of each.
 - 1. Goal for each committee: 2 board members, 2 neighbors from the community
- ii. Board Member Joshua shared the ideas for what committees may be beneficial for the board.
- iii. Want to have committees put together before our kickoff event in order to recruit
- iv. Feedback / discussion
- v. Next steps
 - 1. Recruit at community event
 - 2. Board members rank desired committees

b. Updates on outreach to neighborhood post-application

- i. Send out a postcard introducing ourselves, sharing our social media etc.

c. EEF kick-off event updates

- i. Discussed beginning ideas off our kickoff event.

d. Home improvement fund -

- i. Will be at the board meeting in January (beginning) to answer and ask some questions. Will get neighborhood specific data. Breakdown of programs we have been using.
- ii. Will need to provide contract decision by mid January.

e. Changes to meeting agenda

- i. Brittany will be putting together the agendas
- ii. What are reasonable timelines for getting documents
 - 1. Tentative Agenda - 1 week prior
 - 2. Final Agenda - 2 days prior

f. Mario shared best practices about community engagements

- i. Owl Labs - allows for zoom into the neighborhood for the meetings
- ii. Lenovo tablet for community engagement - when out surveying.

g. Upcoming:

- i. Brittany will send out the following:
 - 1. Doodle to vote on happy hour time
 - 2. Google form (committees)
- ii. January Meeting
 - 1. Home improvement fund
 - a. Jeff (Center for energy and efficiency) and Stacy from the city - will be at the board meeting in January (beginning) to answer and ask some questions. Will get neighborhood specific data. Breakdown of programs we have been using.

7:00pm Motion to adjourn - Bob