

Citizens for a Loring Park Community
Board of Directors Meeting Minutes
Monday, January 13th, 2014

(Loring Park Community Center/down the Hill from 15th & Willow)

Present: Joseph Finley, Brad Conley, Neil Reardon, Kelly Muellman, Mark Nelson, Pat Hafvenstein, John Van Heel, Michelle Chavez (NCR Staff), Councilmember Lisa Goodman, and Jana L. Metge (CLPC Staff).

I. Neil called the meeting to order at 6:35 p.m.

Motion: To approve the January 2014 Board Agenda. *Brad/Kelly M/S/C Approved*

Motion: To approve the December Board minutes. *Kelly/John M/S/C Approved*

Thank you to Pat for bringing Banana Bread.

Introductions were conducted and The following Announcements were made:

- **Downtown Court Watch** - Fri., Jan. 10th 10 -Noon - Downtwn Central Library
- **Livability/Land Use Community Meeting** - Wed., Jan. 15th - 6:30-8:00 p.m. @ LPark Com. Center; Features presentation by Mikkel Beckmen/City-County Director, Office to End Homelessness; Loring Park Safety Report; WinterFest Review; Events Discussion.
- **Land Use Community Meeting** - Mon., Jan. 27th - 6:30-8:00 @ LPark Community Center; will feature a discussion with David Frank, Minneapolis Transit Oriented Development Staff. We will discuss next steps and timeline with Nicollet Ave. streetcar and community involvement processes.
- **Loring Park Annual Meeting & Resource Fair** - Tuesday, March. 18th from 5:30-8:30 at The Woman's Club of Minneapolis/410 Oak Grove; parking available adjacent to and up the hill from the Club.
- **"Love Loring"** - Being proposed for April 2014; discussion at this meeting.

It was announced that HN County Commissioner Gail Dorfman is stepping down and has accepted the job as Director of St. Stephens Human Services. This will be effective March 3rd. There will be a Special Election for the HN County Commissioner seat.

II. Neil asked for a Moment of Silence for CLPC Board President Gary Gliem who died on December 26th, 2013.

Jana passed around the Announcement for "A Celebration of the Life of Gary Gliem" set for January 18th. Members of CLPC, St. Mark's, the Family, Christ Church, and dear friends of Gary's have been working on this Celebration. Peter will be giving out Gary's DVD's to all who attend. There will be live music, speakers, and food.

Jana also invited everyone to Café Lurcat for a 75th Birthday Gathering in honor of Gary on January 14th, 2014 at 5:00-7:00 p.m.

III. Councilmember Lisa Goodman

Councilmember Goodman attended the Board meeting tonight. She updated us on City Council Committee appointments and talked about the Nicollet Mall Re-Design encouraging folks to join her at Lunch with Lisa and/or at the upcoming Public Meeting February 19th. She reviewed the Design Competition and the selection of the Design Team - James Cornerfield Operations out of New York. She stressed that input into this Nicollet Mall Design is important for folks to weigh in on and give their input. She stated that the initial write up talked about the south end of Nicollet Mall "where people played" and that input had gotten the team to include "where people live" as well as play.

She invited all to "Lunch with Lisa" on Jan. 29th at the University of St. Thomas #201 at noon. Give input on Skyway access, what kind of transit, parking needs, keeping the Serpentine pattern or to straighten the Mall.

She talked about the challenges of the SW Rail line, as well as the feasibility of the Nicollet Streetcar. The Met Council has taken over the SW LRT and studies are occurring presently. She stated that Ethan McCuster who lives on the Greenway, was appointed to the Nicollet Streetcar Advisory Committee. She encouraged CLPC to connect with him. The Streetcar was a big election issue. If the neighborhood wants a streetcar, they need to be pro-active and vocal. She stated that she was not a supporter of the Re-Capture District and would prefer a parking surcharge on non-residential parking lots.

IV. Minneapolis Public Works Department

Michelle Chavez, our NCR Staff moved to the NCR Department in December from the Minneapolis Public Works Department. Michelle introduced herself and provided an overview of the NCR Department.

In 2013, we had experienced some issues with Public Works which led to the CLPC motion: "Request that the NCR Department assist CLPC to enhance the communication, coordination, and cooperation with the Minneapolis Public Works Department. NCR had set as a goal to assist neighborhoods with improving relationships with City Departments. Neil talked about the sidewalk repaving on Harmon Place, Pat talked about the no parking on Loring Hill the weekend of the Loring Park Arts Festival and Jana talked about the construction of LaSalle bridge. All with no prior conversation to residents or CLPC. Michelle offered to set up a meeting with Department staff to enhance our working relationships and to be able to coordinate better.

She also brought information about Hennepin /Lyndale Re-paving project and the staff contact. Jana reported that Senator Dibble had suggested that we get ahead of the project and try to integrate some of the visioning done during our Hennepin/Lyndale Design Charette.

V. 7:35-7:55 Finance/Fundraising Plan - Jana, Pat, Kelly

Jana and Pat distributed the following written Finance Report to the Board:

January 2014 Finance Report:

Jana distributed preliminary year end 2013 financial reports, the Profit & Loss statement, Balance Sheet, and print outs of all expenses in all categories. The Accountant will come in after the 1st quarter in 2014 to enter reimbursements, payroll, and close out 2013. Jana has completed all necessary information for 1099 tax forms for all contractors, LLC's whom we pay more than \$600 year. This information - Name, amount, Address, and Tax ID is gathered and sent to Lottsa. They prepare the 1099's and file for CLPC and then the individual 1099's are sent to CLPC for verification and Jana mails them out.

Audit:

Audit /Almost completed by the Auditor. A copy will be distributed electronically. Next step is for Management Response to items on last page. Jana, Neil, & Pat will be working on this. Anyone from the Board is welcome to help. We will circulate responses electronically in January for Board review. Our Accountant bill for time spent with the Auditor totaled to date is \$272.00, with an expected 2nd billing of around \$300.00.

Year end Campaign:

So far we have received \$1,450.00 of year-end contributions. These have come from Nancy Anderson, Becky Gullickson, Richard Anderson, and Plymouth Church Foundation.

Curry Dinner:

We raised \$905.00, which included a year end contribution from Jim Erickson.

GIVEMN.org:

We received contributions from Trish Simokush, Kim Havey, Dave & Mary Hile, Joseph Finley, Paula Vesely, and Neil Reardon.

Receivables:

\$500.00 from Friends of Loring Park for 2013 Summer Event Sponsorship
Invoice sent to Loring Kitchen & Bar for 2013 Summer Event Sponsorship

Contracts:

•The CPP 2014 grant was submitted as approved at the CLPC Board. We received contract copies, which were signed by Neil, and administrative paperwork completed by Jana. We are expecting a \$10,000 Advance which will be deposited electronically. The CPP 2013 grant will be closed out in January and the narrative report submitted to NCR.

•A NRP Reimbursement request was submitted for 2013 year end in the amount of \$19,653.37.

Administrative:

•Jana and the Accountant met and worked on 2013 year end close out. We will have December 2013 bank statements, Dec. deposits, and payroll to enter into the system and we will be closed out for the year and ready to prepare our 990 and AG Annual Report.

•Jana completed necessary documentation for 1099's and will send to Lottsa in January for preparation. Any Individual contractor, musician, LLC, bringing in over \$600 from CLPC has a 1099 completed and mailed to them. Additionally, we sent into IRS two 2012 1099's that we were responsible for since we wrote the checks - The Steeles and Betsy Donovan, the NUSA logo graphic artist.

•Xcel Energy continues to bill us for the use of the 1222 Harmon space throughout 2013 (when we were not in the space). I contacted the Government/Community Affairs representative to get his assistance on this matter. They are stating that we owe \$716 for 2013.

Contract Payments:

Jana issued a \$1,000 check to Peter Musty, LLC on 12.11.2013. This payment, Check #4961 was mailed the Friday prior to Christmas. As of Jan. 7th, Peter reports that he has not yet received it. I am checking with the bank to see if it was cashed, and we will be issuing another check (and this time sending it by certified mail).

Account Balances:

- CLPC Savings account balance is: \$3,307.11
- CLPC Checking account balance is: \$16,037.86 (with the \$10,000 CPP 2014-2016 advance enroute)

Contract Status:

NRP Phase I Admin contract (#C-4152), has a balance of **\$2,512.58** in that contract that has never been closed out. There is approximately **\$20,610.34** still available for contracting (program income and 5 separate plan strategies).

There is a **NRP Phase II Plan Development contract (#23817)** that has never been closed out. There is a balance remaining in that contract of **\$2,080.10**.

Non-Contracted NRP Phase II remaining funds - We received a report from CPED in January 2014. I will bring copies for the Board.

CPP 2014-2016 will be expended by year end. With this last reimbursement we have **\$7,808.61** remaining.

NRP Phase II Administrative Contract remaining funds \$14,718.76

Contract Advances: (shows on Organizational Balance Sheet)

There are only two outstanding advances of: \$10,000 each for contracts #26332 (NRP Phase II Admin) and #TBD (2014-2016 CPP).

Annual Meeting - Neil reported that the Annual Meeting is set for Tuesday, March 18th from 5:30-8:30 p.m. at The Woman's Club of Minneapolis/410 Oak Grove. He asked folks

to recruit potential Boardmembers. Jana/Pat also suggested that Board members think about Silent Auction items that they could donate or get others to donate.

"Love Loring" Workgroup Report - Kelly reported that she, Jana, and Pat will be touring The Hyatt. We are down to The Woman's Club of Minneapolis and The Hyatt as potential venues. We are trying to reduce the ticket price so that it is lower than \$50/person. She asked for the authority to be given to the Workgroup to set a ticket price and choice a location. The Board agreed. She asked the Board their preference for a Thursday or a Friday. The Board preferred a Thursday.

Motion: That Thursday, April 10th be set for the 2014 "Love Loring" Fundraiser & Silent Auction. *Pat/John VH M/S/C*

VI. Master Plan Update - tabled to February meeting due to lack of time. Neil reported that there were no December Committee meetings, so no Committee minutes or reports.

It was requested by Board members that if we have a guest speaker at the Board meeting, we have only one, so that there is time for us to discuss Board/Committee/Program business.

John reported that the:

- Timeline for Met Council review is occurring
- Rezoning Study will be Fall of 2014, following the summer months. Several members felt that this was later than they had hoped and that outreach on a rezoning study could have been done through events during the summer month if timed during those months.
- LEED/ND Update - John has been working on Innovation Credits and will have a report for the Board next month.

Board Meeting Facilitation - Neil suggested that the Board think about rotating the facilitation of CLPC Board meetings. He could work with the Facilitator and put the agenda together with Jana, but then everyone could take a turn at running the meetings.

VII. The meeting was adjourned at 8:15 p.m.

Neil would like to propose the idea to rotate the monthly facilitation of the Board Meeting amongst board members, with goal of each person doing this once over the year.

VIII. 8:15 Adjourn & put away tables, chairs

Community Engagement Update - Will report in February, Handout Available tonight.

- "Meet & Greets" - 430 Oak Grove, Summit House (Dave), 401 Oak Grove (Jim)
- Jana reported that she will work on setting these up, so we can meet LPark Residents.
- Josie Johnson Oral History Project - Interviews happening at Emerson School.

TO REVIEW: Goals & Expectations of Community Participation funding:

Community Participation Efforts: Describe proposed outreach activity in the neighborhood and methods to involve residents and other stakeholders in one or more of 3 key purposes. How will you plan to engage residents in developing a Neighborhood Priority Plan?

Building Organizational Capacity: How will you work to a) provide opportunities for the direct involvement of members, b) build your membership and volunteer base, c) encourage and develop new leadership, and d) expand the organization's capacity through self-assessment and other activities.

Involvement of under-engaged stakeholders: Organizations should discuss which stakeholder groups are typically un-engaged or under-engaged in their work, and how they will work to involve those groups. Organizations should also discuss how the NCR Department could help with this work.

Housing Activities: Neighborhoods should discuss their work on housing and housing related activities. Organizations should estimate the percentage of time to be spent on these issues.

Neighborhood Priority Plans: Identify major initiatives for the neighborhood organization, and to communicate those priorities to government partners to coordinate & implement.

Bylaw Review::

Section 7. Removal of Directors

- (1) ***Automatic Removal.*** Any director shall be automatically removed if they no longer qualify for membership in the Corporation as specified in Article IV, Section 1 of these Bylaws.
- (2) ***Removal for Absences.*** At the discretion of the Board, any director shall be removed from office by a majority vote of the Board if such director has missed three (3) regularly scheduled Board meetings during any one-year term.
- (3) ***Other Removal by Board Action.*** Any Director may be removed from office by a two-thirds (2/3) vote of the entire membership of the Board. The directors must receive prior notification of such action and the right to be heard.