

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

IN ATTENDANCE

Josh Boehme, Dan Boutell, Danielle Casavant, Cathy Bacile Cunningham, Kim Fauson, Cheryl Hecksel, Tim Kovacik, Cassandra Nelson, John Stratton

EXCUSED

Suzanne Knight, Maureen Nelson, Jackie Payne, Paul Pratt, Emily Stevens

UNEXCUSED

Lisa Alicea, Veronica Gracia-Wing, Paul Holland

GUESTS

None.

CALL TO ORDER

Casavant called the meeting to order at 6:30 without quorum. Quorum was met at 6:45.

APPROVAL OF AGENDA

Cunningham moved (Stratton seconded) to approve the agenda with the amendment that her committee reports and all business requiring a vote be moved to the beginning of the meeting.

APPROVED

APPROVAL OF MINUTES

Hecksel moved (Cunningham seconded) to approve the May 15, 2014 minutes.

APPROVED

OLD BUSINESS

The following action items still need to be addressed:

- **Members who have not yet done so** will write goal statements for their positions/committees and will e-mail to Fauson.
- **Gracia-Wing** will work with **Alicea** on sending a letter to places of worship.
- **Nelson** will contact Quick to learn about a utility that might allow her to more easily update the business directory.
- **Cunningham** will establish a budget to cover the costs of newspaper ads and map printing for the yard sale and ask for an electronic vote by the board.
- **Payne** will help set up yard sale signs.
- **Kovacik** will meet with Lansing City Clerk Chris Swope regarding upcoming elections and voter education.

NEW BUSINESS

- Many goal statements have been received, but others are still outstanding. Part of the purpose of goal statements is to determine what projects each committee will pursue throughout the year so that funding can be planned.
- Discussion was held regarding the process for anticipating projects that might need funding and the potential of developing a budget. One option is to review the annual report from the previous year to see what was spent. Another option is for committees to anticipate what

they will need by setting goals for the year. While there are periodic needs that present themselves and we want to be responsive to those needs, it would also be beneficial to identify projects early in the year in order to prioritize them.

- We might solicit input from neighbors on NextDoor and in the newsletter regarding potential projects that the WNA might fund.
- One project suggested by a neighborhood member was the grinding down of stumps from trees that have been removed from the easements in the neighborhood. The total cost of such a project is beyond WNA resources and also beyond that of the city's. There was discussion about seeing if the city could help identify a contractor that would give a discount to neighbors interested in stump removal. The WNA could consider matching a percent of neighbors' investments.

TREASURER'S REPORT

Boehme drafted an addendum to the WNA Financial Policy. The purpose of the addendum is to allow for the treasurer to approve small budget overages without requiring a vote from the board. The addendum is as follows:

5. If actual expenses exceed the amount approved by the Board, the Treasurer may, at their discretion, approve the reimbursement for the excess provided that the extra amount does not exceed the lesser of \$25 or 10% of the allocated amount (unless the Board explicitly specified a different limit -- or specified a limit of zero excess expense -- when approving the allocation). If the Treasurer declines to approve the excess reimbursement or the excess reimbursement exceeds the threshold, the Board may still approve the reimbursement as it would any other outlay.

Hecksel moved (Stratton seconded) to adopt this addendum to the WNA Financial Policy.

APPROVED

MLK GARDEN

- Construction of the shade and water structure is complete. The next step is to create and construct a sign.
- C. Nelson will get receipts to Boehme for reimbursement of shade/water structure materials up to \$100.

YARD SALE

- The yard sale is June 27-29.
- Cunningham asked for volunteers to put up signs prior to the sale and pass out maps on the day(s) of the sale.

Cunningham moved (Fauson seconded) to appropriate \$50 for printing garage sale maps.

APPROVED

WESTSIDE HISTORY

Fauson will contact Mike Schury to find out where he left off with scanning the history materials and resume that work.

PRESIDENT'S REPORT

Casavant stated that any board member who feels comfortable can respond to political and other general e-mails that come to the board's e-mail address. She reminded the board that our media cannot be used by politicians for campaign purposes. We can, however, endorse an

issue if we think it's good for our community. Discussion ensued regarding the reasons for taking such a conservative approach to the use of our media. The majority of the directors present indicated that they feel it's the best approach in order to prevent legal action or lose our nonprofit status.

FIESTA

- The Irish Pub may know as of June 20 if they will have funding needed to continue work on Pub. The delays in construction are of major concern to the Fiesta Committee.
- There is a meeting scheduled for June 25, at which point the committee will finalize the location.

GRANTS

The Welcome to the Westside sign grant is finished. C. Nelson will finalize the write-up.

RIDDLE ELEMENTARY SCHOOL LIAISON

This position is being eliminated due to lack of response from Riddle. If needs arise in the future, they can be addressed through the Sexton Liaison Committee, which we will refer to as the Schools Liaison position in the future.

SEXTON HIGH SCHOOL LIAISON

The Lansing Police Department's presence in the neighborhood on the last day of school was promising. Officers were patrolling in squad cars and on bicycle.

NEWSLETTERS

- The total cost of the summer newsletter was \$415.00. Ad revenue was \$280.00. The cost to the WNA was \$135.00.
- Putting the newsletter out early caused problems for some of our advertisers. Some advertisers either submitted a different ad or contacted Boutell to purchase ads after the copy had already been sent for printing. For this reason, Boutell can no longer honor requests to do the newsletter early.

VOTER EDUCATION / CIVIC ENGAGEMENT

- Discussion of upcoming elections led the board to the conclusion that it might be more useful for neighbors to have issues forums rather than candidate forums. The feeling around the table was that most voters have probably made up their minds regarding candidates, but might need more information before deciding on issues.
- The League of Women Voters and the Citizens Research Council might be good resources for organizing issues forums regarding upcoming ballot initiatives.

SUMMER EVENT

- Only a few people are registered for the picnic at this time.
- Bill and Jackie Payne have volunteered to bring their grill.
- Casavant will schedule a committee meeting for late June or early July.

RACER TRUST

A question came up as to whether or not WNA should provide refreshments for the upcoming Racer Trust forum. General consensus was that we would be willing to do so as long as Racer will reimburse us.

FUN COMMITTEE

- Tickets for the WNA Lugnuts outing are for sale until July 1. The outing is scheduled for August 10.
- Westside Wednesdays are still well-attended.

GOOD & WELFARE

None.

ADJOURNMENT

Meeting adjourned at 7:31 P.M.

ACTION ITEMS

- **Alicea, Boehme, Holland, Cunningham, and Kovacik** will write goal statements for their positions/committees and will e-mail to Fauson.
- **Fauson** will contact Mike Schury to determine where he left off with scanning Westside history documents and continue this work.
- **Fauson** will write a goal statement for the Westside History Committee.
- **Gracia-Wing** will work with **Alicea** on sending a letter to places of worship.
- **Nelson** will contact Quick to learn about utility that might allow her to more easily update the business directory.
- **Cunningham** will establish a budget to cover the costs of newspaper ads and map printing for the yard sale and ask for an electronic vote by the board.
- **Payne** will help set up yard sale signs.
- **Kovacik** will meet with Lansing City Clerk Chris Swope regarding upcoming elections and voter education.
- **C. Nelson** will submit receipts to Boehme for reimbursement of materials for the shade and water structure at the MLK Garden.
- **C. Nelson** will finalize grant report for Welcome to the Westside sign.