



Westside Neighborhood Association Board Meeting Agenda March 20, 2014

Time	Topic	Lead
6:30 P.M.	Call to Order	Casavant
6:31 P.M.	Approval of Agenda	Casavant
6:31 P.M.	Guest Presentation Bob Perialis, BWL Governmental Affairs and Community Relations	Casavant
6:49 P.M.	Approval of February 20, 2014 Minutes	Fauson
6:50 P.M.	Old Business <ul style="list-style-type: none"> Action Items from last meeting 	Casavant
6:55 P.M.	New Business: None	
6:55 P.M.	President's Report	Casavant
7:00 P.M.	Treasurer's Report <ul style="list-style-type: none"> WNA Financial Policy 	Boehme
7:10 P.M.	Fiesta <ul style="list-style-type: none"> Date 	Boutell/Hecksel
7:20 P.M.	Yard Sale	Cunningham
7:21 P.M.	Grants	C. Nelson
7:22 P.M.	Riddle Elementary School	Fauson
7:23 P.M.	Sexton High School <ul style="list-style-type: none"> Plan to facilitate neighborhood meetings to discuss issues related to Sexton 	Knight
7:35 P.M.	Newsletter	Boutell
7:36 P.M.	Voter Education/Civic Engagement	Kovacik
7:36 P.M.	Westside History	Gracia-Wing
7:37 P.M.	Communications	Gracia-Wing
7:38 P.M.	Summer Event	Casavant
7:39 P.M.	Crime and Safety	Payne
7:39 P.M.	Community Engagement	Alicea
7:40 P.M.	RACER Trust	Quick
7:40 P.M.	Neighborhood Improvement	Holland
7:41 P.M.	Parks and Recreation	Stevens
7:42 P.M.	MLK Garden	C. Nelson
7:43 P.M.	Annual Meeting	Knight
7:44 P.M.	Business Promotions	M. Nelson
7:45 P.M.	Places of Worship	Open
7:45 P.M.	Fun Committee	Casavant
7:46 P.M.	Good & Welfare	Casavant
7:55 P.M.	Adjournment	Casavant

EXCUSED BOARD MEMBERS: Tim Kovacik, Joe Quick, Jackie Payne

KNOWN GUESTS: Presentation by Bob Perialis, BWL Governmental Affairs and Community Relations

OLD BUSINESS

Action Items from February 20, 2014 Meeting:

- **Committee chairs and executive board members** to create a statement of purpose and goals for the year to be presented at the March board meeting.
- **Fauson** to update board contact info directory.
- **Holland** will coordinate with Boehme to issue and deliver check in the amount of \$350 to the City of Lansing for trees.
- **Boehme** will make clipboard sign-out sheet for St. Joseph Park storage facility.
- **Stevens** will follow up with Casavant to learn more about the proposed art project at RACER Trust and contact the MSU group interested in doing the project.

NEW BUSINESS: None

PRESIDENT'S REPORT

Goal Statement: It is my intention to serve as president of the WNA board for one term. During the coming year it is my goal to work with committee chairs to create documentation for our policies and procedures, as well as ensure we have guiding documents for our regular activities. I would also like to revisit our bylaws to ensure they are in line with current best nonprofit practices and will work for the organization moving into the future, especially with regard to leadership succession planning.

TREASURER'S REPORT

Report attached as separate file.

Item for discussion: WNA Financial Policy (2014-03-15 draft)

1. For this policy, two people are "related" if they are immediate family members or if they reside in the same household.
2. The Treasurer will keep WNA funds in federally insured accounts at a single financial institution (or, for a reasonable period while transitioning from one institution to another, at two financial institutions).
3. Two unrelated members of the board will have authorized access to WNA accounts: the Treasurer, and (in descending order of priority in case some members of the board are related to the Treasurer) either the President, Vice-President, Secretary, or a non-officer Board Member.
4. Checks disbursing WNA funds may not be signed by the recipient or by anyone related to the recipient.

FROM THE SECRETARY'S DESK

Goal Statement: My goal is to stick to the following timeline when it comes to preparing board packets and minutes so that I have information to you in a timely manner.

—Thursday before meeting: E-mail reminder to board requesting items for packet.

—Sunday before meeting: Deadline for board packet items.

—Tuesday before meeting: Board packets prepared and e-mailed to board members.

—Tuesday after meeting: Minutes prepared and e-mailed to board members.

FIESTA COMMITTEE

Purpose: To plan and execute a successful Fall Fiesta.

Goal: Fun, well attended event that raises money.

Update: We have confirmed that John Putnam will take on planning the Silent Auction.

Next Steps: Identify a location (preferably in the neighborhood); set tentative dates (to be discussed at March board meeting).

YARD SALE: No report.

GRANTS: No report.

RIDDLE ELEMENTARY SCHOOL

Update: E-mail sent to Principal Marilyn Earley but have not heard back.

Next Steps: Follow up with phone call; contact PTA chair.

Goal Statement: May change after meeting to determine needs of school; for now, it's the same as what's on the WNA website—Establish and maintain a relationship with Riddle so that we can bring the neighborhood and the school into a better sense of partnership; help promote their events and activities; and make neighbors aware of needs at the schools (volunteers, supplies, etc.)

SEXTON HIGH SCHOOL

The committee will present a plan for facilitating neighborhood meetings focused on Sexton issues at the March board meeting.

NEWSLETTER: No report.

VOTER EDUCATION/CIVIC ENGAGEMENT: No report.

WESTSIDE HISTORY: No report.

COMMUNICATIONS: No report.

SUMMER PICNIC AND CONCERT

Goal Statement: The goal of the Summer Picnic and Concert Committee is to host a picnic that is free of cost to residents and welcomes at least 50 neighbors. This will be held in conjunction with Concert in the Park being held at St. Joseph Park on July 16, 2014. At the concert event, we want to impress our fellow Lansing residents with our warm and welcoming neighborhood.

CRIME AND SAFETY: No report.

COMMUNITY ENGAGEMENT: No report.

RACER TRUST: No report.

NEIGHBORHOOD IMPROVEMENT: No report.

PARKS AND RECREATION: No report.

MLK GARDEN: No report.

ANNUAL MEETING: No report.

BUSINESS PROMOTIONS: No report.

PLACES OF WORSHIP: No report—position open.

We discussed possibly rolling this into community engagement last meeting but no decision was made.

FUN COMMITTEE

Goal Statement: The goal of the Fun Committee is to create opportunities for social interaction with neighbors throughout the year. The committee will continue to promote the monthly social gathering, Westside Wednesdays, at Harry's Place on the second Wednesday of the month from 6:00 - 8:00 pm. If there is interest from neighbors, a Lugnuts group outing will be planned for August. Additional ideas for the coming year include walking and biking meetups, haunted yards walking tour in October, and caroling in December. All activities will be promoted through the WNA website, Facebook group, NextDoor, email list and the Westsider newsletter.