

MINUTES  
Windom Park Citizens in Action  
Board of Directors Meeting – January 24, 2017

*Board members attending: Joe Bove, Zach Wefel, Doug Carlson, Andrew Erickson, Charles Bertram, Anne Therkelsen, and Michelle Lundy. Also present was WPCiA staff member Gayle Bonneville.*

**Call to Order:** Meeting was called to order by Board President Zach Wefel at 7:08 pm.

**Agenda:** Motion to approve the agenda. Erickson 1st, Bove 2<sup>nd</sup>, motion passed.

**December Minutes:** Motion to approve December minutes. Lundy 1st, Bove 2<sup>nd</sup>, motion passed.

**November and December Financial Reports:** Reviewed November and December financial reports. Board Treasurer Andrew Erickson noted that the November reports were off on both projected expenditures and revenues but ultimately balanced out. Erickson recommends that the board modify projections for next budget cycle. Motion to approve November financial reports. Erickson 1<sup>st</sup>, Bove 2<sup>nd</sup>, motion passed. Board Treasurer Andrew Erickson noted following three items. First, the routine audit flagged the NRP Gateway contract because it was expired. Second, line 843 is designated as “Workers Compensation Insurance” and not lumped in with the organization’s other insurance liabilities. Finally, line 843 is listed as unbudgeted for transportation. That line was created by the accountant but is meant for Biko (Small Area Transportation Plan). Ultimately, all the lines zero out. Motion to approve December financial reports. Erickson 1<sup>st</sup>, Bove 2<sup>nd</sup>, motion passed.

**Banking Issue with TruStone:** TruStone continues to mess things up and not get things strait. Erickson has still to be added to the account, former board member Woster and Bove are still listed on account. The banker now assures the board that everything will be cleared up. Motion to approve Erickson and Bove to be signers on account. Erickson 1<sup>st</sup>, Lundy 2<sup>nd</sup>, motion passed.

**Procedural Audit Report:** The City of Minneapolis conducted a procedural audit of WPCiA to check to make sure that the organization is in compliance with applicable rules, regulations and laws. In particular, the auditor recommends: that the board define the employer/employee relationship better; make sure that the organization is in compliance with all city contracts still open; create better policy and procedures. The board considered the recommendations and how to respond. Bonneville to follow up and draft responses.

**February 2017 Neighborhood meeting:**

- Invite 2<sup>nd</sup> precinct Inspector and Luther Kruger
- Central Ave. Business District
- Eastside Board Members/Director
- Update for Great Northern Greenway

**Art of Hosting:** Anne Therkelsen attended the Art of Hosting meeting. She reports that the presenter was very engaging.

**Home Security Rebate:** The current balance for the home security rebate program is approximately \$400-500. Motion to replenish the balance to \$1,000 from program income. Erickson 1<sup>st</sup>, Bertram 2<sup>nd</sup>, motion passed.

**Bid for Color Card:** The cost to print a color mailer card is between \$150-200 and would be an additional \$974 to mail. Motion to accept bid and send color card out for the April Neighborhood meeting. Erickson 1<sup>st</sup>, Bove 2<sup>nd</sup>, motion passed.

**2017-2019 CPP Contract:** The board reviewed the 2017-2019 CPP contract. Motion to approve and have board president Wefel sign new contract. Erickson 1<sup>st</sup>, Bove 2<sup>nd</sup>, motion passed.

**Home Energy Squad Contract:** The home energy squad revised its contract and now included an annual cap of \$2,000. The board discussed the appropriate amount of money to have in the Home Energy Squad budget. Motion to move \$1,120 from program to Home Energy Squad budget. Carlson 1<sup>st</sup>, Bertram 2<sup>nd</sup>, motion passed..

**CLUP:** The last neighborhood meeting was the last CLUP meeting and included a presentation and community feedback forum with Biko on the Small Area Transportation Plan.

**Vacant Board Seat:** The board still has one board seat to fill and has not seen hide nor hair of McMahon for nearly a year. The board discussed ways to fill seat. The board resolved to have greeters at the neighborhood meetings to get to better know attendees who might be interested.

**NRP Housing Dollars:** The board brought out again various ways to spend NRP dollars, including utility box warps, bike racks at the post office and park upgrades.

**Adjourn:** Motion to adjourn meeting. Erickson 1<sup>st</sup>, Bertram 2<sup>nd</sup>, motion passed.

Submitted by: Doug Carlson, secretary

Approved by:

1. \_\_\_\_\_ Date: \_\_\_\_\_ 2. \_\_\_\_\_ Date: \_\_\_\_\_