

**Phillips West Neighborhood Organization  
Board Agenda**

Monthly Board Meeting  
Monday, October 24, 2022

[Online Meeting](#)

6:00pm - 7:30pm

**Present:** Brenda, Alex, Genna, Steve, Kelly, Jen, Cristeta

**Call to order:** 6:16pm

**Opening - 6:00 PM**

1. Welcome J, new Director of Neighborhood and Organization Development
2. Kick-Off
  - a. Brenda read the PWNO Mission statement  
Our mission is to engage the diverse voices of all those who live, learn, work, and play in Phillips West in order to advocate for greater individual well-being and community empowerment. PWNO aims to be an inclusive and accessible hub of resources, information, and connection for all in Phillips West. PWNO acknowledges that our neighbors work, study and build lives on lands violently taken from communities Indigenous to the area; further, we acknowledge that racism, in all its forms and as borne out of the atrocities of slavery in this country, is a real and pervasive threat to the lives and livelihoods of our neighbors locally and globally. We thereby commit to increasing our knowledge of Indigenous sovereignty, equity and antiracism, and to apply these principles in everything we do on behalf of our community.
  - b. Adoption of the agenda. Approved unanimously.
  - c. Adoption of September meeting minutes. Approved unanimously.
3. Officer report backs
  - a. Chair
    - i. Announce new PWNO Director of Neighborhood and Organizational Development
    - ii. This last month has been focused on tying up loose ends. Alex has met with most Board members. Some things we may reconsider. In Executive Committee, voted unanimously to make 1-on-1's less formal and do them informally. Still encourage Board members to meet up for Board work or casually.
    - iii. A fellow Board member (Ilo) was in the news, tied to an investigation around potential improper nonprofit fiscal responsibility. Alex spoke with the Executive Board to get an understanding of what should happen. Because this was just an investigation, no chargers were made, we will follow the issue. Ilo has exceeded the number of allowed unexcused absences. Ilo is also up for reelection this fall. Board members can only run again if they are in good standing. Alex will entertain a motion if

someone wants to bring forward. Brenda: moved to remove Ilo from the roster due to attendance. Steve: seconded, and named that we have attempted to reach. Ay: 4, Abstain: 2. Motion denied.

- iv. Kelly will check if Bylaws indicate someone has to actively put themselves on the ballot to run
- b. Vice-Chair
  - i. LSS wifi - guest wifi is now working. Password changes once per week. It is written on a pink slip of paper.
  - ii. PWNO's printers - still working on the printers. Ordered a new printhead and it didn't work. We will purchase a copier that would likely have printing capacity.
  - iii. Genna is organizing a gathering at her house on Nov 5 for social time and recognizing J. Every Board member should be making a financial contribution to PWNO. Bring that if you can.
  - iv. Genna will field incoming Board member referrals.
- c. Secretary
  - i. Attendance reminder \*3 unexcused absences is grounds for removal
  - ii. Cleaning Google Drive - Kelly will work with J
- d. Treasurer
  - i. Treasurer's report - attached in the Board packet. Nothing new.
  - ii. New item: we did approve spending money by the end of the year. Money must be spent this year.
  - iii. We can prepay grant writing contract. Genna and J both know someone. Internal affairs will meet as soon as Brenda returns from vacation to finalize an RFP for grant writing contract to execute within 6 weeks.
  - iv. Executive Committee reviewed and approved the biennial budget for the City. Steve created a high-level budget that works strictly with the City funds available in the next two years. New staff person is fully funded for two years. Over the next month, Steve will create a more detailed budget for review in advance of the November Board meeting. We can approve it then or make revisions.
- e. At-large members
  - i. Brenda - willing to take Fall Fest assignments (for the day-of). Always looking to recruit new volunteers and members.
  - ii. Alex will include a definition of at-large activities and include in next month's
- 4. Committee report backs
  - a. Executive Committee–Genna
    - i.
  - b. Internal Affairs
    - i. SSCO close out / updates
      - 1. Steve: We received our final bill from Stevens Square. Does that include reconciliation for PTO? It should.

- ii. Benefits update - J is not going to take HSA in 2022. Genna emailed health care broker to discuss options.
- iii. Employee Handbook update - it is updated and we will take a vote tonight. Brenda made a motion that the Board accept revisions to the Employee Handbook. Approved unanimously. Next steps: Brenda will send the Employee handbook to Mission Guardian for legal review. Feedback will go to Kelly; invoices will go to Steve.
- c. External Affairs
  - i. J and Jen met. Came up with a plan for Housing Committee.
  - ii. J and Becky met regarding Fall Fest
  - iii. Fall Fest -
    - 1. Alex and External Affairs will focus on election portion of Fall Fest. They will need bylaws updates for the ballot.
    - 2. Genna can make calls to member roster.
    - 3. Officially have ASI. Will get food. We have performers.
    - 4. Outreach:
      - a. J is printing postcards
      - b. Saturday, November 5 there will be postcard flyering. Other outreach: chalking, social media, garden board, etc.
    - 5. Day-of assignments:
      - a. Volunteers to set up: Alex, Steve, J
      - b. Volunteers to tear down: Alex, Brenda, Kelly, J, Steve
      - c. Check-ins: Kelly, Brenda
      - d. Sales: Cristeta
    - 6. Tasks / resources:
      - a. Interpretation - Becky is looking into this
      - b. Ballot box - we have one in PWNO offices
      - c. Online election - J will use Google Forms. All nominations will go to Genna and J. Due one week before.
      - d. Tables & chairs - will repeat the same as last year
      - e. Items to give away - We have these from last year (key rings, stickers, magnets). We also have ASI tickets but will save these to draw people to community meeting or fundraising event.
      - f. Children's activities - Becky has two activities
      - g. Speaker - Genna will ask roommate
      - h. Laptops - everyone bring theirs
    - 7. Volunteers -
      - a. J could ask Morgan
      - b. Genna said Mira could help out for day-of
  - iv. Events committee - Becky (n/a)
    - 1. Report back on Clean Sweep-Kelly & Jen
- d. Garden committee - Cristeta
  - i. Depending on lease agreement, Cristeta has two ideas:

1. Growing Lots in Seward is losing their main space next year due to apartment development. Could we have CBA or sublease with an urban farm for them to create their own produce and facilitate the community garden plots? Cristeta will look into this. Steve will look into details for the lease.
  2. Work with local Somali farmer (Naiomi Dohr sp?). She helps facilitate community gardens at LynLake. Hire her as a teaching artist for workshops.
    - ii. Garden is leased from non-profit (Allina) for \$1 annually. PWNO assumes liability for property (hence sidewalk clearing).
    - iii. Garden maintenance-Alex
  - e. Safety committee - Brenda
    - i. There was no safety committee meeting in October.
    - ii. Brenda will compile priorities for 2023
  - f. Housing committee - Jen
    - i. J and Jen met to discuss priorities:
      1. Education (ongoing) for renters and folks wanting to become homeowners
      2. Exploring a tenant / renters network (“union”), start with a directory
      3. Explore land trust model
      4. J’s idea: coalition of Phillips neighborhoods - reach out to other neighborhoods to ask if they have looked into land trusts. Start with East Phillips.
      5. Initial tasks:
        - a. Compile resources
        - b. Reach out to MN Bar Association, HomeLine, and Legal Aid
        - c. Start connecting with renters to ask what they want to see
    - ii. Alex discussed prioritizing items (pick two) and create a one-pager at Fall Fest
    - iii. Steve - add NRP contract to Housing committee’s list
5. Past business
    - a. Requests for Funds: Please submit to Steve via email ASAP for approval and start spending!
    - b. We can use PWNO credit card; has \$5,000 limit (need to pay it if we get close to max)
  6. New business - Alex and Kelly will take this on and send follow-up email
    - a. Engagement Plan proposal
    - b. 2023 Budget proposal
    - c. Community Meeting update
    - d. Unveiling new PWNO website

**Adjournment:** 7:51pm

