

Midtown Phillips Neighborhood Association, Inc.

Board of Directors Meeting Minutes

September 21st, 2021

Board members present: John Richard, Jamie Mendoza-Brenner, Sunshine Sevigny, Donna Neste, Jana Metge, and JoAnne Johnson.

Board members absent: Chris Lomheim, Wayne Bugg, and Mahamed Cali

The meeting was called to order at 6:55 pm once quorum was reached and following a closed session regarding potential legal matters of an Outreach Partner and discussion of an incoming complaint.

The Agenda was approved as presented.

Financial Report:

IRS 2020 990 Financial information from the Accountant has been submitted to the CPA. Written narrative for 2020 on the work of the organization has also been submitted to the CPA who also completes the Annual Charities Division Report. Last Spring the CPA filed an Extension and it was approved by the IRS. **November 15th** is our submission deadline for the 2020 IRS 990 and the 2020 MN Charities Division Annual Report.

Clean Sweep donations have been deposited from City Joy @ \$250 and Wellington @ \$750. Neighborhood are each contributing \$1,000 and we have \$2,800+ remaining from 2019. This is reflected on the Financial Reports as temporarily restricted. The purpose of these funds are only for Clean Sweep. The total budget is projected at \$8,000. In addition to funding, City Joy is donating Lunch food and equipment to be used (tents, chairs, tables) and Allina is donating breakfast.

Banan sent a thank you letter for our Outreach Partnership payment of \$5,000.

They also attached a 'thank you for your donation' piece. Jana contacted the new Interim Director to explain that this was not a donation but rather a fee for service. MPNAI uses its Administrative grant to partner on Outreach with community organizations. These organizations pick up a piece of midtown's work vs Midtown hiring a staff person. MOU's (Memorandum of Understanding) are completed and signed for the fiscal year. An outcome report is attached to each invoice. These payments are then recorded under Outreach Partnerships on the financial reports.

NCR contracts with an Attorney to assist neighborhoods. Unfortunately, the attorney completed the Neighborhood's Secretary of State registration without discussing it with us and incorrect, non updated data was used. In contacting the Secretary of State's office there is a \$55 fee to correct the information. The Accountant has been authorized to correct the Annual Registration.

The July Financial Reports were distributed prior to the meeting electronically. They were posted on our virtual screen to review.

Motion: MPNAI accepts and receives the July 2021 Financial Reports.

Update on 2022 funding from NCR:

Jana and the Accountant are working on the Neighborhood Network Application. There are several policies required with the application. Two of which MPNAI does not have. A draft Whistleblower Policy has been

circulated to the board to be approved at the October Board meeting. A Language Access Policy is also required. This will be circulated to the board once formatted for MPNAI, for approval at the October Board Meeting. Donna Neste is working on the Equitable Engagement Template. These are all due by October 15th, 2021. Another requirement is a board manual. Our manual was already submitted to our NCR Specialist.

Resident Complaint - A complaint was received electronically. John is verifying the address. He will draft a response upon address receipt and send around to everyone for comments.

The complaint response will include:

- IRS 990 is on the website
- The CPA filed an extension for 2020 IRS 990 which was approved by the IRS. This is reflected on the Charities Division site. Do date is November 15th, 2021
- Determined that Board member names will be posted on the website following discussion.
- Written Board minutes will be posted as well as Audio board recordings beginning in October.

2022 Community Engagement Plan - Donna overviewed the components of this document as presented and discussed at past Board meetings. The final template is due October 15th to NCR. Donna will circulate and it will be on the October board agenda.

Donna is completing the NCR Template and integrating Midtown Phillips demographic data per census report. The demographics we are focusing our Engagement Plan on are: Black/Somali @ 31%, Latinx @ 32%, 3.9% Native American and 47% of the neighborhood are below the poverty line.

Donna also suggested that we may want to focus on, or add to this plan, outreach to the GLBTQ population. Specifically, outreach to the Spirit on Lake building.

Next Steps - Finish draft - circulate for input - integrate feedback and finalize - submit to NCR by October 15th, 2021.

Clean Sweep T Shirt - Jamie has been creating the Annual T Shirt this year. Sponsors for the back of the shirt are both cash donations and In Kind Services and Supplies. A final design will be presented at this week's Clean Sweep planning meeting.

Shirts will be yellow with black print, U.S. Made, & 100% cotton.

Meeting Minutes - Jana will develop a framework for Board minutes per Joanne's request and circulate it to the board. Each Boardmember will take a month. Donna volunteered to do October 2021.

Announcements:

Clean Sweep is Saturday, October 9th.

Please help spread the word!

Supply & T Shirt pick up @ 9:00 @ Welna Hardware & Lutheran Social Service.

Litter Pick Up from 9:00-Noon.

Lunch & Resource Fair from Noon-1:30 pm

Take away lunch vs buffet, masks required and social distancing will be in place per COVID pandemic.

Community Meeting:

Presentation and Discussion on the Public Safety Charter Amendment will be the topic of next Tuesday's Community Meeting. This has been announced in our newsletters and is on the website. Everyone encouraged to give a big push for attendance over the weekend.

The **Pickle Off and 9th Ward Candidates Forum** held at Little Earth today was great! Donna and Jana both attended from MPNAI.

MPNAI was a co sponsor of the Candidate forum.

Banyan Community Annual Meeting

This will be a virtual event and scheduled for Oct. 17th. Everyone encouraged to attend. You can sign up on their website.

Meeting Adjourned @ 8:04 p.m.

Donna/JoAnne