

**Phillips West Neighborhood Organization
Board Meeting Notes**

Monthly Board Meeting
Monday August 22, 2022
[Hybrid Meeting](#)
6:00pm - 7:30pm

Present: Steve Roos, Kelly Muellman, Genna Mastellone, Alex Palacios, Brenda Bailey, Jen Jang,

Staff: J Randolph

Alex has not heard from Ilo or Cristetta; Becky messaged that she was unable to attend

Call to order: 6:15pm

Opening - 6:00 PM

1. Kick-Off (2 minutes)
 - a. 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. Approve minutes from July - APPROVED
 - c. Adoption of the proposed agenda for August - APPROVED as amended
 - i. Friendly amendment to add discussion of changing next month's Board meeting (added to Vice Chair report)
 - d. Consent Agenda review - NONE
2. Officer report backs (15 minutes)
 - a. Chair– Alex
 - i. Staff updates:
 1. Hadiya resigned as of 5pm today. J is now the only staff member. We discussed what J needs to feel supported at the Executive Committee meeting. While currently unknown, we will continue to stay in touch.
 2. Brenda: will we be proactive about job announcements?
 3. Alex: has started working on an Internal and External **job descriptions**; there may be a 3rd option for a single FTE

4. Work of rehiring will be referred to Internal Affairs committee. Exec committee will set it up for IA.
 - ii. We have a surplus that needs to be spent. **EVERYONE should submit a formal request to Steve.** There is an option for Board members as individuals and for Committees to submit requests. Genna will send a summary from her last meeting notes of how much money is in each pot. Steve will send a copy of the budget.
 - iii. No pending actions with SSCO. Just waiting for 60 days to expire (October 1, 2022). Final invoice has been paid, they will receive it soon if they haven't already.
 - b. Vice-Chair– Genna
 - i. Working on Policy review
 - ii. **Working on a Tech Proposal:** Board and Community Meeting Tech - looked at a couple Chrome Books (\$400 each), Tech Soup (tech subscription), Device for mobile conferencing - ensure internet and access to internet everywhere we go. Rough estimate: \$2,000. This could fit under "staff" category. - **due in 2 weeks.**
 - iii. Genna has also contacted LSS to **fix wifi issue.**
 - iv. Genna will also check on **PWNO's printers** (getting fixed)
 - v. Change next month Board meeting: Genna made a Motion to move up one week in September. Currently scheduled during Rosh Hashanah. Move up to September 21. - APPROVED
 - vi. **Create a calendar of holidays to avoid meetings - Kelly and J (due in 2 weeks)**
 - c. Secretary– Kelly
 - i. Send meeting notes and requests to Kelly moving forward
 - ii. Taking on tech for meetings going forward; sending links, etc.
 - iii. Will help clean up Google Drive
 - d. Treasurer–Steve
 - i. Report: biggest item is that we assigned funds to the garden committee that cannot be spent on maintenance. The city wants their money spent towards community support, does not include garden maintenance. Steve will follow-up to make sure we can purchase equipment (tech, tents for events, etc.)
 - e. At-large members
 - i. Brenda - volunteered to do inventory of office supplies. Can commit a full day to it. Will coordinate with J to find a time before the Sept 21 Board meeting. Connect with Steve about getting access to the office key.
 - ii. Jen - had a conversation with Steve regarding history of Housing Committee (learned that it is new, didn't exist before). Had an idea for a survey to send to residents. Will send J an email about outreach things, start building a Housing committee. Reach out to Mira to be on Housing committee.
3. Committee report backs (25 minutes)

- a. Executive Committee—Genna
 - i. Check if the 1-1 structure is working for people. As of now, continue doing your 1-1's. We discussed money, tech and staffing - all of which we have touched on in the Board meeting
- b. Internal Affairs Committee
 - i. Set a date to meet - ideally within the next 2 weeks (urgent staffing needs)
 - ii. Alex sent an email as launch pad of work of internal affairs committee - includes job postings, Policy Review, tech structuring, etc.
 - iii. Fundraising / outward facing will be External Affairs, but grant writing will be Internal Affairs (help staff collect data and craft narratives for grant writing)
 - iv. Upcoming tasks
 - v. PTO question. J and Hadiya were eligible for 4 weeks of PTO - will that be paid out to staff members? Or would it transfer to a new position with either organization?
 - 1. Brenda will look at the language and get back to J by Friday.
 - 2. Genna will email John about SSCO's thinking about PTO, after Brenda does her review
 - vi. Keep Steve in the loop about staffing going forward, so he can weigh in on what the budget allows
- c. External Affairs Committee
 - i. Working on relations in the neighborhood. They will discuss fundraising, event planning, relationships with institutions / businesses, outreach (doorknocking), print / digital materials, newsletter, press releases, branding, etc.
 - ii. Ask: Start with fundraising!
 - iii. Ask: Set a date to meet (within next 2 weeks)
 - iv. Upcoming tasks
- d. Safety committee— Brenda
 - i. Did not meet in August because of election. Needs the contact information for Safety committee members. J will send to Brenda.
 - ii. Last topic discussed was getting help to install the lights. Brenda will discuss with Steve.
- e. Garden committee— Cristeta (absent)
 - i. Steve: met with Amina around garden maintenance (can't pay her through City funds). Looks like the garden is being weeded, but the rest of the space is still a mess. Garden committee will need to put together a serious plan for what the garden could be - and set phased steps. We need a plan for next year or let the owner take it back. We haven't been able to put it to use.
 - ii. J trying to get in touch with Sisters Camelot
 - iii. Reach out Womens Environmental Institute - maybe have ideas or volunteers? Organize volunteer clean up or maintenance?

- iv. Reach out to Allina (volunteers with the garden)
 - f. Events committee– Becky (absent)
 - i. Annual Meeting - timeline will be sent out this week.
 - ii. J has vendors who are interested in tabling
 - g. Housing committee– Jen
 - i. Steve will dig up some follow-up from Dr. Debbie who has students who could do a semester project
 - ii. J will share Debbie's contact info with Jen
 - h. Incentives for committee participation / leadership - look into possibility to incentivize participation. Steve look into this
4. Past business
- a. K-Mart Redesign Update– Staff
 - i. Gearing up for engagement. J will be tabling at Mexican Independence Day festival as PWNO.
 - b. GOTV: Voter Voucher Program update
 - i. J and Alex are working to set a meeting with Sisters Camelot to start work
5. New business
- a. Delegation: Staffing Transition Plan.
 - i. Need to figure out what the hiring process looks like for J. Transition payroll, or formal application process? Steve and Dennis are setting up groundwork for compensation / benefits.
 - ii. Two out of three job descriptions have been written. J will review before they are approved.
 - b. Requests for Funds: Please submit to Exec via email ASAP for approval and start spending!
6. Announcements
- a. Phillips Clean Sweep - Typically PWNO is the fiscal sponsor. Funds have been earmarked. Opportunity for us to table. Will send out details. **Genna** volunteered to make sure this happens. Genna will email J about attending the planning meetings.
 - i. Figure out communication - paper, lit-drops, social media, etc.
 - ii. Facilitate pick-up (where bags are left, what items are not allowed)
 - b. Brenda is relocating from Minneapolis by the end of the year.

Adjournment: 7:36pm

