



NORTHEAST COALITION
OF NEIGHBORHOODS

**NECN Board of Directors Meeting
Tuesday, March 17, 2015
NECN Office – Conference Room
Approved Minutes**

Meeting Attendees

Board

Alan Silver, At-Large, President
Louie Brown, At-Large, 1st Vice President
Margo Dobbertin, King Rep., 2nd Vice President
Jaime McGeathy, Concordia Rep., Recorder
Robert Bowles, At-Large, Treasurer
Katie Ugolini, Concordia Rep., Parliamentarian

Luke Groser, Woodlawn Rep., Exec. At-Large
Joan Ivan, Eliot Representative
Rachel Lee, Sabin Representative
Shirley Minor, Woodlawn Representative
Dave Johansen, Alameda Representative
Paul van Orden, Eliot Representative

Staff

Damon Isiah Turner, Executive Director

Guests

Mark Fulop, Consultant
Anjala Ehelebe, Clean-up Coordinator

Meeting called to order by Alan Silver at 6:37 pm

Administrative

Minutes and Agenda

Addition of Café Fix-it to the Agenda under New Business
Remove Pembina Update
Addition of ONI grant language

Motion: Robert Bowles moves that we accept the agenda, Katie Ugolini seconds

Vote: passes unanimously

Minutes to be amended with the following changes:

Update Meeting Adjourn time to 9pm

Under NNNHA section, change comment from Diane to Rachel about changes happening under the advisory committee.

Change Paul van Oden to Paul van Orden

Fix spelling of Dave Johansen's name

Motion: Katie Ugolini moves that we approve minutes as amended, Alan Silver seconds

Vote: passes unanimously

Board Committees

Personnel

Personnel committee only has 3 people and needs some more people to serve while we are going through staff hiring, working with the new Executive Director (ED), Board redesign, and elections. Luke, Joan, and Katie (part time) are the current members. Margo wants to join this committee.

Motion: Alan Silver moves that Margo Dobbertin join the personnel committee. Luke Groser Seconds.

Vote: Margo Dobbertin abstains, motion passes.

Assessment

Margo talked to Mark Fulop about his contract. We are signing a new contract with him through the end of June. They discussed prioritizing Board redesign, policies and procedures, and fleshing out new Board. Helping establish shared understanding of what it means to serve on the Board. Board redesign changes likely won't happen until the end of summer or the beginning of fall.

Suggests taking the assessment, review the items, and ensure we have Board members attached to each of the tasks. Would like to do a call for volunteers through email. Most recent version of the assessment is on the web site.

Nominating

Currently Robert, Luke, and Katie are on the committee.

Later this month they will review last year's process, update as needed, then take the process to the Executive Committee.

Finance

No update tonight. More information soon, they are still reviewing the budgets and the ONI grant for next year.

Rules

Meeting Friday. Decided to postpone working on bylaws until we have done strategic planning. Rules will be reviewing policies and procedures as they are developed by Mark.

SALT

New commander of the north precinct command center will be coming in to talk at the meeting. OLCC will also be there.

Drafting a letter related to the comp plan to bring before the Board next month.

LUTC

Will be reviewing a letter regarding the transportation safety plan at their next meeting. Will be talking about creating a letter around the Pembina facility.

Comments on the comp plan have been signed by Alan and submitted.

Board members that are not currently on a committee need to join one.

New Business

New Executive Director

Should write a press release/announcement about the new ED. Alan will draft.

Damon notes that staff is stressed as we have been understaffed for quite some time. He has been visiting the Neighborhood Association (NA) meetings to let them know he is here. When we publicize that we have a new ED more people may start contacting NECN, but we are not yet staffed up. He would like the public announcement pushed a bit later in the process.

It has been soft announced. It's on the website. ONI knows and the NA Chairs know.

Board Consultant

Mark was approved through March 15th to transition Damon, but as a fixed price contract there are a few things to wrap up and so that will continue over the next couple of weeks.

Working on job descriptions, basic policies and procedures, and organizational redesign for March/April timeframe. Wants Board redesign on the next Board meeting so we can discuss.

Has not yet started on the Board assessment contract. Some of the policy and procedure work is relevant to that contract.

Board Composition

Damon Isiah Turner has resigned from the Board and is the new ED. Diane Benson has also resigned as she will be traveling. Jordan Davis is moving and so she will also be resigning. Jaime McGeathy will be leaving at the end of her term in June to free up time for school.

We need a new time keeper for the sessions.

Fix-it Café / Repairs Café

Shirley thinks something like this would be a nice event for Woodlawn. It's a free event, about 2 hours long, volunteer, where they fix small items including some seamstresses. Thinks some other NAs might want to host one of these events. She found them very efficient and professional.

Robert thinks this might be run by Community Sponsored Everything on Alberta. They do these about once a month.

Discussion with new Executive Director

Staffing Structure

Mark and Damon have had some discussions around the staffing structure. They will be posting the Neighborhoods Program Manager position on Thursday with a hopeful hire date of May 1st. They serve in a supervisory role to the other positions so we want this person to be a part of those hiring decisions. Expect to have the other positions posted April 2nd and hired by June 1st.

HR Contracting

Mark has looked into some options for a HR consultant to review staffing and policies/practices. Reviewed bids from 3 sources: Pacific HR, SCORE, and an independent HR consultant.

Pacific HR seems to be the best fit for what we need and the best price. Mark recommends empowering the ED to contract with Pacific HR. Recommends a contract not to exceed \$2,000 for: Review employee handbook, review job descriptions and staffing structure, create evaluation system for employees. This includes rewrites.

Loulie is a little concerned that the bid is low as this would only be about 21 hours of work. Mark notes a lot of this stuff is boilerplate from her previous nonprofit work. The hours should be sufficient.

Motion: Luke Groser moves that the Board empower the ED to contract with an HR consultant, of his choosing, to:

- **Review and revise employee handbook**
- **Review job description and staffing structures and make recommendations**
- **Create evaluation system for employees**

Spending no more than \$2,800. Jaime McGeathy seconds.

Vote: Passes unanimously

Neighborhood Cleanups

Anjala gave an update on the clean-ups. She has info from 11 out of the 12 neighborhoods. She will type up a list of best practices to send to the clean-up coordinators. She will also send out links and resources from the city. The NAs would like NECN to print out post cards with the information for the cleanups, when they are, what they can and cannot accept. She is working with Damon and Mark to see if there is budget for it this year. As a best practice next year she will recommend that the NAs build a budget that includes money sent to NECN to print and mail the postcards.

The NAs have access to the city printer's office which has very inexpensive printing. Anjala will let the NAs know. Any bulk mailing would have to go out very soon. In 2012 it cost about \$3000 to print and mail the postcards from NECN.

Suggests in the future it might be good to have a roving group of people that help at the various clean-ups. Would be good community building. Some of the NAs might be able to contribute to the cost from their communication funds if we do it. NAs that do their own mailings might not want to contribute.

NECN may not have the budget for this. Rachel notes that our current budget will cause a gap in future years. Alan notes that the NAs will not use all of their communication funds, so some of this might come from that money. Last year there was \$1000 unspent. Currently \$2800 out of \$12,000 has been spent, but this will go out as we get closer to the deadline to submit reimbursements.

Neighborhood Communications Grants

Damon reviews the communication fund grants. Each NA gets \$1000 for communications. They have to submit a budget and request reimbursements. So far 7 have submitted their packets.

Some NAs do not have any funds to be able to do communications and then ask for a reimbursement. Vernon for example. Concordia would potentially be willing to partner with Vernon and publicize their events in the Concordia news. Alan suggests that when we sign up neighborhoods next year to ask them about the process.

Margo notes that we need to decide about the cleanup postcards and that the communication billing may not be as time sensitive as it appears.

Jaime notes that we cannot count on communications funds being left over to pay for the mailers and the budget is already in deficit.

General agreement NECN would like to do the mailers and find a way to do this next year, but we don't feel we have time to raise money or do it effectively this year.

Other Operations Issues

Small Grants

Six grants were given out at \$2000 each.

ONI

We need a Board member to go to the ONI Director's and Chair's meeting. Paul van Orden volunteers to go to the next one.

Rachel asks about the definition change of under-engaged communities that removed groups that were in it before. Damon will look into that particular question. Working families with children and seniors appear to be removed. Paul will ask ONI about the change tomorrow.

Fall Anniversary Celebration

40th year celebration. Do we want to move forward on having this for October? We have money down already. We would need to hire an event planner and do a lot of work to get this ready.

It's a networking/community event that accepts donations. It's not a fundraiser, due to it being an ONI paid event. If paid for out of our savings we can turn it into a fundraiser. Damon has started to talk to event planners. Margo thinks we should see how much this will cost. Damon to bring numbers back to the Board.

Neighborhoods Program Manager

This is posting soon. Review of the salary range for the posting and job requirements. \$38,000 - \$42,000/year.

Motion: Louie Brown moves that we post the Neighborhoods Program Manager position with a salary range of \$38-42k/year. Robert Bowles seconds.
Vote: passes unanimously.

Meeting adjourned at 8:20 p.m.

Minutes taken by Jaime McGeathy, NECN Board Recorder.