

**WESTSIDE NEIGHBORHOOD ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES—APRIL 17, 2014**

IN ATTENDANCE

Lisa Alicea, Josh Boehme, Danielle Casavant, Kimberlyn Fauson, Veronica Gracia-Wing, Paul Holland, Tim Kovacik, Maureen Nelson, Jackie Payne, Paul Pratt, Emily Stevens, John Stratton, Cheryl Williams-Hecksel

EXCUSED

Dan Boutell, Cathy Bacile Cunningham, Suzanne Knight, Cassandra Nelson, Joe Quick

GUESTS

Nancy Baker, Sexton High School Parent-Teacher Organization

CALL TO ORDER

Boehme called the meeting to order at 6:31 with quorum.

APPROVAL OF AGENDA

Fauson moved (seconded by Payne) to approve the agenda.

APPROVED

GUEST PRESENTATIONS

Nancy Baker from the Sexton High PTO introduced herself to the board. She reported that the current PTO has a very small membership. She expressed interest in forming a partnership between the PTO and the WNA so as not to duplicate efforts and better serve the Sexton students and staff.

APPROVAL OF MINUTES

Fauson moved (seconded by Stratton) to approve the March 20, 2014 minutes.

APPROVED

OLD BUSINESS

Action items were reviewed and discussed. Action items from Knight and Gracia-Wing will carry over to this month's list. Some members still need to submit a goals statement to Fauson.

NEW BUSINESS

Fauson submitted a board of directors meeting attendance policy. The purpose of the policy is to define the difference between an excused and unexcused absence from board meetings.

WNA Attendance Policy

1. Attendance shall be taken at each Board of Directors meeting and recorded in the minutes.
2. Absences shall be classified *excused* or *unexcused*. An excused absence is defined as one in which the director contacted the secretary to notify him/her of the absence at least 24 hours in advance of the meeting.
3. Directors unable to attend due to an emergency that occurs less than 24 hours before the meeting shall contact the president (or, in the case of the president, the vice president) as soon as they are able. The president may excuse these members on a case-by-case basis.

Fauson moved (seconded by Payne) to adopt the WNA Attendance Policy.

APPROVED

PRESIDENT'S REPORT

- The board agreed by electronic vote to approve the creation and installation of the welcome sign at Lenawee Street. The cost is \$758 with \$650 covered by our approved Mayor's Grant.
- Casavant was contacted by the Lansing State Journal to comment on the pending sale of Fire Station #7 and reiterated the points that our board agreed on in 2012. She has e-mailed Lansing City Council member Quinney to ask for the committee meeting schedule for this topic and has received no response.
- The Lansing Neighborhood Council is holding a forum on Tuesday, April 29, for neighborhood leaders. Teresa Szymanski, Chief Operations Officer of the Lansing School District, will be speaking about the recommendations of the Facilities Task Force. Fauson and Knight will be attending; Payne expressed interest in attending.

TREASURER'S REPORT

- Boehme submitted this month's report to the board. Gracia-Wing reported that the funds allocated for the BEA Christy dinner do not need to be disbursed since she did not attend.
- Boehme still needs to change passwords on financial accounts due to Heartbleed.

FIESTA

The Irish Pub is still not open. The committee will come up with an alternate location if the pub is still closed in June. It was suggested that we determine the location by the June newsletter; Hecksel will consult with Boutell on this. We could also possibly use the space even if the kitchen is not operational by having the event catered and getting a temporary liquor license.

YARD SALE

The Facebook poll conducted on May vs. June dates was even. The pros and cons of different dates were discussed.

Gracia-Wing moved (seconded by Stratton) to hold the sale June 27-29 contingent on Boutell being able to get newsletter out a little earlier than typical.

APPROVED

GRANTS

No report.

RIDDLE ELEMENTARY SCHOOL LIAISON

Fauson has been in contact to set up a meeting with Jen Knapp Long, member of the Riddle PTO, and is hoping to set up a meeting for the end of April or beginning of May.

SEXTON HIGH SCHOOL LIAISON

- The Sexton PTO is happy about the facilitated forums for neighbors and Sexton students and staff. Because the school year is winding down, May is not an ideal time to hold these forums and they will likely be moved to August and September.
- Teacher Appreciation Week is May 5-9; Gracia-Wing would like to provide breakfast for Sexton staff one day that week. She plans to send an e-invitation and a simple paper invitation in staff mailboxes. She asked board members who are available that day to attend the breakfast.

Gracia-Wing moved (seconded by Hecksel) to appropriate funds not to exceed \$100 to provide breakfast to Sexton High teachers one day during Teacher Appreciation Week (May 5-9, 2014).

APPROVED

NEWSLETTER

The newsletter cost for the quarter was \$415.00. Postage costs have gone up now as well. Income from ads was \$280.00. The net cost was \$135.00.

VOTER EDUCATION/CIVIC ENGAGEMENT

No report. In the past the WNA has held candidate nights for school board, primary and general elections. It was suggested that we make candidate questionnaires available on Facebook and Nextdoor.

WESTSIDE HISTORY

No report.

COMMUNICATIONS

No report.

SUMMER EVENT

Casavant expects to call a meeting of those who expressed interest in this committee for late April or early May.

CRIME AND SAFETY

- Officer Penni Elton is the community officer that has been tasked to develop the School Watch program. The pilot will possibly begin in May. The program will put volunteers in high traffic areas before and after school. It was suggested that we update neighborhood members via Facebook and Nextdoor.
- Payne has invited LPD Chief Yankowski to attend the April Crime and Safety meeting to talk about recent shootings in the neighborhood. He will have an officer present to discuss.
- Payne proposed a budget for the Welcome to the Westside sign production, installation and unveiling.

Payne moved (second by Holland) to amend the previously approved allocation for the Welcome to the Westside sign from \$108 to \$250.

APPROVED

COMMUNITY ENGAGEMENT

- Alicea was going to apply for Spring Fling monies but it appears they might not be available this year. They may have been reallocated to yard clean-up from the ice storm. She will continue to investigate to see if these funds are available.
- Alicea would like to reach out to segments of the neighborhood that have been not been engaged. The Letts Spring Carnival (May 10) might be a good place to reach out to people. Another way to avenue for outreach might be through the churches and faith-based groups that border the neighborhood.

RACER TRUST LIAISON

No report.

NEIGHBORHOOD IMPROVEMENT

Trees will be planted April 28-May 1; holes need to be dug the evening before (April 27-30). Owners of the new trees will get a booklet that explains how to care for them. Volunteers will need to ask if neighbors want a tree before planting; if not, we will not plant. The original number of promised trees was 162; now we might be getting 274 trees. It's doubtful that we can dig that many holes in five nights. Volunteers might have to move storm debris or avoid specific some dig sites if debris cannot be moved.

PARKS AND RECREATION

- The new Lansing Parks and Rec activities guide just came out. Stevens highlighted the following activities: Kids Camp (pre- and post-camp daycare is available), baseball/softball sign-up, Letts Spring Carnival (May 10), Concert in the Park series.
- The Westside Neighborhood is now the official caretaker of St. Joe Park. The park's needs include picking up trash and limbs, getting ivy out of the evergreens and painting over graffiti. Stevens would like to plan a cleanup event in spring. We might be able to enlist the help of some Sexton student groups. The city will provide bags, tools and perhaps paint.

MLK GARDEN

No report.

ANNUAL MEETING

No report.

BUSINESS PROMOTIONS

Nelson is still working to update the directory. There is a utility that can be used to obtain businesses by geographic location; this might be a way to determine businesses not already in the directory. Businesses will not be listed in the directory unless they want to be listed. Another way to obtain new business listings is by outreach via our newsletter.

FUN COMMITTEE

- Westside Wednesday was well-attended last month; this event will continue as long as it's well-attended.
- Our WNA Lugnuts date is August 10. There is a superhero theme. The cost is \$10.00. Ticket sales will be cut off July 1. An article will appear in the June newsletter.

GOOD & WELFARE

The board discussed the pros and cons of assembling a board packet vs. giving an oral report at meetings. The board reached the following consensus:

- Fauson will continue to call for items prior to the meeting.
- If detailed information is needed to reach a decision, board members can submit background information to Fauson for inclusion in the board packet so that meeting time can be used for discussion and action.
- Members wishing only to make a brief report do not need to submit items in advance for the board packet.
- Fauson will create the agenda to allow committee chairs two minutes to give a report. Chairs needing longer than two minutes will notify Fauson that they need more time on the agenda.

ADJOURNMENT

Boehme moved (seconded by Payne) to adjourn.
Adjournment at 8:07 P.M.

APPROVED

ACTION ITEMS

- **Members who have not yet written goals statements** will e-mail to Fauson.
- **Knight** will e-mail board members absent from the March meeting to seek their support for the August and September forums between neighbors and Sexton students.
- **Gracia-Wing** will work with Alicea on sending a letter to places of worship.
- **Fauson** and **Knight** (and possibly **Payne**) will attend the LNC forum regarding the recommendations of the Lansing School District Facilities Task Force.
- **Boehme** will change passwords on remaining financial accounts.
- **Hecksel** will consult with Boutell on advertising the Fiesta in the June newsletter.
- **Fauson** will meet with Jen Knapp Long regarding the needs of Riddle Elementary School.
- **Gracia-Wing** will plan breakfast for Sexton High staff during Teacher Appreciation Week.
- **Kovacic** will help cut fruit for the breakfast.
- **The Summer Event Committee** will meet to begin planning the picnic and concert in St. Joe Park.
- **Payne** will make Neighborhood Watch fliers available at the Letts Spring Carnival (May 10).
- **Stevens** will plan a St. Joe Park spring cleanup event.
- **Gracia-Wing** will contact Sexton to see if any student organizations would be willing to help with the St. Joe Park cleanup.
- **Nelson** will contact Quick to learn about utility that might allow her to more easily update the business directory.
- **Casavant** will write an announcement about the Lugnuts game for the June newsletter.