

## CapitolRiver Council Meeting Minutes

Feb 27, 2018, 5:00-6:30 p.m. Board of Directors Meeting

Location: The M – 350 Robert Street North

Board Members Present: Kati Berg, Jauston-Charles Campbell, Lupe Castillo, Barry Cipra, Sandra Erickson, Tom Erickson, Amanda Feist, John Ganey, Todd Gray, Jeanne Hall, Jennifer Hensley, Bill Huepenbecker, Emily Larson, Amy Lee, James McClean, Vicki Plaistow, Jonathan Reisetter.

Board Members Absent: Tiffany Brace, Nick Cusick, Channon Lemon, Paul Mandell, Crystal Meriwether, Maria I. Raines, Chris Smith, Alesia G. Thompson Biro.

Guests: Roger Fuller, Milly McLean, Joe Spencer

- I. The meeting was called to order by Past Chair Tom Erickson.
- II. Welcome to The M: Jennifer Hensley welcomed the group and invited them to visit the museum when the next exhibit is open in early March.
- III. Motion to adopt agenda. Motion passed.
- IV. Motion by Todd Gray, seconded by John Ganey, to approve the Jan. 16 Board Meeting Minutes. Motion passed.
- V. CRC Board Member / Staff Training
  - Board members were asked what they would like to learn about, and what types of training would they recommend (during a meeting, webinar, self-directed / reading materials, etc.). Suggestions for topics included training on accounting functions for treasurer and people who are interested in serving on the finance committee members, board member expectations, nonprofit legal issues, topics specific to Downtown, activities of other district councils, equity and inclusion, community engagement, and other topics. The group discussed whether board members should be able to be reimbursed to sign up for training events through the Minnesota Council of Nonprofits ([www.minnesotanonprofits.org/events-training/training-calendar](http://www.minnesotanonprofits.org/events-training/training-calendar)) or if we should instead focus on training for all board members. The group also discussed having an alternative to a classroom setting, such as a training manual or book that all new board members would be asked to read.
- VI. CRC Work Plan and Goals
  - Jon Fure provided an overview of CRC work plans – one is required for the City Community Engagement Contract, which basically explains how CRC will spend the money that has been allocated by the City (such as supporting committee meetings and proactively reaching out to residents and representatives of local organizations to engage them in our work). The City Innovation Fund has provided about \$6,000 to each district council in 2018 and 2019, and the funding is focused on equity and inclusion. Separate work plans are also required for each year for that funding source. Now is when feedback is needed for the 2019 Innovation Fund and Community Engagement program work plans, which will be prepared by staff so that CRC can begin requesting payment for staff wages and other expenses. It is a good practice for all nonprofit organizations to create a strategic plan, which provides guidance on overall priorities. The U of M capstone project that was completed in 2018 essentially provides a good start to creating such a plan. CRC has also created annual work plans, which allow board members to identify specific goals and tasks that they want to see completed within a calendar year. The board's input is also used to prepare the other work plans for the specific funding sources.

- The group continued the discussion from the January 16 meeting about potential goals and issues to be included in the CRC 2019 Annual Work Plan. They were asked to rank their priorities from the list of ideas that had been generated in previous discussions. Other ideas that were suggested were to pursue funding for water quality, and that we should invite City Planning and Economic Development staff to discuss any potential funding sources that CRC is eligible for. The group discussed the importance of first setting goals, and then pursuing funding opportunities that align with our goals, priorities and values, instead of changing our goals to pursue funding that is available.
- **Motion by Todd Gray, seconded by John Ganey, to invite City employees Kurt Schultz and Joe Mendyka to a future board meeting to talk about potential funding sources. Motion passed.**

VII. Treasurer's Report – Treasurer Vicki Plaistow said the Finance Committee is recommending that we look for a new accountant. **Motion by Todd Gray, seconded by Lupe Castillo, to request the CRC Finance Committee to make a recommendation for a new accountant, and for CRC staff to get information from other district councils on their accounting vendors and / or staffing. Motion passed.**

VIII. Staffing Plan / Recommendations to Hire Student Intern and Engagement Program Manager: Jon Fure recommended candidates to hire for the Engagement Program Manager and student internship.

- **Motion by Todd Gray, seconded by Tom Erickson, to fill the Engagement Program Manager and Internship positions only after contracts for each funding source have been updated and signed by the CRC Treasurer. Motion passed.**

IX. Committee Information and Action Items / other updates

- Development Review Committee: Todd Gray, Co-Chair, and Joe Spencer, Downtown Alliance **Motion to recommend changing City ordinance 409 to exempt downtown on-sale liquor licenses from the school / church / synagogue 300-foot spacing requirement.** Motion passed.
- A future discussion topic will be signage. Some of the regulations seem to be outdated, such as rules prohibiting sandwich board signs, which are helpful in pointing passersby to places to eat or shop.
- Motion by Emily Larson, seconded by James McClean, to prioritize signage including sandwich board signs and questions about signage to encourage a more vibrant environment.
- Pedro park design committee – Jeanne encouraged board members to go to the City website, which has proposed designs for Pedro Park, and information about an open house on March 6 in 180 East 5th, Conference Room B. Jon Fure will provide the link and information about the meeting.
- Amanda Feist said this will be her last meeting, because she is taking a job in Dakota County. The Central Library will be appointing another person to serve on the CRC board.

X. The meeting adjourned at 6:30 p.m.