



Lowry Hill East Neighborhood Association
Wednesday, November 28th, 2018
6:30pm-8:30pm
2909 Hennepin Ave S

Board members present:

Dana Allison
Alex Bowen
Alicia Gibson
Joe Huber
Kari Johnson
Katie Jones
Bernadette Knaeble
Joe Knaeble
Patty O'Keefe
Rachel Usher
Katlyn Flannery

Board members not present:

Staff:

Paul Shanafelt
Scott Melamed

Members Present:

Saralyn Romanishan

Meeting Agenda:

- Call to Order & Welcome - Katie Jones
 - Expectations:
- Approval of September Meeting Minutes

Minutes approved unanimously.

- Approval of Agenda
Agenda approved unanimously.

- President's Report - Katie Jones
 - LHENA accomplishments
 - Strategic Plan process
 - Discussion point: feedback process is expected for the board and for the neighborhood.
 - Discussion point: Clarification that the strategic plan will be in effect through 2020.
 - Discussion point: our strategic plan will include an ability to incorporate the goals of the organization as it evolves over the next couple of years.
 - Task force will consist of Gibson, Jones, Shanafelt with Usher, B. Knaeble, Flannery, and Johnson assisting.

The Board unanimously adopts the strategic plan process as described in the written document provided to the board and amended during the meeting to include committees in the input gathering period. *Plans are listed at the end of the minutes document.***

Board unanimously votes for this to be a joint staff-board committee with the Executive Director participating in the task force.

- Annual meeting planning
 - Discussion point: the planning has begun and hopes are to clarify the process.
 - Discussion point: should the nominations be open at the meeting?

Board unanimously moves that the annual meeting will be directed by the Executive Director, overseen by the Executive Committee, with delegation to appropriate committees and staff.

- VP Report - Bernadette Knaeble
 - Theory of Change update: another round of visuals / flow chart has been provided by CRC for board members to look at as homework.
 - Have the values and priorities been captured?
 - Do the paths make sense regarding the flow?
 - Graphic design feedback also needed.

Board moves to have the board respond via a survey with the questions listed above and any other that B. Knaeble and Shanafelt decide is useful, and to use a shared Google Doc where board members can comment on specific items about the draft theory of change document.

- Culture of Expectations discussion: B. Knaeble suggests we adopt three expectations that reflect a core of our values for how we interact with another that is used and added to as needed, which will be added to the theory of change survey.
- **Motion E:** Project/Event Evaluation Policy
 - Discussion point:

Board unanimously adopts the following policy.

LHENA will monitor events and projects in order to track all costs and successes. All individuals and committees conducting programs and events on behalf of LHENA, or with LHENA funding, will report all requested data within a reasonable timeframe during or shortly after the completion of the program or event.

- Treasurer's Report - Joe Huber
 - LHENA financials & the City:
 - Every January the city gives the organization an advance of the \$10,000
 - Large, unusual expenditures have to be paid in advance. Our accounting firm and Propel Nonprofits suggests that we have a line of credit available to make these kinds of expenditures and to protect the organization from any miscommunications or errors from the city funding program.
 - **Motion B:** Approval of treasurer's report
Board unanimously approves the treasurer's report.
 - Committee budget exercise reminder
- Executive Director Report - Paul Shanafelt
 - Discussion point: the holiday party location in the basement may not create the welcome environment. **Action item:** improve signage and have board members greet at the top and/or bottom of the stairs.
- Community Outreach Manager Report - Scott Melamed
 - Committee event dates/community calendar: seasonally / quarterly there will be a poster-sized calendar and additionally there will be half page for committees that can be inserted into a page folded in half that is focused on the organization as a whole. The idea is to have these out at local businesses. Print to every household mailed newsletter funded with advertising will go out in March.
- Neighborhoods 2020 Work Group
 - Input/action needed from board: request that board members make it to one of the five work group feedback sessions. Most board members plan to make it to at least one meeting.
 - Questions from the board
 - Comments can be emailed in lieu of attendance.
- Committee Motions*

- Dominium project letter of approval - Alex, Zoning & Planning
 - Discussion point: what items from our letter can be moved into what we would require from a developer in order to get our approval. Z&P is developing a template that would guide developers as they approach LHENA with
 - **Amendment: add item “Encourage a reduction in parking.”**
abstention: 6
- Motion C:** Dominium project letter of approval - Alex Bowen, Abigail Johnson, *Zoning & Planning*--passes: **2 nos, 2 abstention**
- Revising Loan Programs - Kari Johnson, Finance
 - Discussion point: the point is to make the loans more attractive, and to align with industry standards.
 - Our businesses benefit from having 20% versus 25% matching and a lower interest rate.
 - Discussion point: how can we leverage these loans to make changes for climate resiliency.

Motion D: Board approves unanimously to adopt the recommended changes.

Commercial Loans: Terms decreased to 10 years from 15 years; 20% match required, down from 50%; remove LHENA approval as this work is already approved by CEE.

3% Closed End Low-Interest Loan Program: Terms decrease to 10 years from 15 years; eligible improvements to include accessory dwelling units (ADUs); addition of the requirement for more than one bid from a qualified, licensed contractor for projects over \$10,000 at the discretion of CEE.

Multifamily Loan Program: Terms decreased to 10 years from 15 years; inclusion of 2+ unit multifamily properties within the Lowry Hill East neighborhood (*currently 5+ units*); eligible improvements to include accessory dwelling units (ADUs).

- Committee Projects/Events Needing Volunteers or Board Input
 - Jefferson School Recycling volunteer request
- Committee Q&A
 - Discussion point: there is some confusion about what needs to be included in the committee budget requests.
- New Business & Announcements
 - Holiday party + winter clothing donations
 - Community Connections Conference: happening Feb 2, 2019
 - Input requested about whether we think there should be a Hennepin Open Streets from early June or end of July: general agreement that there is support

- Feedback: zero waste, space the Lyndale and Hennepin as far apart as possible.
- Adjourn: ended 8:49pm

**The LHENA Board voted to approve sending a letter of support to City for the Yellow Tree development project via digital vote. Nine votes for, one against. Plans were presented at the October Z&P meeting, and board votes were tallied on October 28th. Z&P submitted the letter of support motion to the board.*

****LHENA Strategic Planning Process**

What it is:

This process is the development of a document that establishes the direction of LHENA. Above all, it will result in a mission, vision, and organizational strategic activities to achieve the former. It may also include SWOT analysis, goals, theory of change components, and action plans.

Goals of the process:

- balance inclusivity with practical time and capacity constraints of staff, the board, and members
- develop a strategic plan to be unveiled at the Annual Meeting (such that new board members do not walk in the middle of the process)

Process deliverables:

- Mission statement (current or new) – says what we do
- Vision statement - says what we want to be
- 3-5 strategic activity areas - 3-5 big steps to realize the vision

Task force:

A task force of 3-5 board members will head up the planning, facilitation, engagement, feedback review, and writing of the plan. Task force members must have the time and capacity to dedicate a minimum 4-6 hours/month extra through the March board meeting to provide sufficient support of this process. Task force members should establish roles within the group as they deem necessary (i.e. chair, scheduler, lead writer, lead workshop planner, etc.)

Considerations:

1. Understand Theory of Change outputs
 - a. Do we need to revise mission?

- b. Has the ToC helped us to create a vision statement?
- 2. Strategic activity examples
 - a. internal policies/procedures
 - i. Improve our operations
 - 1. Document clear policy for approving expense
 - ii. Strengthen our financial plan
 - 1. Investigate opportunities for diversifying funding
 - iii. Educate board members
 - 1. During onboarding, explain history, mission, and strategies to each new member
 - b. external
 - i. Develop new programs and services to push the envelope of resident community building
 - ii. Maximize our business relationships
 - c. Strategy screen – if, in a year from now, something bubbles up that seems to warrant adding to our list of strategies, this screen is a list of criteria that help us make that determination.
 - i. example:
 - http://www.minnesotanonprofits.org/about-mcn/MCN_Strategy_Roadmap.pdf