

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

Board Meeting Minutes, 11/22/21, 6:00pm

In attendance: Genna, Brenda, Stephen, Luz, Alex, Becky

Absent: Ilo

Meeting called to order by Alex at 6:12pm

[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 October meeting minutes APPROVED

Introductions: Welcome new board members!

Luz: they/them or he/him, from New York but homelands are Puerto Rico, also lives in the neighborhood

Steve: he/him, Portland and 26th, loves to garden, born in Chicago but then became a rural kid, happy to be back in Minneapolis

Brenda: she/hers, 24th and Oakland for about 20 years, love to dance!

Genna: she/hers, Lake and Columbus, and from NYC

Alex: they/them, 2800 block of Portland, has lived in Mpls for 6 years within a 6 block radius!

Mira: she/hers, staff at PWNO, Lake and Columbus, found her seaweed history at her parent's house

Discussion - 6:15 PM

4. Monthly finance update
 - a. October finance summary
 - i. Would be interested to know more about the funding sources for neighborhood orgs (Steve)
 - b. CPP draw
 - i. We submit reimbursements to the city, so we don't initiate draw requests very frequently, but we did initiate one for the end of the year so we could have a sense of where we were, and we have been reimbursed about 50k for expenses this year

- ii. this is the community participation program, which is ending this year, and those funds will be rolled into our equitable engagement program
 - iii. our checking account balance is lower than the funds we actually have access to
 - c. Finishing out community safety grant
 - i. we have this grant that we have to spend all of by the end of the year; we have initiated some of the spending
 - ii. half the grant is for the rental assistance has been sent out, and the rest of the money being spent will be a priority
 - iii. The money is earmarked and the spending approved, so no further action needed
- 5. Board operations
 - a. Voting in new board positions for 2022
 - i. We need to have 4 roles assigned: secretary, treasurer, chair, and vice-chair, we do have 2 people missing tonight
 - ii. currently the only person who is a signatory on our bank account is Danette, so we need to get this board rolling
 - iii. Could do another survey/poll? do people have questions about what the roles entail?
 - iv. Luz thinks Alex should be chair, Alex is handling it humbly
 - v. Steve is open to being treasurer
 - vi. Genna happy to keep being secretary, also happy to be vice chair
 - vii. Luz happy to be vice chair
 - viii. Genna is picking a fight with Brenda about how good of a note taker she is
 - ix. Becky moves that we accept this slate of officers: Alex for chair, Luz for vice chair, Steve for treasurer, and Genna for secretary
 - x. Genna curious in Steve's experience around treasurer roles, he has served as treasurer of other orgs, part of his work is managing funds at the state and feels confident
 - xi. APPROVED**
 - b. Early December board retreat
 - i. Mira dropped a doodle for us to take to participate in a retreat
 - ii. we are currently struggling with finding a time that works for everyone
 - iii. actually a surprise: December 12 works, and we will figure out a time in that afternoon
 - iv. it'll be internal and more informal, some topics that mira has compiled
- 6. PWNO Operations
 - a. Neighborhoods 2020
 - i. a lot of requirements we have to meet as an org in order to get funding next year - we have already done a lot of them!

- ii. there's a lot of policies we have to update and approve
 - iii. we have to get our bylaws updated by community vote
 - iv. we have to create a strategic funding plan - something to work on with Steve
 - v. there's another procedural reflection piece that Mira will follow up with Alex on
 - vi. what are the deadlines? the 31st for everything; they're being annoying at the city but mira has already started the sending in
 - vii. Let's make sure this is discussed at the retreat and then sent out immediately after
- b. By-laws amendments
- i. We need to get people to turn out for the community meeting next week for the community vote
 - ii. and let's discuss the by-laws we're bringing in
 - iii. we could do a virtual vote if we wanted to do that in addition, but we wouldn't want to have a huge drop-box situation again
 - iv. Could be good to offer an opportunity for people who are not there to vote virtually
 - v. Flyers will be made! And shared!
 - vi. virtually, in the office as options, with both virtual at the meeting and after - APPROVED
 - vii. 3 days could be sufficient
 - viii. 3 days approved!
 - ix. Mira will send a digital flyer out to partners at apartments
 - x. will people have access to the bylaws changes? If everyone is comfortable with the proposed changes, Mira can post the revised proposal online, could also have printed copies available at the office
- c. CEE contract renewal
- i. about 3-4 months ago, our contract renewal was delayed
 - ii. this is the center for energy and environment - we have a contract through the city to administer a large pool of money for PW residents who want low interest loans or who can access grants to do improvements for their homes
 - iii. CEE is changing their fee from a flat fee annually (5k) to 2500 plus a percentage of each loan they administer; it would have been a higher amount if the # of loans held
 - iv. Mira has had some convos with the liaison at CEE and the Mpls person who administers this fund - like how helpful is this program? how helpful is CEE? Do we want to do this again?
 - v. If we want to renew, we do need to do it by the end of the year - Jim did send the most recent statistics of who is accessing the program

- vi. If we don't do it, who will lost out? There's funding about 140k that is part of this NRP, the money will be there the city is holding it for us, if we don't renew the contract the money won't go anywhere; until we have someone to administer the program, nobody could access the program
 - vii. if we decide to revisit this in 6 months, we could pay the fee in june and then start from there
 - viii. We don't need to have these specific programs in place - this money could be spent on a lot of things, "housing related programs" - this would require a contract amendment
 - ix. a lot of people did use the program within PW this year
 - x. This could be an opportunity to re-evaluate a program that has been in place for a long time
 - xi. the nrp program is an opportunity for creativity and invention
 - xii. Alex, Brenda, Becky, and Steve all open to a side convo
 - xiii. Alex made a jam board - add your thoughts here
https://jamboard.google.com/d/1OLCCFSFUqNncrJY9rY4chGEZEMdSE3b_BooHiGZVDf0/edit?usp=sharing
- d. Shared resource fund next steps
- i. Mira can send all the info out digitally, which is describing a joint hiring committee with Stevens Square
 - ii. if you're interested in being on that committee, please let Mira know and she will send it out

7. 2022 Budget

- a. [Link](#)
- b. Budget does reflect the new staffing proposal that we have with sharing staffing with Stevens Sq
- c. The budget does currently reflect a 2k loss - the income line in the budget does not reflect the amount of money we actually have, the amount of money in our Sunrise account is not reflect in this budget
- d. Maybe include a line item that reflects a transfer of that net loss to us via our account
- e. Intern line item as contractors was actually employees this year, so we will move that up
- f. Other services: i.e. paying someone to build our bulletin board, a trainer, building the website, so there's some wiggle room for us to contract out these needs
- g. The staffing proposal with Stevens Sq would hopefully fix our capacity issues, but there could be needs for more contractors and there might be a need to edit that part of the budget
- h. Move to approve the budget with the amendment that we balance the budget - APPROVED

8. Celebrating Fall Fest & Annual Meeting: reflections? (if time permits)

- a. we did a great job and it was amazing

9. Odds & Ends
 - a. Review McDonalds proposal?

Moving agenda items 8 and 9 to next board meeting (which will be January, because we will have a retreat in December instead) - APPROVED

Announcements

Adjourn

The PWNO Board Meeting Adjourned at 7:41pm.