

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

Board Meeting Minutes, [9.27.21] [6:09pm]

In attendance: Genna, Danette, Edric, Alex

Absent: Nimco, Luz

Meeting called to order by Danette at 6:10

[Safety funds proposal packet](#)

Phillips West Business

Call to Order - 6:00 PM

1. Roll Call - we're here!
2. Adoption of the agenda - APPROVED
3. Adoption of August meeting minutes - APPROVED

Discussion - 6:20 PM

4. Finance update
 - a. August finance summary
 - i. supplements identify some issues from the prior month; double charge from swedish institute
 - ii. continued investigation on the prior ED's payout; have not found any additional evidence that this had been approved; Danette reiterating that notes likely do not exist from that moment
 - iii. could talk to Kerry or Jake (prior board chairs) to get clarity
 - iv. Office does have a large file cabinet that Mira has gone through in the past and she spent hours trying to find info in there, there's a lot of paperwork, if Edric is interested to come peruse
 - v. We can identify what needs to be done, even if we never find approval. The city did approve the transaction since the city had to reimburse us, Mira would like to identify what we can actually do and what we are aiming for
 - vi. Edric would like to be connected to the attorney through the city we use, Jess Birken
 - vii. Alex reminds us that the city does have auditors to help demystify this, since it was approved by the city and there must be a record

somewhere, and highly suggests we do that; let's ensure that something like this doesn't happen again

b. 2022 budget process

- i. we're meeting about it! we didn't approve the budget for this year until march 2021, so we are starting earlier this time around

5. Operations update

a. Neighborhoods 2020 materials

- i. A few deadlines coming up! A few October 15, a few by the end of the year
- ii. Included in packet - an early draft of an equitable engagement plan, Mira took a stab at a first draft and got feedback from the city and Aria said it would be fine to submit
- iii. Mira would like us to vote on it eventually
- iv. Alex: We got a great score, but could bring up our score on the "timeline" aspect, city said our timeline needs to be more fleshed out
- v. The score doesn't really matter, but it's great to have the feedback
- vi. Mira can put in some changes and we can take an e-vote
- vii. Different versions of the same plan, in narrative form, are also due on October 15 - it's basically 7 narrative questions, mira will also send it out to us and we can take an e-vote on it as well, and it is also fine to submit it and then send in revisions
- viii. we have a TON of documents to submit by the end of the year and we need to be diligent about approving them and sending them!
- ix. We will need to have a board strategic funding plan - that is the primary one we do not have - Edric is open to supporting on it
- x. Jess Birken has generated templates for most of them
- xi. Mira will aim to have drafts by Friday the 8th for us to review by the 13th and submit on the 14th

b. Bylaws

- i. approving them! we have new ones! we probably don't have time to have a holistic approach to bringing this to the next community meeting (and we might want to cancel the community meeting right before the annual meeting) - when do we approach bylaws approval? it might be too much to fit into the annual meeting?
- ii. Edric: let's wait until after board elections and do it all together
- iii. Expanding a board would require an approval of our bylaws (doink)
- iv. Alex: respectfully, let's solidify the bylaws now and thereby making a board retreat orientation onboarding really solid for new members. we'll need a transition plan since Danette is stepping down, onboarding needs to be on point
- v. Edric: we could have a training manual for onboarding

- vi. What needs to happen to bring them to a community meeting? It has to happen by community vote, and feels like our community meetings don't have the turnout to have an effective community vote and unless we did a big outreach push for that (could be a reason to have it at the annual meeting?)
- vii. Could just happen either at a November community meeting or at the annual meeting since we are going to do a lot of outreach there
- viii. Mira: we should have a fun annual meeting not a bylaws vote
- ix. Alex: we should not cancel the community meeting, and divide up the bylaws amongst groups and have them be digestible to folks and offer discussion time
- x. Mira: The thing that's really pressing to have passed by the annual meeting is the expansion of the board, so we could also make that amendment at the october community meeting and then we can talk about other bylaws amendments at the november meeting

6. Committee updates

- a. Strategic plan implementation task force
 - i. Last month there was a vote to make up a task force of board members and others to implement our strategic plan - maybe that happens with new board members due to limited capacity?
 - ii. Alex: There should be a response from this iteration of the board, willing to draft a statement
 - iii. would also like to have a token of appreciation for the strategic planning committee folks
- b. Garden visioning share back + grant application
 - i. Luz missed the meeting and will follow up via email!
- c. Safety committee budget proposal
 - i. It's awesome - Danette (biased)
 - ii. Linked above - it's focused on housing and creating safer communities
 - iii. Edric: some concerns about PPNA's administrative fee and PPNA being the one to administer the funds
 - iv. This would specifically be earmarked for PW residents unless not enough apply
 - v. Danette: PPL is doing some other housing things and they are also a part of that with Wells Fargo, it was discussed at the safety meeting and voted on it and everyone that was there was comfortable with using the funds for PPNA
 - vi. Mira: I like the PPNA fund because it is super low barrier and there are few other funds that will support renters with as little barriers
 - vii. The money has to be spent by the end of the year so we should vote tonight, and if not by e-vote

- viii. Alex requests an e-vote within seven days, still has some questions
- ix. Alex is excited about the lighting pilot program; surprised/pleased that there was a demarcation for sharps containers; if we could include some items for the annual meeting like keychains that could be a part of the “community connections” section
- x. Genna likes it and trusts the committee having done the research necessary; can we ask PPNA why the admin fee is so high?
- xi. Partial vote on the community connections list so we can start spending \$ for the annual meeting?
- xii. Edric wants us to add whistles to the list
- xiii. Mira amending the community connections line items
- xiv. Motion to delay vote APPROVED
- xv. Motion to approve funding for community connections immediately - APPROVED
- xvi. What Mira can do is this: a) ask PPNA about the high administrative fee and b) do a comparison between the PPNA and PPL programs (as well as any other suggested programs)

7. Annual meeting

a. Board recruitment + application

- i. there has never been an application process, but Mira can share the draft application with us in a follow up email
- ii. Danette: We can share the application around on our website, socials, ads in the usual places, on the board by the community garden
- iii. Alex: happy to laminate something to post on that board; do we trust alex to craft language for recruitment? approved!
- iv. Personal outreach to neighbors who have already been interested in joining? Mira can offer to folks if they're interested in having a 1:1 with a current board member. Mira can also put together a list of people who might be interested to do some phone banking (Genna happy to help with recruitment!)
- v. include board recruitment push in the mailer
- vi. Alex would love to have a tool to screen for folks - some sort of checklist or skills inventory
- vii. [here is the application](#)
- viii. could add a question about people's **capacity**, prior experience on boards, or limitations
- ix. Alex saying they could translate the application
- x. Alex plans on hosting a garden fundraiser at their house and have it be a sort of informational gathering, donation basis and find out what it means to be a board member

- b. Budget e-vote
 - i. Mira and Alex are working on a budget and it will be great to take an e-vote on it when it is ready
 - c. Bio and statement submission
 - i. everyone will need to apply and have a bio and names on our ballot, so requests will be coming out
8. Upcoming events - MAKE SURE YOU'RE CHECKING THE SHARED GOOGLE CALENDAR
- a. Mayoral candidate forum co-sponsorship
 - b. Ward 6 forum co-sponsorship
 - c. Phillips Clean Sweep volunteer sign-up
 - i. Saturday, October 9, 9am-2pm
 - ii. [we are looking for volunteers!](#)

Announcements

Genna wants another board retreat and also wants us to discuss the next steps from the proposals from the last retreat

Adjourn

The PWNO Board Meeting Adjourned at 7:49 p.m.