

CapitolRiver Council Board Meeting – Orientation Meeting Minutes

Oct. 20, 2020, via Zoom videoconference

- I. Chair Shevek McKee called the meeting to order at 5:15 p.m.
Board Members present: Joe Baierl, Kathleen Conger, Tom Erickson, John Ganey, Jess Grams, Rich Johnson, Lee Knutson, Mia Laufer, Channon Lemon, Shevek McKee, Crystal Meriwether, Jonathan Reisetter, Will Travis. Other attendees: Jon Fure, Sandra Erickson, Lissa Jones-Lofgren, Olga Nichols.
- II. Review and approve past meeting minutes (July, August and September Annual Meeting minutes). A change was made – John Ganey seconded the motion to elect candidates at the Annual Meeting. The corrected minutes will be posted on the CRC website.
- III. [Asset Survey](#) – Board members were asked to take some time to fill out the survey, which is a way that board members can get to know each other, and that we can continue to build on our list of other potential organizations that could be engaged in our work (such as a tenant association, a professional association, or other groups that we can interact with to help make our community engagement and advocacy more influential).
- IV. CRC / District Council overview / history – Board members were asked to review the Code of Conduct, along with the recently created [history page on the CRC website](#). Jon Fure explained that CRC and other district councils receive money from the City to implement the City’s community engagement program. Each year, the City Council allocates funding to the 17 districts, and then we get reimbursed for eligible expenses, up to the amount that was allocated to CRC. That’s why we need to maintain about 2-3 months of expenses in reserve, because it takes some time in the beginning of each year for City officials to review and approve the contract, and we have to wait for that process to be complete before we can request our first reimbursement, which might be two weeks of expenses (employee wages, rent, phone, accounting, etc.). A board member said the board has set a goal for 100 percent of board members to make a donation of any amount. (The amount donated is shown as Board Support on our monthly financial statements.) Jon Fure also said City staff and elected officials have made racial equity and inclusion a high priority for the community engagement program. We are expected to represent and advocate for the full range of stakeholders in our district, and to identify people or groups who seem to be missing from our discussions, and to try to engage them in conversations about local issues. “Not for us without is,” is a phrase that is used by many people who work in community engagement, and it means that people should not be proposing solutions to a problem or perceived problem without consulting the people who are affected. Shevek McKee said that doesn’t mean we should stop talking about an issue if it seems like the group isn’t as diverse as it could be. Instead, we should periodically acknowledge that there are some people or groups that we might not be hearing from, and that we should make a conscious effort to engage those audiences before developing a final recommendation. That process could be called “equity checks,” and board members are encouraged to periodically ask if we are considering equity in a conversation, or if we should try to include more people who reflect the diversity of our neighborhood. A board member asked if we have made it clear to the public how they can engage in our work. If not, should we develop an implement a public information campaign to explain that? Shevek McKee explained that the form on the CRC website is intended to help with that – some people are using it to submit questions and ideas, and the ultimate goal is to use the CRC website to document things that we learn about a topic, so that when recurring questions come up, each person doesn’t need to start from scratch.
- V. CRC Committee Overview – The group discussed the scope and work of the current committees (Public Realm, Development Review, and Skyway Government Advisory Committee). Issues that have been discussed by the Public Realm have included public safety, parking, Pedro Park / adding parks and green space Downtown, transit service / bus station design, and other issues that relate to public spaces, including homelessness. The committee has traditionally had a chair and / or co-chairs, and is in the process of changing to a model where someone would serve in a leadership role for a limited time, for example, to champion a certain project, and then there will be time when the group can decide to focus on a different project, and a new person could volunteer to lead the committee’s work on that project. The overall goal is to enable more people to develop

leadership experience. The group also talked about the Development Review Committee, which also leads CRC's planning activities. The Skyway Governance Advisory Committee is referenced in City ordinances, and it used to be managed by the City until it was delegated to CRC. The committee is required to make recommendations about requests to change the hours of operation and on similar issues that affect skyways. The committee may have up to 12 members, and the goal is to recruit people who represent stakeholder groups that are affected by skyway-related issues (for example groups that advocate for youth or accessibility issues). The group also discussed the Arts, Culture and Entertainment Committee, which is intended to focus on community engagement and planning that relates to arts and / or local artists. There is some overlap with other committees, and Jon Fure said it has been a challenge to clarify the role and scope of the committee.

- VI. Board Member Basics: Jon Fure prepared a document that briefly explained the fiduciary duties of nonprofit board members, and where to find nonprofit resources. He encouraged board members to submit additional ideas and / or questions that will help all board members understand the basics of serving as a nonprofit board member.
- VII. Financial update and budget overview. The monthly financial reports were sent to board members and posted on the website. Jon Fure explained some of the policies and procedures that are in place to promote sound financial management of the organization. For example, checks for the CRC bank account are kept in the office of our accountant, so that he has to give the accountant an invoice and request a check in order to make a payment. He is authorized to sign checks for rent, insurance (general liability and workers comp policies), parking, and the website (software to maintain the website and fees to keep the domain name). If people have questions or concerns about the financial statements or our accounting and financial management practices, they can contact the CRC Treasurer, Will Travis.
- VIII. Officer duties / role of the officer committee: The group briefly discussed officer duties, and some board members expressed interest in serving as an officer, but since some board were not there who also might want to serve in those roles, the group agreed to elect officers at the November board meeting.
- IX. City council agendas / ENS data reports / writing resolutions: This agenda item will be discussed in more detail at a future board meeting.
- X. The meeting adjourned at 6:45 p.m.