

**Meeting Minutes**  
**Lowry Hill East NRP Steering Committee**  
**Wednesday, January 3, 2007**

Meeting held at Intermedia Arts, 2822 Lyndale Avenue South

Submitted by Caroline Griepentrog

**Committee Present:** Judy Schwartz, Leslie Modrack, Stacy Woods

**Additional Attendees:** Ken Kalina (LHENA Board), Steve Benson (LHENA Board), Caroline Griepentrog (Staff)

**Call to Order:** The meeting was called to order at 7:10pm as a Committee of the Whole (COW), due to lack of quorum.

**Approval of Agenda:** Addition under Secretary's Report of Kathryn Moore. Suggestion to move Other Business to follow Treasurer's Report, and Committee Reports to follow that. Ending with Phase II Planning discussion. Agenda approved by the COW.

**Secretary's Report:** Consideration of December 6<sup>th</sup> minutes. Approved as a COW; to be forwarded for approval by the full S.C. at the February 7<sup>th</sup> meeting.

Kathryn Moore: A letter was sent following the December meeting to inform Ms. Moore of her absences and the S.C. attendance policy. She was notified that if she did not attend the January meeting or contact the LHENA office, the S.C. would accept this as her resignation. She did not respond, and the COW voted to accept her resignation. Leslie Modrack moved, Judy Schwartz seconded. Election of Vice Chair should be added to February meeting agenda.

**Treasurer's Report:** November financial statements were distributed. One new item to note for future statements will be the change in telephone service. The fax line has been cancelled and the number of services on the remaining telephone line reduced, thereby greatly lowering the monthly cost.

Noted that year-to-date expenses are within \$586 of budget. Ken Kalina called attention to a few lingering numbers from the balance sheet. There is an unidentifiable receivable of approx. \$8,000 and also \$18,075 of deferred revenue that appears to have been spent, per NRP's records. Staff, accountant, past accountant, and treasurer are looking into and hoping to resolve situation.

Possible to look for cancelled checks to prove items spent? Will look into.

Perhaps check with Kevin Kinneavy, past LHENA-NRP treasurer. May provide insight into problem.

Discussion of 2007 Budget: Items were reviewed and increased/reduced according to actual spending of 2006 in combination for projected spending in 2007 with the Phase II planning expenses in mind. Final budget to be approved by the LHENA Board and presented at February Meeting.

**(Item Moved) Other Business: Call to Convene Personnel Committee:** Judy Schwartau provided two handouts: LHENA Personnel Policy Addendum and LHENA Staff Job Description. Personnel Committee to meet to approve addendum and perform staff yearly review. Will report back on this at February meeting.

**Committee Reports: Housing:** Historic Preservation: Phase A: CEE checked in with question on one property. The owner submitted bids for only a portion of the work originally approved in scope. CEE wanted to make sure LHENA-NRP okay with proceeding. Leslie Modrack moved to approve moving forward this application for 2616 Colfax. Stacy Woods seconded. Motion passed by COW.

Historic Preservation Phase B: Received 11 or 13 applications out of 119 eligible properties. Architects to review/rank applications on 1/27/07.

CEE Report: OK.

### **Phase II Planning:**

Phase I Evaluation going to Policy Board on 01/22/07. Phase II Participation Agreement to be approved by NRP Director. Note: ask Robert Thompson to change wording from "several" visioning sessions to "two" or "a couple," since won't have time/involvement for more than two.

Visioning sessions to be held on Wednesday, 02/28/07 and 03/20/07, both at 7pm. Need to get recap of first session into March Wedge newspaper. Sessions designed to be identical, so participants only need to attend one.

At Annual Meeting, need to highlight NRP Phase I success stories.

For visioning sessions, should create a one-page handout which lists items such as:  
Total Phase II funding allocation  
Percentage which must spend on housing and remaining amount for other strategies  
Concepts/missions (check with Robert Thompson for other handouts)  
Perhaps, list of items that didn't make it last time  
Important dates, such as: 4<sup>th</sup> Wed in Sept: Final Community vote meeting, October Board meeting for approval.

Going to promote in Wedge newspaper. Email to lists of previously involved volunteers. (Mail out several times). Send postcard to interest list after 1/22: thank for past participation; 4 up; list four important dates: two visioning sessions + Annual Meeting + September community vote. Use purple cardstock with black lettering. Be sure to include website.

Survey Brainstorming: Start with comments from Phase I survey for Phase II survey. Cite as (comments) (ideas)? Let people know can just write down ideas. Provide a few examples/questions to get people started. Should be short and concrete. Ranking: 1, 2, 3, 4? Maybe mention five Phase I task forces, maybe not. Five questions with room to expand?: people will turn off if too long (longer than two minutes).

On next agenda: try to start visioning session and survey planning between 7:15 and 7:30pm to ensure enough time for discussion.