

**Phillips West Neighborhood Organization**  
**Board Meeting was held [Online]**  
**Meeting was held from 6:00 to 7:30 p.m.**

**Board Meeting Minutes, [10/25/21] [6-7:30pm]**

In attendance: Genna, Danette, Alex

Absent: Luz

Meeting called to order by Danette at 6:07pm

[SHARE MATERIALS PREVIOUSLY SHARED](#)

---

**Phillips West Business**

**Call to Order - 6:00 PM**

1. Roll Call
2. Adoption of the agenda APPROVED
3. Adoption of September meeting minutes APPROVED

**Presentations - 6:05 PM**

1. New website - Cali Jirsa, Phillips West neighbor and small business owner of Cherry Street Cycles
  - a. Cali presenting on their process for developing the website with Mira
  - b. could there be tabs for each focus area of the committees
  - c. the translation is provided by google translate
  - d. can look into potential for editing translation
  - e. can add a committee sign up link
  - f. goal for it to be launched by fall fest and hopefully earlier, it won't be perfect but we wanna get it out there!
  - g. could live stream the board meetings
  - h. phillipswest.org

**Discussion - 6:20 PM**

4. Finance update
  - a. September finance summary
    - i. With Edric's departure, we don't have a finance summary for this month
    - ii. Mira will have some things to share about our annual meeting budget, all our spending for the last month has basically been there
  - b. 2022 budget proposal

- i. Move the discussion to the next board meeting
- 5. Operations update
  - a. Stevens Square - Phillips West collaboration and capacity building proposal
    - i. Included in our board packet, this is a proposal for shared staffing with Stevens Square + the South Minneapolis resource hub
    - ii. Danette thinks it's a good way for us to move forward
    - iii. this proposal does not preclude other ideas we came up with at our board retreat
    - iv. where would compensation come from? would it allow for a living wage? would there be clear boundaries?
      - 1. Funds from collaborative resource fund were limited
      - 2. first half of 2022 - the 2 full time positions would be minimum 20/hr, Stevens also has health benefits so we will also look into benefits, funds would be coming from outside the collaborative resource fund
      - 3. 20k per year for coordinator and 20k for programming from PWNO, and additional funding for the admin person
      - 4. there are good qs and concerns about maintaining org integrity
    - v. Vote to approve the continuation of this work - APPROVED
  - b. Elections guidelines
    - i. We don't have anything on the books
    - ii. mira drafted something based on our current bylaws
    - iii. we will have both a template as well as published guidelines for our election
    - iv. thinking an e-vote could be good so we could review the updated version
    - v. e-vote to be taken by thursday at 8pm - APPROVED
  - c. Green Zones Community Garden Grant Application
    - i. A funding opportunity that Mira forwarded along for us to get \$ for the community garden, Luz submitted an app!
- 6. Neighborhoods 2020 Application Approval & Policy Review - **APPROVED ALL**
  - a. Neighborhood Network Fund Application
  - b. Equitable Engagement Plan
  - c. Equitable Engagement Application
  - d. ADA Policy
  - e. Language Access Policy
  - f. Conflict of Interest Policy
  - g. Employee Handbook and PTO Policy (updated)
- 7. Fall Fest & Annual Meeting update
  - a. Program
    - i. speakers, resources, raffle, swag, elections!
  - b. Budget

- i. 1500 from the safety budget was approved to spend on the annual meeting, but we don't have a budget that was passed for this event, but want to be clear what we're spending \$ on - can pull from our events budget
    - ii. about 6500 dollars so far, with \$1k from Allina
    - iii. Translation services - danette has a suggestion for a potentially cheaper one
  - c. Day-of board roles - we feel good
  - d. Share back - board recruitment
    - i. Danette has had a few good convos with Michael
    - ii. Danette needs to nudge Susan
    - iii. sad to have cancelled the board recruitment event!
    - iv. Brenda is running
    - v. Mira has a call with Becky this week
    - vi. Alan hasn't submitted yet
    - vii. Mira will check in with Luz
- 8. Looking ahead: November and December board transitions
  - a. How do we see the next two months going? Board elections, budget to approve, collaborative resource fund
  - b. elections, then voting closes Sat Nov 13, that gives us a little over a week between then and the Nov board meeting, which is when we will make board announcements, mira will work on onboarding people for the Nov 22 meeting
  - c. thinking that Nov board meeting will basically be all about the budget + shared resource fund
  - d. We probably will skip a board meeting in December, but we could have a meeting scheduled earlier in the month for visioning/prep for the following year
  - e. hoping for danette to have a little bit of a transition period
- 9. Odds & Ends
  - a. Community meeting
    - i. given that we are not voting on bylaws changes before the annual meeting, mira is thinking we should cancel and not do one 2 days before - APPROVE
  - b. Fall Fest outreach door knocking
    - i. we're door knocking!
  - c. McDonald's remodel support consideration
    - i. they're asking for support from PWNO - there's a city ordinance thing around drive-thrus and McDonald's is hoping to do some changes to their drive-thru
    - ii. do we know what the city's rationale is?
    - iii. Alex volunteers to get more info

**Closed Session - 7:30 PM**

**Adjournment - 8:00pm**

**Announcements**

**Adjourn**

The PWNO Board Meeting Adjourned at [7:32] p.m.