

Citizens for a Loring Park Community  
**Board of Directors Meeting Minutes**  
Monday, March 10<sup>th</sup>, 2014

**I.**     *The meeting was called to order at 6:35 p.m.* by Interim President, Neil Reardon. He welcomed everyone. The Board talked about Gary's memorial service and a copy of the program was passed around the table. John stated that "Gary would have loved it."

*Brad recommended that the announcements be placed at the end of the agenda.*

**Motion:** To approve the March Board agenda as amended. M/S/C John/Joseph

**Motion:** To approve the February Board minutes. M/S/C Brad/Joseph

**II. Finance Report -**

Jana reported that the following Motion was requested by CPED Finance to close our NRP Phase I plan. This expends all but NRP Program income and aligns all budget line items with zero balances, thus closing out the Phase I contact.

**Motion:** That CLPC will reallocate \$10,964.65 to Office Staff Support for NRP (Implementation 9.1) from the following strategies: (1) \$1,500.00 from Community Murals (Physical Environment 4.3.2); (2) \$5,000.00 from Land Use Committee (Physical Environment 4.7.2); (3) \$1.00 from Community Opportunity Pool (Physical Environment 4.8); (4) \$1,220.95 from COPP Shop (Safety 5.1.1); (5) \$518.42 from Loring Park Development Grant (Economic Development 8.1.2); (6) \$24.28 from Arts Coordinator (Economic Development 8.3.1); and (7) \$2,700.00 from Promotion Fund (Economic Development 8.3.2). M/S/C Pat/John Passed Unanimously.

Background: CLPC took this action Fall of 2011, but due to the closing of the NRP office, it was never processed. This was posted out on Feb. 12<sup>th</sup>, 2014 for the first time, thus following the proper notification processes as required by NCR Department.

"Love Loring in Bloom 2014" - Pat, Jana, and Kelly discussed details for the upcoming fundraiser. Jana reported that we will have 45-50 Silent Auction Items donated by neighborhood businesses. The food has been ordered and the set up arranged. Pat, Kelly, and Jana met with Darilyn from The Woman's Club to coordinate all logistics. A set up diagram has been drawn. Tables, Chairs, Table cloths will be set up by 3:00 so that Pat and Becky can begin decorating. Marilyn Johnson, from Loring Corners is volunteering to help with the Silent Auction. We hope to have set up completed by 4:30/5, so that we can have a break before guests arrived. Jana reported that she had the Bid Sheets and Program to do, once all of the Silent Auction items were confirmed.

Jana will also write a narrative about each item (Gary had done this in the past).

The event will be dedicated to Gary, the Founder.

Pat and Kelly encouraged everyone to be there, promote the event, and sell tickets. Ticket sales will close the week prior to the Event so that The Woman's Club can have a final count to order the food. If anyone wants to contribute a Silent Auction item, get that Commitment to Jana ASAP so that she can begin work on the Program.

### **III. Annual Meeting Logistic Review & Agenda Setting**

#### Jana provided an Update:

Speakers for the Event are - Rep. Frank Hornstein and Chief Janee Harteau.

Refreshments have been ordered through The Woman's Club of Minneapolis.

The room will be set up by 4:00.

Resource Booth participants will set up between 4:30 and 5:30. There are 22 confirmed Resource Booths.

Mark Stillman will play Music.

Joseph arranged for the Dance Group to perform.

Neil talked about the concept of many people speaking 1-2 minutes on projects they had been a part of throughout 2013. The Committee Chairs will each get 10 minutes - John/Master Plan, Neil/Land Use, Joseph/Livability. LEED/ND will be done by Kelly during the 1-2 minute reporting by all Volunteers. Jana will report on Administrative Items and Community Outreach. Pat will do a Finance Report. Neil will Emcee the Event.

Jana will prepare talking points and assign different Board members and Volunteers and will write up an Index card for each. Jana asked for Volunteers to 1) Greet attendees as they came in and 2) Be at the Registration Table to ensure that all sign in. Kelly, Pat, Joseph, and John VH said that they could come early and help set up.

Pat presented that she felt that the Annual Meeting was like a party for the Community and that the Board members were the Hosts. She stated that she wanted to see all boardmembers there early, not just coming in for the meeting and greeting attendees. She stated that this was a time when you could meet new people, find out their interests, invite them to volunteer, and if a volunteer to thank them.

Special Presentation: There will be a special tribute to Gary Gliem. The board will put a brick in the park in his honor. This will be announced with the text read at the meeting. Jana asked if Brad and John VH could work on the text for the Brick.

Jana will script out the program for all Committee Chairs/Officers. Now everyone's job is to promote and get folks there!

### **IV. Executive Coordinator Annual Agreement** - Neil reported that he had met with Jana and all was agreed on the 2014 contract. Neil asked the Board if they would like Jana to leave so that they could have closed session discussion. The Board determined that there was no need.

**Motion: That CLPC approves the 2014 Executive Coordinator Contract. M/S/C Pat/John Unanimous approval.**

The following Announcements were made (Please read & review & share information with your neighbors::

- **Hennepin Ave. Re-Paving Project (Dunwoody-Franklin on Hennepin/Lyndale) - Public Meeting** - Tuesday, March 25<sup>th</sup> from 6:30-8 p.m.; Walker Art Center/Skyline Room
- **Downtown Court Watch** - Fri., April 11<sup>th</sup> - 10 - Noon - Downtown Central Library .
- **Community Sing a Long** - Tuesday, April 15<sup>th</sup> from 7-8:30 at Loring Park Center
- **Hennepin Ave. Re-Surfacing Project** - Pre Public Hearing meeting for impacted owners, businesses and residents - Tuesday, March 11<sup>th</sup> from 6:30-8 @ Loring Park Community Center
- **Hennepin Ave. Re-Surfacing Project - Public Hearing** - TBD - Tent. Tuesday, March 18<sup>th</sup> at City Hall/350 So. 5<sup>th</sup> Street.
- **300 Clifton** - Public Hearing on Renovation Plan at the Heritage Preservation Commission Meeting - Tuesday, March 18<sup>th</sup> at 4:30 p.m. at City Hall/350 So. 5<sup>th</sup> Street; Room 317
- **Loring Park Annual Meeting & Resource Fair** - Tuesday, March. 18<sup>th</sup> from 5:30-8:30 at The Woman's Club of Minneapolis/410 Oak Grove (*parking available adjacent to & up the hill from Club*).
- **"Love Loring"** - Thursday, April 10<sup>th</sup> - 6-9 p.m. at DT Hyatt. We will be requesting Donations and Ideas for Donations for the Silent Auction.
- **Loring Park Earth Day/LEED-ND "Kick Off"** - Saturday, April 26<sup>th</sup>, 2014.
- **Community Celebration of the Life of Dr. Josie Johnson** - Friday, May 23<sup>rd</sup> @ Emerson School. This is a project of "Community Celebration of Place". The Emerson School children have interviewed Dr. Johnson (Loring Park resident) and those interviews were turned into a song which will be premiered at the Celebration. RSVP with CLPC if interested in attending. 612-874-9002.

## **COORDINATOR REPORT - March 2014**

### **Finance/Admin.:**

Bookkeeper in office early-March/2013 Close Out

Deposits & Payroll logged & Monthly Bank Statements Reconciled

1099 Information prepared and received from Accountant; Mailed out by CLPC

2013 Year Reviewed, finalized/Lotts beginning Tax Reports (Due May 15).

Organizational Audit - continued work and completed February end with final report submitted to NCR.

2013 Reconciliations completed through year end & January 2014.

Collected funds donated for Gary Gliem Memorial Garden.

Thank yous sent for Donations from the Celebration of the Life of Gary Gliem.

Community Participation Program 2012-2013 closed out, Report in process, not completed.

Contract work for Community Participation Program 2014-2015, \$10,000 Advance received.

Independent Contributions Received and banked

Check Request Forms Completed/Checks Cut/Signed by Pat/Mailed/Bills paid

Responded to Organizational Mail, Email, and Phone messages

Board, Livability, Nicollet Safety Mtg., Transportation/Re-Paving, and Land Use Minutes

Board, Livability, Land Use, and Transportation/Re-Paving Meetings Posted

Met with Kelly & Pat on "Love Loring" - 2x; selected venue/food/tickets made and distributed; tickets sales ongoing/now securing Silent Auction items.

Prepared 2014 Committee Goal review documents  
Prepared 2014 Annual Meeting Prep Sheet; secured Speakers; flyer developed & out  
Board Meeting prep. - Emails, Meeting Set Up, Agenda/Materials  
My Employment Contract Renewal Preparation & Information to the Board via Email.

**Outreach / Community Engagement:**

Loring Park Property Owners & Managers  
Nicollet Mall Public Hearing  
Organized Meeting for City Re-Paving Project on Hennepin 12<sup>th</sup>- Maple @ Basilica  
Work on 300 Clifton Public Hearing  
Outreach work on City of Minneapolis Re-Construction Project on HN/Lyndale, attended  
Public Meeting planning meeting with John VH, contacted impacted buidings  
Nicollet Safety Meeting - Set for 2<sup>nd</sup> Thursday of March @ Salsa a la Salsa  
Nicollet Ave. Walk A Bout 1x  
Loring Business Association Meeting  
Lunch Meeting with Jim Ericksen to discuss Nicollet Avenue  
Discussions with many regarding the proposed 1730 Clifton Development proposal  
Meeting set up with Mansion Owners for Thursday, March 13<sup>th</sup> on 1730 Clifton proposal  
Land Use Meeting - Emails, Speaker preparation, Meeting Set Up, Agenda/Materials  
Livability Meeting - Emails, Speaker preparation, Meeting Set Up, Agenda/Materials  
Met with John Van Heel - LEED/ND Innovation Credits  
Annual Meeting - Confirmed Speakers- Confirmed Resource Booths - Recruiting to attend  
Invited Electeds to May 23<sup>rd</sup> Emerson School Event for Dr. Josie Johnson at School -  
'Elders' Wisdom, Childrens' Song' - Project with "Community Celebration of Place".

**Requests to office/email & calls:**

Spirit Garage - Earth Day  
Loring Park Reservations - Referred to Park staff  
Calls from on 300 Clifton & new proposal with 11 vs. 3 parking spaces  
Discussions with Patrick/Ward 7 on a variety of issues  
Discussions with Michael McLaughlin on LBA  
Discussions with Park Administration on Park Director turnover AGAIN  
Discussion with Sen. Dibble's office on Cattail legislation  
Call backs from "Love Loring" Silent Auction Solicitations  
Calls on "Love Loring" tickets - delivered several per requests  
Accountant - Continued work on 2013 Close Out  
City Finance - Close out of NRP Phase I contract  
NCR - Conversations regarding Public Works projects

**March/April 2014 Staff Priorities** - Annual Meeting Prep & Planning, "Love Loring"  
logistics/silent auction items/bid forms/tickets/flyers, Complete CPP 2013-2014  
Narrative Report, March 11<sup>th</sup> Hennepin Re-Paving Project meeting, Earth Day  
coordination, Tuesday, March 25<sup>th</sup> Public Meeting on Hennepin/Lyndale Re-

Construction Project, 1730 Clifton Development, 300 Clifton project thru HPC and City approvals, Nicollet Safety Meeting/prep for summer.

**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.