

## SECIA Board Meeting

Tuesday, April 5 2016, 6:30 – 8:00

Van Cleve Park

901 15th Avenue SE

Present: Hilary; Wendy; Marlaine; Ramy; Karl; Stewart; Bill; Joan;

Excused: Jeff H; Lee;

Absent:

Other: 2<sup>nd</sup> Precinct police officer Dave Hansen; Marilyn (notetaker); Lynn; Cody; Katie; Erica Sass (assistant director)(new Charter School); Cam

Meeting Called to order at: 6:42

1. New Charter School moving into building at Industrial Blvd and Hennepin: Northeast College Prep - introductions preceded talk

Two years in operation and moving to Industrial Blvd. Multi emphasis, two languages - Spanish and Arabic. Social/emotional learning. K-3 program building to K-8. Doing a lot of renovations including playground upgrades. Anticipate 425 students with 50 staff eventually. Growing one grade per year adding one grade level per year - 5 years out. The sponsor is purchasing the building and doing the upgrade of the building. Wendy offered possibility of our help with gardening; interest development for students; Karl offers community service as option. This is in fact part of the International Baccalaureate Program in which the school participates. Expected to open in August 2016 in the new location.

2nd precinct reported: Problems at night: increase in motor vehicle robbery. Increased housing in the area but crime is on level with past. Supervisor has increased patrols. Robbery is usually forced entry. 12th to 14th have been hit several times recently. We need to contact Nick our neighborhood coordinator to increase the information on the announcements. Police are willing to do walk-thru/s to check for issues in the house that make them easier to break into.

## 2. Housing Strategy

- a. Board ideas session for marketing (postponed to next meeting)

Housing livability update – Katie: Project in mind; working on a plan to find help from Horticulture Department of U of MN to replant the diverters from 18th to 14th as they are more than 40 years old. The project has a university student interested in working with the diverters. Need ideas for sources of plants that are drought resistant, resilient, local plants. Requests were made that the city be approached to replace the fencing. City also needs to be contacted for the weed whacking schedule but know that in the past they have taken out plants as well as weeds.

### 3. Committee/other updates

- a. Park No one present.
- b. Zoning - Bunge – Heritage Preservation Commission 4/5 - Demolition of Bunge property - 80% demolition originally proposed; Head house remains and new building will align with the second floor of head house. Adult housing was placed in the plan for the new building replacing the silos. Dedicated artist lofts are planned for the head house. Chris Wilson will be at the next Housing & Livability meeting for a presentation on 4/19/16 at 7:00 pm – everyone invited. It will be in the Arts and crafts room at Van Cleve Park.
- c. Environment – Air canister sampling is being reviewed and mapped. Canisters were used to take air quality samples over a period of time in the area. There were some high spots for benzene, but not over certain quality thresholds. There was interest from the board in continuing this program to follow-up on previous readings. There is also interest from the program to continue this program but money is an issue. This was done city wide.
- d. Other - Joan - We have been participating in the Restorative Justice Program for a number of years and they need volunteers. The citations have been going up with the intense increase in student housing. We are looking for additional projects in the neighborhood to give the participants activities to compensate as restitution for the arresting activity. Some idea: Graffiti removal; senior help as mowing or gardening or cleaning; park clean up opportunities;
- e. Wendy passed out three emails that she had received from the city on future meetings concerning: rail safety; public hearing for tobacco dealer's licenses; and electronic payment systems in parking lots. They are open for those interested in attending.

### 4. Review prior meeting minutes

- a. **Review and approve March 2016 minutes (in packet) - Marlaine corrected; list of attendance corrected; Wendy recommends on second page realted to access to the US Bank account that the officers named include the names of the current officers: SECIA president - Wendy Menken, Treasurer - Jeff Haber, and Cody Olson - Neighborhood coordinator. Wendy moved the minutes be approved; Karl seconds. Approved as corrected.**

### 5. Organization Business

- a. RFP for Accountant – two responses have been received  
They were told that out of this meeting we will have a team of 4 or more to look over the resumes and be present for an interview. Need to have an Accountant Hiring team selected - Cody, Wendy, Karl, Stewart will be the interview committee.
  - i. Team will review the applications and set-up interviews, team will forward hiring recommendation with synopsis to the board for electronic approval
  - ii. **Authorize the Accountant Hiring team to review, interview and make the final recommendation to the SECIA board for electronic approval Joan moves we go with the above process for hiring; Bill seconds. Approved.**

- b. CPP report to be approved (in packet)
  - i. Recommend approval of the presented version of SECIA's CPP Report for 2015 for submission to the City. Joan questions 2016 project line - does this need to be filled in? NO. Joan recommends the CPP report be submitted; Stewart seconds. Approved.**
- c. Financial updates
  - i. Bank account ledger to review – actual balance vs projected needs (in packet) - Reviewed with questions.
  - ii. Understanding our reimbursement model for getting funds and how our overdraft happened.

Checks to a project staff bounced because we have to pay first and ask for funds once paid via Draw Requests. So funds in the bank aren't the funds earmarked for that cost – they are the reimbursed funds from a prior payment. So one of the problems is that the funds in the bank must be able to cover current expenditures before we can do the Draw Request to get those funds from the city. Need to better manage this cycle with the Accountant. Sample draw request was available at meeting. To temporarily cover the fund balance issue money from the Hawkins (UBS) account was transferred into the UB Bank account for the emergency. These funds should be reimbursed bank into Hawkins when we catch up. Cody, in the process of cleaning the office found \$1,000 in gift checks and additional \$300+ came in. Outstanding commitments are now lined up and we have a much better idea of what we owe and what is coming. This means Draw Requests will have to be made to fulfill obligations.

    - 1. Draws are done against NRP I, NRP II or CPP
    - 2. Will need to do a draw request before the end of April
  - iii. Okay to pay Chad's 2<sup>nd</sup> check and back pay for Thomas - communications intern. He will be told that he can submit his hours now. Chad will be told to cash his second check. Building issues are still voice mail for the phone and elevator use which needs a key only and the elevator has no light. We don't have a key. This makes access to the office very difficult for some.
- d. Neighborhood Coordinator – temporary added time requested
  - i. Due to all the needs, exec is requesting an additional 24 hours for Cody for the month of April to be used as needed (\$444 plus \$89 estimated taxes)
  - ii. Wendy proposes - Approve adding 24 hours of additional time for Cody Olson for April. Karl moved; Stewart seconds; Approved.**
- e. Treasurer position
  - i. Need a new treasurer or co-treasurer/team to understand how the finances work and help with monitoring; should be a lot easier when accountant is in place
  - ii. Phil is recommended as he has expressed an interest in past. Wendy will check with Phil.
- f. Approve changes to account signers: Bill recommends we sign the Corporate Resolutions form from UBS (needed to change account signers) paper with new

persons from the board. He further recommends we plan on removing our funds from UBS and place it into a secured financial vehicle and try to make some money from it.

**i. The SECIA board hereby adopts the UBS Corporate Resolutions and authorizes Cody Olson, Wendy Menken and Jeff Haberer as signers on our UBS account. Karl seconds. Approved.**

g. To-do List – white board in office

i. April taxes

ii. Follow-up on letter on tax bill

iii. Follow up on missing items from Annual filing with State

iv. 990 filing (verify when)

v. Worker's comp payment – call and re-evaluate with reduced staffing - on hold to see if the amount is less with fewer employees.

vi. Verify liability insurance is paid and up-to-date

vii. Do draw request from NPR II if possible before end of April

viii. Get & sign the CPP contract from December to allocate \$53,000 for 2016 - missed the deadline so we were sent another form. Wendy will be taking care of this.

ix. Follow-up on questions on transfers of funds amongst housing programs with City and CEE

x. Reconcile past draw requests

xi. Reconcile payrolls

xii. Organize and reconcile receipts (Jeff started with most current and is working backwards)

xiii. Other items as they come up

6. General Exec Items (15 min)

a. General Office updates

i. Phone number is working, still working on voice mail

ii. web-site and organization email are also back up and running (kudos to Cody for chasing this down)

iii. Comotion due out soon

b. Intern updates

i. Communications (Thomas, always looking for content)

ii. Gardens – in process

c. Reports Due

i. Good Neighbor Fund (GNF) Park Grant report

1. Materials submitted to the U and pending review (11,000+)

d. Cookout date set – Saturday 9/17/2016

i. We will be looking for planning group volunteers

e. Next Meeting dates: May 3, June 7, July 5

7. Cam Gordon – Ward 2 Update (15 min)

a. Cam talked about the Bunge redo. Mentions Joan's attendance.

b. Bring your own bags effort is focused on eliminating plastic bag usage at stores in Minneapolis. City was lobbied by a Chicago firm to try to stop it. Goes into effect

of June of 2017. Made the change in the original proposal to council to allow biodegradable plastic bags - called it the Wendy amendment.

- c. Park board funding: It was heading for a referendum, when new funding sources were discussed with the City; past funding sources came from a multitude of areas; the resolution does have a huge escape clause allowing the city to get out of it. Park board seems to be comfortable with the resolution or ordinance but Cam is still a bit concerned about the possible lack of permanence on the City's side. He wants a clear paper/organizational trail if the money is not forthcoming.
- d. TCE class action is out there and was approved as a class action but General Mills appealed the decision; we are still waiting on the judge to rule on the appeal to see if the class action can move forward. PCA involved because there are houses outside the original area designated as the General Mills superfund areas. PCA seems to agree and so other industries will need to be located that might be responsible. Cam said he will take more interest in this issue and pay more attention to actions the city can become involved in including a PCA visit to city hall.

Meeting adjourned: 8:53

SECIA Minutes April 5, 2016:

Note taker   Marilyn B  ; Exec reviewed   Wendy M  ; Board Approved: \_\_\_\_\_