

Meeting of the Board of Directors of South East Community Improvement Association (SECIA),
convened by zoom at 6:30 p.m. December 14, 2021

Meeting Called to order at: 6:30pm

Motions / Board actions summary:

- 1) **Special Election:** Eric Geisthardt, the proprietor of a business in Southeast Como and a SE Como tenant resident, was nominated and elected by the Board to fill the 2-year vacant Board position.
- 2) **Officer Elections:** The following persons were nominated for the respective positions: Ben Brummel, President, James Nyberg, Vice President, Steve Peterson, Secretary, Luke Nichols, Treasurer, and Tom Weist, at-large member; each was elected by board vote.
- 3) **October 2021 Minutes:** The Chair asked for approval of the [October 12, 2021 board meeting minutes](#); the minutes were approved by board vote.
- 4) **CEE Housing Loan Program Renewal:** Jessica summarized the CEE Housing Program which provides down payment and home repair assistance to qualified homeowners and home purchasers and after discussion the board voted to continue the program for the upcoming year.
- 5) **NRP Plan Modification:** After discussion the board approved the \$25,000 [NRP Plan Modification proposal](#) and [proposed budget](#) to transfer the funds from Solar Projects (Phase II Housing HC.1.) (an inactive/uncontracted strategy, never activated or utilized since initially identified as part of the 2005 neighborhood plan) to Neighborhood Office and Staff (Phase II Building Community BCA1.).
- 6) **Affirmation of 12/2/21 Remote Vote on Land Use Letter:** Documented remote Board action by email vote completed 12/2/21, approving the [Land Use Committee's 12/3/21 Letter of Support re: the property at 1035-37 14th Ave SE](#) (pending land use application for the proposed redevelopment of the former Como Congregational Church).
- 7) **Talmage Triangle / Garden Sustainability Gift Agreement:** The Board voted to approve the acceptance and execution of a proposed Gift Agreement between SECIA and Karl and Lila Smith for the construction and maintenance of the Talmage Triangle Raingarden and the sustainability of the other SE Como Community Pollinator Gardens.
- 8) **Final Governance documents required for City Neighborhoods 2020 Funding Program:** The Chair introduced and described three remaining policy documents required by the city; Board Training and Development Policy, Comprehensive 2022 Budget, and Financial Procedures Policy; each policy document was approved by the board.

1. Introductions (3 min)

Directors in attendance:

Ben Brummel, President and Chair, James Nyberg, Steve Peterson, Greg Thompsen, Luke Nichols, Tom Weist, Scott Grewe, DeWayne Townsend, Larry Crawford, Grace Sweeney, Drew Swartz, Laura Schlotterback, Phil Roban, and Mark Sheldon

Executive Director: Jessica Focht-Perlberg

2. Review [SECIA Meeting Norms & Agreements](#) (2 min)

The Chair reviewed SECIA's meeting norms and agreements.

3. Community Updates & Guest Presentations (up to 20 min; 3 minutes each for routine updates/Q&A, depending on number present)

- a. SD60 Senator Kari Dziedzic, 60A Representative Sydney Jordan, 60B Representative Mohamud Noor (if available)
- b. MPD Second Precinct Representative and/or UMPD Community Engagement Team (CET) Representative (if available)
- c. Van Cleve Park – Mike Fox (if available)
- d. Park Commissioner – Chris Meyer (if available)
- e. City Council Members – Kevin Reich, Ward 1; Cam Gordon, *Ward 2 Report*

Guest presentations:

SD60 Senator Kari Dziedzic commented on a favorable projected state budget forecast and prospects for state funding of the state unemployment fund.

City Council member Cam Gordon reported that the city will continue NPR funding in 2022 at the same rate as 2021 and expressed appreciation to SECIA and its residents for the opportunity to serve as their council member the past eight years.

4. Announcements (up to 5 min)

a. Meeting/Event Reports:

- i. Fall SE Como Neighborhood Cleanup, Sunday, October 17th, 2:00-4:00pm, Van Cleve Park
- ii. Fall SE Como Virtual Housing Forum Series #2: Rent Stabilization & the 3 Charter Amendment Nov. Ballot Initiatives, Casey Joe Carl, City Clerk's Office, Weds. Oct. 20th, 7:00pm, via Zoom
- iii. SECIA Annual Meeting & Board Elections, Tuesday, November 9th, 6:30-8:30pm, via Zoom: [SECIA's 2021 Annual Meeting Presentation](#)

b. Upcoming Meetings/Events:

- i. SECIA Environment Committee, Tues., Dec. 28th, 6:00-7:30pm, via [Zoom meeting link](#)
- ii. Reimagining SECIA & Racial Equity Work Group, Monday, Jan. 4th, 6:30-8:00pm, [Zoom meeting registration](#)
- iii. [SECIA Board & Community Meeting / Board Training](#), Tuesday, January 11th, 6:30-8:30pm, via Zoom
- iv. Land Use & Development Committee, Wednesday, Jan. 12th, 7:00-8:30pm, [Zoom meeting registration](#)
- v. Community Project Night, Tuesday, Jan. 18th, 6:30-8:00pm, (Zoom meeting link TBD)

- vi. TBD in January-February: SECIA Town Hall Community Forum with new city & state elected officials - check back at secomo.org/calendar/ for forthcoming details & meeting links
 - vii. Volunteer opportunity - SE Seniors "Snow Angels:" Southeast Seniors is seeking volunteers to help shovel snow at the homes of neighborhood seniors this winter. Contact Ann at ann@seseniors or call 612-331-2303 to learn more.
- c. Other Developments

Jessica listed the following upcoming committee meeting dates: Environmental Committee, December 28, 6:30 p.m. by zoom, Reimagining and Racial Equity, January 4, 2022, 6:30 p.m. by zoom, Board training meeting, January 11, 2022, 6:30 p.m. by zoom, Land Use and Development committee, January 12, 2022, 7:00 p. m. by zoom, and Community Project meeting, January 18, 2022, 6:30 p.m. by zoom.

Jessica outlined plans to schedule a town hall forum with new city and state elected representatives and encouraged board members to volunteer as "Snow Angels" to help clear sidewalks at the homes of neighborhood seniors.

5. Board Business (up to 75 min)
- a. Welcome new SECIA Board members (Ben) (10 min)
 - i. Newly elected SECIA Board members (following close of remote, SECIA 2021 Board election on 11/23/21)

The Chair welcomed new board members Larry Crawford, DeWayne Townsend, Luke Nichols, and Mark Sheldon, Scott Grewe, and returning board member Greg Thompsen.

- b. Special Election by Board vote to fill new 2-year Board vacancy created by resignation of Holly Day, per SECIA Bylaws, Sec. V(J) (if any applicants) (Jessica) (5 min)

The Chair introduced the matter of filling the remaining two years of a vacant board position; Jessica outlined the duties of board members and **on motion, Eric Geisthardt, the proprietor of a business in Southeast Como and a SE Como tenant resident, was nominated and elected by the Board to fill the 2-year vacant Board position.**

- c. Elect 2022 Officers / Executive Committee (Ben/Jessica) (up to 15 min)

The Chair summarized the duties of association officers as outlined in the bylaws and invited nominations of directors and one at-large position to serve for the coming year. **The following persons were nominated for the respective positions: Ben Brummel, President, James Nyberg, Vice President, Steve Peterson, Secretary, Luke Nichols, Treasurer, and Tom Weist, at-large member; each was elected by board vote.**

- d. Discuss: tentative 2022 board training scheduling:
 - i. NCR Neighborhood Liaison, Aryca Myers / new policy updates, during regular January 11th Board meeting?
 - ii. Review: [CURA Equitable Engagement / Neighborhood Leadership training](#): tentative/proposed date for all SECIA Board, staff, core volunteers: *Saturday, January 22, 2022, ~10:00am-2:00pm*; discuss COVID-safety concerns & options

The Chair conducted an instantaneous poll to determine a consensus date for a CURA-led equitable engagement meeting and a discussion of structuring it as a hybrid form of meeting.

- iii. Board social & strategic planning - February?
- e. Review and approve: [October 12, 2021 board meeting minutes](#) (Laura/Ben) (2 min)

The Chair asked for approval of the minutes of the October 12, 2021 board meeting; the minutes were approved by board vote.

- f. Financial reports: (3 min)
 - i. Review periodic accounting reports: SECIA [November 2021 YTD Financial Report](#); [November 2021 YTD Comparison Report](#); [CPP Draw #42 Budget](#) (Jessica) (2 min)

Jessica presented the YTD financial report, through November 2021. The fiscal year of the association commenced on April/January 1, 2021. Since that date SECIA has received \$86,145.30, primarily City Neighborhood (CPP, NRP and Neighborhood 2020) NPR funds, and has made disbursements, primarily compensation to staff and programming/event expenses, of \$73,218.91.

- g. Review [October 2021](#) CEE Housing Program report (Jessica) (5 min)
 - i. Review and vote: On future of CEE contract, up in December 2021 -- 3 options:
 1. To continue as is (but move to \$2,500 / year plus a 10% origination fee per loan (minimum = \$500, maximum \$1,500) and \$500 per grant);
 - a. [SEE 8/9/21 email from Jim Hasnik, CEE](#)
 2. "Pause" the contract for a set period while further considering options to modify or replace the NRP housing funded program (BUT -- annual fee can't be prorated); or
 3. End the contract?

Jessica summarized the CEE Housing Program which provides down payment and home repair assistance to qualified homeowners and home purchasers and after discussion the board voted to continue the program for the upcoming year.

- h. Review and vote: [NRP Plan Modification proposal](#) and [proposed budget](#) (Jessica) (10 min)

The Chair introduced the need to approve a transfer of funds in the amount of \$25,000 in accordance with an NRP Plan Modification and Budget, each document as required by the City to complete the plan modification. The proposed Plan Modification transfers the funds from Solar Projects (Phase II Housing HC.1.) (an inactive/uncontracted strategy, never activated or utilized since initially identified as part of the 2005 neighborhood plan) to Neighborhood Office and Staff (Phase II Building Community BCA1.). After discussion the board approved the transfer, the plan modification, and the budget.

- i. Document remote Board action by email vote completed 12/2/21, approving the [Land Use Committee's 12/3/21 Letter of Support re: the property at 1035-37 14th Ave SE](#) (pending land use application for the proposed redevelopment of the former Como Congregational Church), As per our [Bylaws](#): Sec V (T) (2 min)

- i. Quorum established: 8 of 11 current Board members submitted a vote by email;
- ii. Motion passed: 7 in support, 1 opposed;
- iii. The letter was submitted to the City Planning Commission on Friday, December 3rd in advance of the public hearing on this matter scheduled for 4:30pm, Monday, December 6th.

The Chair reported that pursuant to a special meeting of the board by email completed December 2, 2021, Jessica sent a December 3, 2021 letter drafted by the Land Use Committee and approved by the Board the President wrote the City Planning Department in support of the rezoning of the plot occupied by the former Como Congregational Church to permit an apartment development.

- j. Update: Talmage Triangle proposal (Karl and Lila Smith; Jessica) (up to 10 min)
 - i. Review and vote [Smith Draft Gift Agreement 12-8-21](#); mutually reserve future option to seek legal review or to revise, if necessary, as warranted by future circumstances or project developments.
 - ii. [Updated Talmage Triangle Rain Garden Design 11.19.21](#)

The Chair introduced the matter of a Gift Agreement between SECIA and Karl and Lila Smith and the receipt of funds thereunder for the construction and maintenance of the Talmage Triangle Raingarden and the sustainability of the other SE Como Community Pollinator Gardens; the acceptance and execution of the agreement was approved by a board vote and the board expressed its appreciation of the gift by Karl and Lila.

- k. Updates: Neighborhoods 2020 City Funding Programs (up to 10 min)
 - i. Review and vote: [2022 SE Como CNFF-EEF Contract](#) (2022 Citywide Neighborhood Network & Equitable Engagement applications approved 11/20/21)
 - ii. Review and vote: Attached slate of final, outstanding updated policy/governance documents, as required for the execution of new Neighborhoods 2020 City program/funding contract for 2022:

The Chair introduced and described three remaining policy documents required by the city; Board Training and Development Policy, Comprehensive 2022 Budget, and Financial Procedures Policy; each policy document was approved by the board. This action completes the adoption of all policy documents required by 2022 City Funding Programs.

1. [Board Training & Development Policy](#) (based on Birken template)
2. [Proposed Comprehensive 2022 SECIA budget](#), inclusive of all income sources and expenses.

Jessica distributed a comprehensive budget financial statement projecting receipts and expenditures in the calendar year beginning January 1, 2022, highlighted by the following:

\$6,050 in non-City funded Project expenditures, largely funded by Good Neighbor Grants from the University,

\$98,924 in combined city-funded and non-city funded staffing/admin and programming expenses
Staffing (Executive Director \$39,324, interns \$32,000, employee benefits \$4,500) and miscellaneous

professional services, and administrative expenditures, and programming expenditures, all of which are eligible for the City funding programs, under the Neighborhood Network, Equitable Engagement and NPR #24377 Plans, but also budgeted to be funded through supplementary non-city funds.

These amounts do not include SECIA funds dedicated to the CEE ECC Housing Loan Program (approx. \$161,555), or Reserved NPR Legacy Funds (approx. \$117,810).

3. [Financial Procedures Policy](#) (draft to be finalized by 12/14 meeting) (Wendy)
- iii. [Updates: the following existing documents are sufficient to meet minimum City requirements; will further review and update in Q1 2022](#)
 1. [SECIA Interim Personnel Policy](#) (employee handbook): (updated/approved June 2021)
 2. Operations manual
- I. Staffing updates (5 min)
 - i. Formation of next hiring committee - Communications/Community Building Intern (Ben/Jessica)

The Chair introduced the need to establish a hiring committee and asked for volunteers to serve; under the bylaws the committee is appointed by the Chair.

6. Committee Updates (15 min) – Up to three (3) minutes per update
 - a. Reimagining SECIA & Racial Equity Work Group (Jessica, Work Group members)
 - i. Equitable Engagement & Racial Equity work group update
 - ii. Governance & Finance work group update
 - b. Como Cares Work Group (Jessica)
 - i. Update: Call for volunteers: for Como Cares leadership & next steps on 2022 Como Cares - Good Neighbor Fund grant project
 - c. Land Use & Development (DeWayne T. / Pat E.)
 - d. Environment & Gardens: (Kathy K. / Peggy B.)
 - i. Update: Gardens (Lila, Kathy; garden interns, if present)
 - e. Tuttle Ad Hoc Committee (Kathy K., Katie F.)
 - f. University District Alliance (UDA) (Jessica, Katie F.)
 - g. Projects - Gardens, Utility Box Wraps, etc. (up to 2 min. Per project update; up to 10 min)

Jessica reported the activities of the reimagining and racial equity, governance and finance, and Como cares committees; DeWayne reported on the land and development committee, Kathy reported on the environmental and Tuttle ad hoc committees, and Jessica on liaison with the University District Alliance; none of the committee reports required board action at this time.

7. New Business (up to 5 min)
 - a.

8. Adjourn

The Chair adjourned the meeting at 8:45 p.m.

SECIA Minutes December 14th, 2021:

Note taker: Steve Peterson, Secretary; Exec reviewed: 1/5/2022; Board approved: _____