

CNA Steering Committee Minutes

Date: Wed, April 12, 2017

Time: 6:30 PM

Place: Fannie Mae Stewart Community Conservatory, 1902 E. 22nd St.

Present: Jim Reed (Chair), Sarah Sweeney (Secretary), Leyla Cohlma (Treasurer), Janine Gropp, Ben Leffler, Emily Schwartz, Erin Tassoulas, Matt Harriger, Jonathan Schwartz

Public Announcement/Feedback/Agenda Request Signup Sheet Provided

1. Call to Order 6:34
2. Announcements from Signup Sheet
  - A. Lindsay & Joseph Olinde introduced the idea of putting a pocket park in the city right of way land at the end of Drury Lane near Dean Keeton. If the neighborhood pays for 30% the city can pay 70%. Estimated \$90K cost. Consensus is needed in June. To be discussed in more detail at the next steering committee meeting and the general assembly.
3. Approval of Previous SC Meeting Minutes
  - Motion from Leyla and Jeanine to approve the meeting minutes from 3/8/17.
  - Resolution: minutes from the Steering Committee meeting of 3/8/17 are approved
4. Meeting agenda adopted with no objections from the committee
5. Reports of Officers, Committees, and Programs
  - A. Chair's Report
    - i. The Flea advertising is being streamlined with Zoho Customer Relationship Management software.
  - B. Flea Committee Update
    - i. The Flea production is on schedule. The Flea costs about \$1 per issue to produce. Advertising rates have changed to favor yearlong commitments.
  - C. Programs Committee
    - i. The next meeting (5/17/17) will be at ingredients, there will be a regular business meeting but no special program planned. Gather at 6:00, business begins at 6:30, music & socializing at 7:30.
  - D. Treasurer's report
    - i. Leyla is still going through documents and needs access to the Excel document used to track expenses to have the full picture.
6. Unfinished Business
  - A. Establish SC Rule for Officer Transition of CNA Assets
    - i. The recent transition of officers led to discussion about what process to follow for new officers. The Chair proposed a Standing Rule to establish a process.  
Motion from Erin and Emily to establish a new standing rule as amended by the Committee.  
Resolution: the Committee accepts the new rule (text below in Appendix)

- B. A Vice Chair is needed for the Steering Committee. The Vice Chair runs meetings when the Chair is absent. Election will be held next meeting.

7. New business

A. Approval of May GM Agenda

- 1. NCINC2 informative presentation
- 2. Standing rule voting
- 3. Pocket park
- 4. Update from Jim about SC, Janine Flea review
- 5. Call for volunteers and ideas

Agenda approved by all Committee members.

B. Establishment of 2017 Committees

- 1. Per Article II of the bylaws, the CNA's purpose is to maintain the Flea, run the website, and manage the Neighbornet.

Motion by Jim and Matt to create three committees for 2017: Flea, Website, and Neighbornet.

Resolved: the three above committees are established

Motion by Jim and Matt to nominate Janine as Chair of the Flea Committee, Aaron Choate as Chair of the Website Committee, and Jennifer Potter Miller and Jim Reed as Chairs of the Neighbornet Committee

Resolved: the three above chairs are established

- 2. Land Use and Transportation (LUT) committee for safe walkable streets and the efficient use of land

Motion by Jim and Ben to re-establish the LUT with Girard Kinney as chair for 2017

Resolved: the above committee is established with Girard Kinney as chair

8. Meeting adjourned at 7:35

## **Appendix**

### **CNA Steering Committee Standing Rule Procedure for Officer Transition of CNA Assets**

After the annual election of officers at the beginning of each year, the outgoing Chair and Treasurer will compile a list of the following items to be recorded electronically and in print during their annual term of service:

- i) List of all expenditures over \$200.
- ii) List of all depreciating assets.
- iii) List of all operational committees and programs.\*
- iv) Summary of SC and officer responsibilities in the Bylaws and from SC and GM Standing Rules.

\* It is not the responsibility to continue any committees or programs that were agreed upon in previous SC decisions unless directed by the current SC or through the Bylaws or GM Standing Rule.

The two signatories of the CNA, Chair and Treasurer, within 30 days of the election of new officers, will transition the bank account and the PO Box authority over to the new respective officers.