

Meeting Minutes 9/26/2016

Attendees: Sarah Sillers
Jeremy Schroeder
Charlie Ritt
Keith Dietzenbach

Jill Ridley
Sean O'Brien
Patrick Strahan

Guests: Michelle Chavez, Michael Wilson, John Quincy

Meeting called to order: 7:00PM

Minutes reviewed by board. The minutes were approved 7:01PM;
Motion made by Sarah Sillers and seconded by Patrick Strahan
Motion approved at 7:01PM

Agenda Item 1: Board Diversity Survey

All members of the board were given a survey to complete by Michelle Chavez which will help the city in identifying whether the neighborhood boards are diverse in a way that appropriately reflects the communities which they serve.

Agenda Item 2: Expired Contract

The board reviewed options for reallocating funds from expired contract #24424A. In order to close out and reallocate reimbursements will need to be submitted to clear out a \$6,000 advance received from the contract, which Courtney will complete. Following this \$51,206.53 will be available, 70% is required to be housing related. The approximate reallocation amounts for various areas proposed by the board are:

- 36,000 to housing related strategies
- 15,000 to Triangle Park
- 6,000 to graffiti abatement

After the numbers are finalized, residents will be notified and a public vote will need to take place at an in person meeting. Electronic notification is acceptable for this purpose.

Agenda Item 3: Staff Salary

The board discussed staff salary, Michelle will provide the board with a summary of other neighborhood coordinator salaries to be used for benchmarking going forward. Neighborhoods with comparable job duties would include NENA, Corcaran, and Field/Regina.

Agenda Item 4: Audit Review

Michael, the Boards audit and tax accountant, gave a review of the recent NRP/NCR audit. The findings resulted in a few takeaways for the board around documentation and financial roles which the board will assign out for review and updating. Additionally the board will need to ensure all 990s and meeting minutes are posted on the board website.

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Agenda Item 5: Audit Result Actions

The board assigned out processes and documentation for review and updating based on the audit findings. The assignments were as follows:

- Employee Documentation and Procedures
 - Sarah Sillers, Patrick Strahan
- Accounting Documentation and Procedures
 - Sean O'Brien and Keith Dietzenbach
- IT Documentation and Procedures
 - Charlie Ritt
- Board Documentation and Procedures
 - Executive committee

Agenda Item 6: Financial Review

The board reviewed the annual tax filings and unanimously approved.

Agenda Item 7: Annual Meeting

The board discussed the agenda for the upcoming annual meeting. Presentation to be finalized by Sarah and Jeremy. The board will show up at 6:30 to set up for the event, which begins at 7. The goal for the meeting will be to create a better brand for the board, generate interest in what we do to better engage the community. The outcomes the board is aiming for are to revitalize some of the committees by drawing in new members, and recruiting new, engaged board members to fill open seats. It was proposed that following the annual meeting a mailer be sent to the neighborhood giving an overview of the neighborhood association's achievements throughout the year. Additionally a survey of residents may be conducted to determine areas of interest for the boards 2017 goals.

Agenda Item 8: Treasurer Role

Based on the new requirements expected for the role of treasurer based on the Audit findings, Jill has stepped down from her role as Board Treasurer. The board voted and unanimously appointed Sean O'Brien to fill the vacancy.

Committee Updates

- **Neighborhood Safety and Engagement:** Margaret is unable to oversee the upcoming meeting, Keith and Jeremy will stand in.
- **Picnic in the Park:** No Update
- **Frost Fest:** No Update
- **Triangle Park:** The committee is in the process for applying for a grant from the Hale Foundation.

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- **Garage Sale:** No Update
- **Business Association:** The board will advertise the business associations upcoming luncheon over social media to assist in drawing in new members.

New Business

- **Emails:** a call was made to all board members to ensure timely responses are sent to all board emails.

Meeting adjourned: 9:15pm
