

**Whittier Alliance Board Meeting Minutes Draft**  
**December 16, 2021 6:00-8:00 PM**  
**Online Zoom Meeting**

**Present:** Cyndi Hovey, Stephanie Brown, Sydney Burroughs, Kami Brodie, Nick Hutchinson, Nate Rastetter, Daniel Perez, Brigid Higgins, Nate Broadbridge, Kate Davis, Danny Villars, Allison Bross-White, George Rishmawi, Shinjan Sengupta, Katie Heimer

**Absent:** Deja' Jendro

**Non-board Community Members:**

**Presenters:**

**Staff:** Kaley Brown, Robb Larson

**Call to Order** at 6:05pm by Kami Brodie

-The agenda is reviewed. **Motion to approve the agenda. Seconded. Motion passes.**

-The Standard of Conduct, Conflicts of Interest Policy, and Anti-Discrimination Policies are reviewed.

-The Board community agreements are shared and read aloud.

**A round of introductions is done.**

**Discussion question:** How are you today emotionally and/or energy-wise on a scale from 1-10 (1 = struggling/totally depleted, 10 = grounded/fully rested)

Given all that we have taken on and accomplished as a Board, what are you most proud of?

- The October board meeting where we convened the Nicollet Ave Steering Committee
- Eat Street Fall Arts Fest
- 2116 Nicollet Ave lot purchase and project steering committee
- Maintaining a presence during a pandemic
- Policy development
- How functional and prepared the board is
- Annual Meeting

In your experience what is one way you see us living our mission and values and how do you think we can carry that into 2022?

- Policy and budgeting work

**Secretary's Report:**

We have 16 active board members and just 1 vacant resident seat. So far, all meeting absences (4) in this board term have been excused by volunteer hours contributed in the month prior or following the missed meeting.

Board Attendance Tracking Summary Below:

As of October Meeting	
Zero (0) Unexcused Absences	16
One (1) Unexcused Absence	0
Two (2) Unexcused Absences	0
Three (3) Unexcused Absences	0

We encourage members to regularly review the attendance policy in the Bylaws to be sure you are planning ahead if you have a schedule conflict at any point during the board year; this will allow yourself the opportunity to convert the absence into an excused one with volunteer hours, if possible.

### Treasurer's Report:

#### October Ledger:

- Expenses were applied to both the 2020 (plywood art) and 2021 (Fall Arts Fest) MRAC grants in October
- 4071d Event Fundraising - includes gross income from Fall Arts Fest cookbook and beverage purchases; does not factor in costs that directly offset this such as paypal fees or the costs of purchasing the beverages from Prodigal and the store; those are on their respective expense lines
- 7273 Volunteer Recognition - mostly wells fargo session participant stipends + some fall arts fest expenses for volunteers (Stacey coded as "kmart" instead of "wells fargo" in the memo for some reason)
- 7549 Engagement Services - we didn't have any money budgeted on 7512 Eat Street Fest Expenses, so most event costs were applied here since we had a flexible budget for community events reserved for 2021 (over budget but these costs are covered by grants)
- 8213 Event Space Rental - this is where the City permit fees for the event were coded for alcohol sales and amplified sound

#### November Ledger:

- Both the 2020 and 2021 MRAC Grants are now spent down completely, which you will see on the first page of the November financials; reporting for the 2020 grant is complete
- 4079 Facade Grant / 4200 Program Service Revenue / 7010 Grants to Businesses - we finished processing for one facade grant in November
- 4071d Fall Fundraising - this GTMD payment came in directly through our website vs. on the GiveMN page; the payout for the rest of those donations (minus the GiveMN platform fees), \$1,246.55, will be reflected on the December financials with other end of year fundraising donations yet to come in
- 7549 Engagement Services - the second big chunk of collective expenses for 2020 and 2021 MRAC costs; I believe final items to be paid for Fall Arts Fest costs were processed 11/30, so we should be current now.

**Motion** to accept October financials. Seconded. Unanimous approval.

**Motion** to accept November financials. Seconded. Unanimous approval.

#### 2022 Budget

- The 2116 Nicollet Project Steering Committee budget was reviewed in detail and discussed.
  - **Q:** Is the idea that by the end of 2022 we'll be able to produce an RFP?
    - **A:** The scope of the committee is to release an RFP and make recommendations within 12 months, before the end of 2022.
  - **Q:** Which funding sources is the committee budget pulling from?
    - **A:** If needed, we can use NRP funding for consulting fees and community engagement. It will be a mix of sources; we hope to do some pre-development fundraising and grant applications. We cannot use City funding for costs related to ownership of the property, e.g., property tax and maintenance.
- **Motion** to approve the 2022 budget. Seconded. **Motion passes unanimously by a vote of 15-0-0.**

#### Policy Work & Neighborhoods 2020

- Staff concerns with the Employee Handbook were discussed.
- **Motion** to put together a small team of board members to review staff feedback to the Employee Handbook and submit revisions to the board by March 31, 2022. Seconded. **Motion passes unanimously by a vote of 15-0-0.**
- **Motion** to approve 11 policies. Seconded. **Motion passes unanimously by a vote of 15-0-0.**

**Acting Committees**

- **Housing and Land Use**
  - All information is in the cover memo.
  - Next meeting will be Tuesday, January 18.
- **Community Engagement**
  - All information is in the cover memo.
  - Next meeting will be Wednesday, January 12.

**Motion to adjourn at 8:07 PM. | Minutes respectfully submitted by Robb Larson.**