

Windom Community Council Monthly Board Meeting Minutes
11 November 2021
(Meeting held via ZOOM videoconferencing)

Attending: Michelle Hemingway Tatum (P), Patricia Soulak (VP), Veronica Walther (EAL), Becky McIntosh (T), Rob Ley (S), Dembo Darboe, Louisa Hext and Patrick Barrett

Absent: Sean Morgan

Guests: Windom resident Cole Mullins, Windom resident Stephan Barret, Jeremy Schroeder (City of Minneapolis Council Member Ward 11), Mario Vargas (Administrative Coordinator)

Welcome/Call to Order

Michelle called the meeting to order at 7:04 p.m.

City Council Ward 11 Updates

- Minneapolis' first public budget meeting is next Tuesday, Nov. 16 at 1:30.
- Aqua City Inn. Councilman Schroeder said the Aqua City Inn is again up for sale, this time with two potential buyers. One is an unnamed nonprofit and the other is Dan Oberpriller's Northbay Properties. There was a recent sex trafficking case at the motel, but the councilmember was not sure if that was sufficient to attempt to pull their operating license.
- Car jackings Remain a problem especially in southwest Minneapolis. The perpetrators are of all races, but always young and operating in groups. They tend to target folks who are not paying attention. An Amazon delivery truck was recently carjacked. Citizens are asked to remain vigilant, and to NEVER warm up their car without a driver inside.

Manuals and Charters

Board members were provided drafts of several manuals and one committee charter before the meeting and had been asked to provide input on each. Each was reviewed and voted on separately, and each was approved unanimously during this meeting, including:

- Board Training Manual
 - The Board will receive refresher training in Spring, 2022. Also, will invite NCR to come in and hold training.
 - We as a Board are required to revisit this and the other approved manuals periodically. They can be modified as needed.
 - Manual approved with grammatical edits (Rob moved, Patrick seconded).
- Independent Contractor Manual
 - Executive Council and all board members oversee the management of independent contractors (currently Administrative Coordinator and Bookkeeper).
 - Approved unanimously (Becky moved, Pat Soulak seconded).
- Operations Manual
 - This manual includes bylaws, independent contractor and other policies and board training guidelines.
 - Approved unanimously (Veronica moved, Patrick seconded).
- Event Planning Kit. Becky recommended that Mario research event planner kit options that include guides to planning recurring events, to include objectives, background/history, planning components, budget, timing considerations, and post event evaluation, etc. The kit needs to cover a broad range of WCC programs.

- Michelle volunteered the Outreach and Engagement Committee to oversee this task.
- Communications Policy. Outreach & Engagement Committee is finalizing a draft of this policy for Board review and approval.
- Fundraising Plan.
 - Becky noted that the WCC Finance Policies and Procedures does not include specific fundraising policies and procedures that will need to be added. The Finance Committee will draft for Board approval.
 - Goals for fundraising amounts and procedural Gant charts will be considered.
 - Fundraising committee charter was unanimously approved (Veronica moved, Pat Soulak seconded).
 - Fundraising committee to be formed. WCC will put out a call for volunteers for the committee among Board members and residents. While each Board member will be expected to play a role in fundraising, we likely will have a core group to this committee. We are particularly on the lookout for volunteers with experience and expertise in this area.
 - Michelle met with others about fundraising ideas and plans to share those preliminary ideas with the Board.
 - Plan was approved unanimously (Veronica moved, Becky seconded).
- Give To the Max Day in 2021 is Thursday, Nov. 18.
 - We have a GiveMN account, but it needs updating, particularly with our programs, testimonials, etc.
 - Becky recommended that a statement be developed addressing the question of “what does WCC do?”

Operating Guidelines for WCC Committees

- Starting in January, each committee will be expected to have a charter in place or in the works.
- Minutes will be taken for quarterly (at least) meetings of each committee.
- Eventually we’ll have an online binder with committee charters and meeting minutes etc. stored on a Google drive.

Fall Newsletter. To launch on Tuesday, Nov. 16. Board discussed various items in the newsletter including traffic safety in roads and allies and the status of some Windom restaurants.

Committee Reports.

- Finance Committee. Becky gave an update of cash position and accounts receivables.
- Outreach & Engagement Committee. (Michelle) Now working on survey of residents.
- Land Use Committee. Becky gave update on Raingarden program.
- Public Safety & Health Committee. Patrick gave update on security equipment rebate program.
- Community Development Committee. Dembo gave update on Home Improvement Loan program. He discussed extending the program for another year.
- **Windom Reads has been rescheduled to Saturday, March 5, due to heavy WCC workloads in January.**
 - At the Windom Community Center.
 - Looking to add more authors of varied backgrounds and ethnic identities for next year’s event.

Board Retreat. Saturday, Jan. 22, 9am to 5pm

Becky announced an opportunity to meet Councilmember Elect Emily Koski. Event scheduled for Sunday, 11/14, 11-1. Pearl Park.

Hennepin County Protective Housing at the Former Metro Inn. Hennepin County Commissioner Marion Greene to give a Zoom update on Saturday, 11/13 at 1:30. The meeting will be recorded, with a link to view posted on WCC website.

September/October WCC Minutes (Four sets, including regularly scheduled and working meetings) were approved by unanimous vote (Patrick moved, Rob seconded).

Adjourn

Meeting was adjourned at 8:34 p.m. by Michelle (Patrick moved, Patricia seconded. Unanimous consent).

Respectfully submitted,

Rob Ley, Board Secretary