

**Phillips West Neighborhood Organization
Board Agenda**

Monthly Board Meeting
Monday, September 19, 2022

[Online Meeting](#)

6:00pm - 7:30pm

Present: Genna, Kelly, Steve, Brenda, Becky

Call to order: 6:11pm

Opening - 6:00 PM

1. Kick-Off
 - 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. Adoption of the agenda - APPROVED
 - c. Adoption of August meeting minutes - APPROVE (with updated date)
2. Officer report backs
 - a. Chair - ABSENT
 - b. Vice-Chair
 - i. LSS wifi - LSS acknowledged that the guest wifi isn't working and they need to fix it. Good news is that LSS are trying to fix the wifi, and they were able to take Genna and J's laptop info and they are able to automatically connect. Genna will collect a list of laptop info and have LSS connect them.
 - ii. PWNO's printers - Genna's friend is almost done with one of the printers. We will get them back soon.
 - c. Secretary
 - i. Holiday calendar - Kelly sent the City's holiday calendar to J. No follow up at this time.
 - ii. Cleaning Google Drive -
 1. Check Financial Management Report link in the Budget report that Steve sent
 - d. Treasurer

- i. Came up with a new format. Steve's intention is to provide those same pages of summary notes. Will make modifications from month to month as needed.
 - ii. NRP - Steve needs to find out where this money sits and what constraints it might have. We should have that money to spend as we like and put into a revolving loan fund (\$52k). It's not PWNO's to use for other topic areas. Steve will clarify that with AriaH.
 - e. At-large members
- 3. Committee report backs
 - a. Executive Committee–Genna
 - i. The City wants a 2-year budget from us by Oct 31 (a broad overview of how we will be using funds)
 - ii. Steve and Dennis spoke; J and AriaH spoke; Steve and AriaH will connect tomorrow
 - b. Internal Affairs
 - i. Staffing Transition Plan
 - 1. Finalized job description for Director for Neighborhood Organization and Development
 - a. Becky: Direct Supervisor is Board Chair, and the Internal Affairs Committee is the acting "HR"
 - b. MOTION to approve DNOD job description. APPROVED
 - 2. Brenda working on PWNO Employee Handbook, specifically PTO
 - ii. PTO
 - 1. Christine from Stevens Square sent another email regarding PTO, overtime, health insurance, and holiday compensation. Brenda responded with her interpretation of the policy based on what was written (not what was "intended"). Steve referred Brenda to Mission Guardian for free legal advice.
 - iii. Will be setting up interviews with applicants for DNOD and making a decision by Sept 30
 - iv. Health Plans
 - 1. Decided that in 2023 we want to offer health insurance. J and Genna met with Gallagher (broker for MN Council of Nonprofits). They can get Benefits MN and marketplace. Alex, Brenda and Genna had a meeting about offering 80% employer and 20% employee coverage. Between now and December, offer \$230 per month to employees to put into their own HSA.
 - v. J's update: They will need to resign / send a resignation letter to SMCC / Stevens Square with two weeks notice. J wanted to give us the heads up that we will receive an email from them tonight SSCO still insists that the position ends Oct 8, not Oct 1. J wanted to ask about the resignation letter content.
 - vi. Alex and J had a performance review. It went well.
 - vii. Brenda completed the inventory of the office

- c. External Affairs -
 - i. Becky and J met
 - ii. J met with Jen
 - iii. They have not met as a committee. They will schedule something tonight
- d. Safety committee– Brenda
 - i. Sent report from September meeting
 - ii. Question from attendee: can a neighbor receive more than 1 packet of lights? Only 14 of 50 packets have been distributed. That person volunteered to ask if neighbors wanted lights. Meant for lighting front of house. Areas identified for priority: 22nd & Oakland, and near location for Spring Fest. Reserve 1-2 sets for the garden.
 - iii. Brenda reached out to folks who signed up from Spring Fest for Safety Committee, some indicated interest in lights
- e. Garden committee-Cristeta
 - i. Garden maintenance
- f. Events committee-Becky
 - i. Abandoned idea for Bridge Fest - couldn't find the area to hold it soon enough. Need more time to figure out logistics to host it on the bridge. Dallas did an informal pop-up on a city-owned lot. The City fenced the vacant lot. Neighborhood block permit wasn't allowed because resident's address didn't qualify. They will pick a day in August to host Bridge Fest.
 - ii. Fall Fest: ASI would like to host in the courtyard. Fall Fest is the same day as the community open house. J has ideas for vendors. Waiting to see what ASI's requirements are (e.g., whether we can charge Vendors).
 - iii. Do the Save the Date (no location)
 - iv. Once we have confirmation from ASI, can start with marketing materials
 - v. J will submit Save the Date to the Alley
 - vi. Once ASI confirms, we can have a general events meeting and delegate tasks / responsibilities
 - vii. We received \$2,500 from last year from ASI to spend on Fall Fest.
 - viii. Determine what part of their funding can they designate for entertainment and food
- g. Housing committee-Jen
 - i. No updates
- 4. Past business
 - a. Requests for Funds: Please submit to Exec via email ASAP for approval and start spending!
 - b. Phillips Clean Sweep - Sat, Oct 8
 - i. It has been difficult to get in touch with the planning committee. They have decided to condense the event to one site. It will be less of a Phillips West clean up because it will difficult to drag bags from Midtown to West.
 - ii. Kelly will be there
 - iii. Maybe: Becky, Steve

- iv. Every neighborhood chips in \$1,000. Usually it is the Midtown Phillips Neighborhood that we give the money to. Can Midtown send something formal to Dennis.
 - c. Policy review
 - d. Funding to contract someone to install lights (can funds be used this way?)
 - i. We can provide “volunteers” as an honorarium
- 5. New business
 - a. Proposal approvals
 - i. Funding
 - 1. Tech proposal - will get updated for next meeting
 - 2. MN Council of Nonprofits Annual Meeting (Oct 13-14): \$249 / person - no vote needed
 - ii. Staffing (E-Vote)
 - 1. Question 1: 7 votes. 4 for all three positions.
 - 2. Questions 2: 7 votes. 6 for hiring a contractor.
 - 3. Internal affairs committee will work on next steps
 - iii. Project (n/a)
 - b. Grant writing
 - i. Genna will help with the “about me” section
 - ii. Steve could help frame the technology / equipment / justify the need

Adjournment: 7:40pm