

**Concordia Neighborhood Association
Board Meeting Notes
November 13, 2012**

In attendance: Katie Ugolini (Interim Chair); Robert Bowles; Shadia Duery; Daniel Greenstadt; Paul Wilkens; Eric Gebbie; Ike Harris; Randy Chambers

Absent: Jason Hagen; Bill Leissner; Bart Church

Guests: Katy Asher (NECN); Bob Martinek (St. Michael's Lutheran Church), Gayle Booher (Social Committee)

Agenda:

Establish a quorum, approve agenda, review and reconfirm the meeting rules (listed below):

- 1) Quorum was established
- 2) Two additional items were added to the agenda: Discuss changing CNA Board Meeting dates so as not to conflict with Race Talks (Randy Chambers); Appoint new board members early (Paul Wilkens).
- 3) Due to the large amount of current Board vacancies, it was decided to approve and assign the four new attending members (Randy Chambers, Shadia Duery, Daniel Greenstadt and Eric Gebbie) to finish out the 2012 term.
- 4) Katy Asher from NECN reviewed ONI and CNA by-laws and determined this action was valid and within compliance.
- 5) A vote was taken and the four new 2013 board members approved. The meeting was closed and reopened with new board members participating and therefore a new quorum established.

Approve October Meeting Minutes

- 1) Meeting Minutes approved.
- 2) Treasurer's Report approved.
- 3) Robert is considering stepping down from Treasurer position. He asked board members to consider applying for his position.

Public Comment or Guest Speaker

- 1) Gayle stated that an American Legion neighbor donated \$50.00 for toiletry and hygiene supplies needed at the HIV Day Center. She is continuing to get donations from neighbors, community businesses and friends.

New Business

- 1) CNA election results & request for funds for Annual Meeting;
Election results reviewed
- 2) Board requests \$116.00 for Annual Meeting funds.
Request is approved unanimously
- 3) Grievance Report #2
Discussion is held. Paul provides background, Randy provides Grievance #1 background.
No action taken as the Grievance Committee made no recommendations. However, Policies and Procedures Committee will be meeting in December and will consider Minority Report recommendations and may bring to the Board for approval.
- 4) Media Team Transition – December Paper
Discussion focused on Media Team resigning. Board members spoke to the inappropriate nature of the editorial and letter published. For more, see Media Report.

The following actions were discussed and approved unanimously: a) Motion to approve that Belinda Clark, Signe Todd, and a guest layout editor (Ken Klepper) be given authority to edit and publish a December Issue of the Concordia News and that Belinda Clark be given the authority to act as the Business Manager (unpaid) until we can fill this position. Additionally, request to reduce the paper from 12 to 8 pages and to give the Acting Chair and one other Board member editorial review power before the paper goes to press in December; b) Motion to pay layout editor \$150 to lay out the December CNews using the freely available software Scribus. (NOTE: Due to Katie Transeth's resignation, we did not pay a Business Manager for the month of November, nor will we have this expense in the month of December); c) Motion to approve that the CNews spend a nominal fee to purchase 2 USB drives (AKA flash drives) for archival and in-use storage of the CNews. The expected cost will be about \$50; d) Motion to approve that the Concordia News NOT be published in January, so that the Media Team will have time to recruit members and develop Board-approved written policies and procedures regarding the purpose, content, editing, publishing, and distribution of the paper as well as reconcile the Media Team finances.

Ike and Randy expressed interest in an Interim Media Team to guide the review of articles in the paper

Work Plan to Move Forward, Including Priorities & Timelines

1. Prioritizing Finance Committee Tasks: The following items were listed as priorities for Finance Committee tasks:
 - Multiple signers for sign-off on financials
 - Creation of a Reimbursement form
 - Reconciliation of newspaper accounts
 - Financial control documentation, a "How To"
 - Timeliness standards for bookkeeping and reporting
 - Speed Bump money usage and/or reimbursements to neighbors
2. Board members were asked to prioritize the above tasks listed on a white board; a tally will be provided at next Board Meeting.

Chair asks Board if they want to add time to the agenda as it is 8:30pm. 15 minutes are added to the meeting. It is agreed that discussion of Policies and Procedures Committee and Establishment of Personnel Committee be tabled for next month's Board meeting and we use remaining Board meeting to focus on Action Items (Funds for Holiday Party).

Old Business

- 1) Holiday Party Update & Request for Monies
 - \$500.00 is approved for Holiday Party
 - Joint party with Concordia is controversial: Not everyone likes it. Ike requests he bring a choir from the Concordia and surrounding community to sing at the gathering; Katie will take the request forward to Concordia.

The meeting runs overtime. A total of 30 minutes was actually used, instead of the agreed upon 15 mins. Randy opposes the addition of minutes on principle that meeting agenda is too long to address in allotted time. Suggests that agendas be shorter or that once monthly meetings are not enough.

Meeting Guidelines

Stay within agreed time

Option: Decision to add time

Stay on topic

Option: Parking lot

Voice a solution if you voice a concern

Upgrade: Seek solutions to address ALL concerns

Avoid personal attacks

Upgrade: Notice and care about the effect your words have on others (e.g. hot buttons)