

**Phillips West Neighborhood Organization  
Board Agenda**

Monthly Board Meeting

Monday June 27, 2022

Hybrid meeting:

In person at 2400 Park Avenue (masks REQUIRED)

[Online Meeting](#)

6:00pm - 7:30pm

**Present: Alex, Genna, Steve, Brenda, Becky, Ilo, Jen, Cristeta**

**Opening - 6:00 PM**

1. Kick-Off
  - a. Mission statement - read by Becky
  - b. Adoption of the agenda - new business added, APPROVED
  - c. Adoption of May meeting minutes - with an edit by Brenda, APPROVED
2. Officer report backs
  - a. Chair
    - i. Alex will be making some phone calls to board members who they have not had a 1:1 with yet - GET READY FOR COLD CALLS
    - ii. Apologize for not having a consent agenda put together this time - working on it for next time
  - b. Vice-Chair
    - i. Currently vacant
  - c. Secretary
    - i. Continuing to be the secretary, but this time with COVID!
  - d. Treasurer
    - i. Steve was a bit truant in getting our financials into the board packet in a timely fashion
    - ii. Bank account is down somewhat since last month, that is our working capital and it has been paying bills, but we will get more money from the city soon
    - iii. Highlighted areas - line items that have always been confusing for Steve and Mira - Dennis' report had different numbers associated with it, so Steve is making a commitment to talk to Dennis this month to get this squared away
    - iv. what we will discuss at our upcoming special meeting is the money we have only 6 months left to spend - one is 34k that's carryover from last year, and there is also another 80k that we need to figure out as well

- v. Summary notes from the management report: some good pieces that we should consistently be aware of, to know how much money is left in our savings account
  - vi. there are stipulations to what we can use the city money for - anything outside of food and entertainment basically
  - vii. Alex wants to get some badges for us to have to wear at events, etc, as well as some portfolios, could use funds for that
  - e. At-large members
    - i. Ilo: nothing to report
    - ii. Brenda: nothing to report
    - iii. Becky: nothing to report
3. Committee report backs - it's always helpful to have notes sent in ahead of time to be shared in the board packet, and Morgan will get better about reminders on this
- a. Executive Committee
    - i. We are supposed to have badges for us to get into the office building, Alex will be getting those
    - ii. We are going to try and do an audit later in the year - the city recommended we not do it right now
    - iii. we need to figure out the committee workflow! later in the agenda
    - iv. Alex will be sending out a board self assessment tomorrow! Please fill it out
    - v. Continue to do your 1:1s
  - b. Safety committee
    - i. see board packet for meeting summary
    - ii. Alex asking Brenda about her potential for taking on a city-wide project like an adopt-a-street, etc - after hearing her speak during the orientation - potential!
    - iii. Brenda suggests everyone read the notes! Hadiya did a great job, says Brenda
  - c. Garden committee
    - i. Alex is interested in knowing if there's anyone who wants to take lead on the garden committee
    - ii. Cristeta could be open to it!
    - iii. Hadiya is technically supposed to be at the work days, but the last two has had COVID situations preventing that attendance
    - iv. Morgan will double check on the garden listserv and making sure people are involved
    - v. Steve is also interested
    - vi. Cristeta will do it - motion for Cristeta to take point with Steve as a co-lead: APPROVED
  - d. Events committee
    - i. we do need to set a date for the annual meeting - Becky wants to do so, so we can set other things up around it

- ii. election day is likely Tuesday, Nov 8 - do we want to do this before or after?
    - iii. genna agrees with cristeta that it would maybe be too much before election day
    - iv. we could also do it at st mary's indoors if we don't want to be outdoors at ASI, we could also use indoor space as ASI
    - v. Proposal: November 12: APPROVED
    - vi. Becky is still noodling around with bridgefest, late august early september - also using as a back to school supplies drive opportunity
    - vii. Alex has been thinking on GOTV opportunities - we have been working with Lydia and Will at Hennepin County, and want to engage neighbors who are housed in a voucher program for unhoused neighbors - Alex wants to partner with LSS for the dates when they are distributing food and collaborate then
  - e. Housing committee
    - i. Jen is willing to take the lead here! APPROVED
  - f. Working groups
    - i. Joint Personnel Committee
      - 1. Genna, Alex, and Brenda are having a check in tomorrow
      - 2. and then the second meeting is Thursday
      - 3. could we have a joint board meeting? Alex and John (or whoever the SSCO board chair is) need to figure that out
4. Past business
- a. Board Member Orientation/Review
    - i. Brenda thought it was excellent and is excited, suggests an updated board roster
    - ii. Cristeta thought it was great
    - iii. Jen thinks it went well, very thorough, liked web based exploration
    - iv. Genna thinking about how we are archiving these retreats and making sure we are keeping things in the drive, and wants to make sure we have a clear demarcation of roles and responsibilities
    - v. Alex wants to standardize this! and wants to have a governance committee that is managing this project
  - b. [Annual Work Plan](#)
    - i. skipping tonight, executive committee will continue to review
5. New business
- a. Committee workflows
    - i. happy that we have people leading on our committees!
    - ii. We definitely need more volunteers who are interested in engaging - should we have a meeting with Hadiya? how are we implementing volunteer engagement?

- iii. Morgan could set up meetings with committee heads in the next two weeks - Steve/Cristeta, Jen, Becky, and Brenda
- iv. could be useful for the whole board to be engaged in the conversation about bringing people in
- v. set aside 15 minutes on the agenda for our next board meeting on board development
- vi. Morgan bringing up some meetings with the city that are upcoming, Morgan will send out a reminder info on that in the AM
- b. Budget surplus → proposals and special meeting (on 7/11)
  - i. proposing a special meeting to discuss what to do with our surplus of funds - for those chairing committees, could be an exciting time to think about what that could be used for
  - ii. July 11 - bring proposals! 6pm! Morgan can send out a calendar invite
- c. Board vacancies
  - i. Alex proposing that we nominate a vice-chair tonight!
    1. Nominations: Brenda nominates Cristeta, which she declines, due to capacity
    2. Genna will nominate herself, can she be both this and secretary? she technically could; if someone else wanted to be secretary
    3. Genna as new vice chair: APPROVED
    4. if anyone else wants to be secretary let us know!
  - ii. Alex would also like to give the candidates who ran in May to come to our July board meeting to fill that vacancy and get first dibs
  - iii. Steve asking who got the most votes of them? Could we just offer the seat? Brenda agrees, so does Cristeta, Jen
  - iv. Ilo agrees with Alex for there to be more equal opportunity
  - v. Alex will reach out to the third highest vote scoring person and will ask if they want to join us next month

**Adjourned: 7:37pm**