Attendees

*Board members and staff present marked with “X”*

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| --- | --- | --- | --- |
| Ben Osborn – Vice President  | X | Katie Krisch - Treasurer | X |
| Courtney Laufenberg (Staff)  | X | Carrie Henning-Smith – Secretary  | X |
| Bob Jorgenson | X | Rhonda Fields  |  |
| Cory Schaffhausen | X | Cassie Batinich | X |
| Allan Cummins | X | Nathan Sterner  | X |
| Frances Roen | X | Jim Meyer | X |

Meeting called to order: 7:01 PM. This meeting was via Zoom.

Agenda Item 1: Councilmember Schroeder Update

Councilmember Schroeder provided an update.

* The budget process is happening now. Historically, neighborhoods have shared what kinds of funding would be valuable, including written statements.
* The city is still recovering from the pandemic, including hiring freezes and budget cuts.
* Cedar Ave. has been busy with new retail going in. It’s a county road, with different priorities than city roads, but city can give some input into it. Next year, the city will be re-doing corners with new accessible curb cuts going in. City is also considering other ways to use land near Cedar to free up space for a turn lane. Not enough room in that intersection for a roundabout.
* Note from meetings with police inspector. As we’re entering colder season, be aware of starting cars without being in them, and be mindful of packages that are coming.

Agenda Item 2: Approval of October minutes

* Katie Krisch moved to approve October minutes; Cassie Batinich seconded. The motion passed unanimously.

Agenda Item 3: Introductions

* With new board members joining, the entire board did a round of introductions.

Agenda Item 4: Brief Board Orientation

* Ben sent out overview of HPDL prior to the meeting, and provided a brief overview at this meeting for the benefit of the new members.
* Overview included mission, composition and staffing, bylaws, executive committee, funding streams (NRP, CPP, Neighborhoods 2020), current funding applications, funding and budget update, fundraising efforts, and calendar of events.
* Ben attached funding applications, bylaws, and equitable engagement plan to email, and offered to have a follow-up meeting with anyone who is interested.
* Courtney emphasized that HPDL is not a political organization and cannot endorse any candidates or political positions. HPDL also needs to work with elected officials to get work done, so must maintain working relationships.
* Courtney also provided information on partnerships, including friends of Pearl Park, friends of Diamond Lake, friends of Lake Nokomis. Board members are welcomed to suggest additional partnerships and ways that we can support neighborhood groups.

Agenda Item 5: Executive Committee Elections

* Courtney provided background on how executive committee has been selected in the past. Requires board members who are reliable and actively participate. Courtney also suggested maintaining some continuity of current executive committee members, especially during staff transition.
* Allan Cummins nominated Ben Osborn as president, Cory Schaffhausen as vice president, Katie Krisch as treasurer, and Carrie Henning-Smith as secretary. Cassie Batinich moved to accept nominations; Jim Meyer seconded. Motioned passed.

Agenda Item 6: Applications/Engagement Plan Updates

* For Neighborhood Network Fund, need to ensure that all required materials are posted on website. Ben asked for volunteers to help with that. Cory will look through requested updates to ensure that all are made to website.
* For Equitable Engagement Budget, the application showed rolling over $50,000 at the end of the year, but it was approved to move $30,000 to Pearl Park shade structures. Need to make amendment to application to change rollover amount to $20,000 to reflect that change.
* For Equitable Engagement Plan, the plan was submitted and some small changes are required. Allan volunteered to look at plan and budget. Feedback from city shows a need to focus on what we’ll do on this one year. Jim also volunteered to help with that.

Agenda Item 7: Hiring Update

* Ben provided update: we got three applications. Cory and Allen will join Ben, Katie, and Carrie on hiring committee. Ben will share application materials with the group. The position is a 15 hours/week coordinator position ($20/hour), with office admin and engagement responsibilities. Next step will be screening interviews. The posting date has passed, but it will stay open until filled.

Agenda Item 8: New Business and Other Project Updates

* Courtney provided update on Frost Fest. We’ll need a permit to comply with COVID rules. We’d hoped to put a tent over the basketball court, but we can’t do that now that it’s been resurfaced. She’s working to try to find an alternative. We cannot use the building. We’ll also try to have a couple of food trucks, lights on the sledding hill, ice skating, fat tire snow bike course, etc. The board will have a chance to contribute ideas when we get closer to having it lined up. Ben asked for additional ideas from anyone who has ideas for winter activities. It will be held on a Friday in January, likely 6-9pm.
* Courtney provided update that we’re also still hoping to do Picnic in the Park in July.
* Courtney provided update on Pearl Park shade. 21 day notice has gone up on website per NCR rules. The board has already voted to approve the funds. After 21 day period, the paperwork will happen with the city. The Park Board will hold the funds and install the shade structures in the spring with the new playground. Friends of Pearl Park group will provide the additional funding.
* Ben discussed 2022 Calendar. This had been discussed briefly at annual meeting. Board members should look at calendar and see where they would like to contribute in the coming year. Also, if board members would like to add a new activity to the calendar, they are welcome to propose that.
	+ Frost Fest
	+ Crime and Safety Meeting – Jim Meyer offered to take leadership. Courtney provided examples from previous meetings and offered to provide more information to Jim for planning purposes.
	+ April Earth Day cleanup – supplies for picking up trash, electronic recycling, refreshments provided. Idea of paper shredding event. Cassie volunteered to be lead on that event.
	+ May – neighborhood garage sale. Hasn’t happened the last couple of years because of COVID. Involves collecting addresses and posting a map. Cory provided update that the software will cost more and would need to partner with additional neighborhood groups, ideally for more than one project a year. Cory is still looking for other software options and volunteered to help with that event.
	+ We might also have a meeting in May, as part of the city-wide meetings.
	+ Late July – Picnic in the Park. Longest running event. We usually get 8-10 food trucks, live music, neighborhood groups have tables and activities. Held on the last Thursday in July.
	+ November – annual meeting.
	+ Board members are welcomed to reach out to Ben if they’re interested in getting involved with leadership in any of those events. Frances requested a list of activities that board members can sign up for at events; Courtney can provide that.
	+ Other initiatives that we partner with and promote:
		- Some neighbors have started a Black Voices, Black Stories little free library. We help with event promotion for them.
		- Minneapolis Sidewalk Hunters – people identify accessibility challenges on curb cuts.
		- Free seed library. HPDL helped fund some of the seeds there and that will continue next year.
		- Neighbor did garden walk last year on his own, but wants to partner with HPDL this year.
* Nathan asked about possibility of putting together list of businesses in neighborhood and also looking at how neighborhood is promoting itself and having an online presences. He also suggested neighborhood walks along the Creek (for free, using natural resources.)
* Frances asked about the newsletter. Currently it’s put together in InDesign, but we may want to consider a more user-friendly platform. We haven’t been regular about the newsletter in the past, but we could consider e-newsletters, which would cost less and be less challenging to compile.
* Ben encouraged board members to email board with further ideas. Ben also encouraged board members to reach out to one another and Courtney will provide contact info.
* Next meeting scheduled for December 20 at 7pm (rather than Dec. 27).

**Meeting adjourned: 8:50pm**