

## CapitolRiver Council Meeting Minutes

August 20, 2019, 5:15-6:45 p.m. Board of Directors Meeting

Location: 180 East 5th, Conference Room B

Board Members present: Chris Beckstrom, Kati Berg, Jauston-Charles Campbell, Sandra Erickson, Jennifer Hensley, Bill Huepenbecker, Ann Idzik, Amy Lee, Channon Lemon, Linda McBrayer, Shevek McKee, Christopher Melendez, Crystal Meriwether, Vicki Plaistow, Jonathan Reisetter, Chris Smith, Catherine Sweet.

Board Members absent: Tiffany Brace, Nick Cusick, John Ganey, Emily Larson, Paul Mandell, Alesia G. Thompson-Biro, Erin Zolotukhin-Ridgway.

Other attendees: Jon Fure, Lee Knutson, Anna Lavanger

- I. Chair Shevek McKee called the meeting to order and asked attendees to introduce themselves, and to say one thing that is an achievable goal for CRC in the next six months to a year, or longer. Responses included engagement around wayfinding / signage downtown; having a good strong arts committee; bringing back the indoor Town Square park; continue engaging the public in City planning; reviewing City codes related to the skyways and being a powerful voice for skyway-related recommendations; consistently creating understandable, readable, timely financial statements and supporting documents; creating and distributing a survey that will help us develop priorities for parks-related projects; contributing to the Saint Paul Winter Carnival that makes it an event that is more representative of the entire Saint Paul population; to have some resolution with Pedro park (next six months there will be some news, including another chance for mediation in November, and a trial is scheduled for February 2020); create a pickleball court downtown; host a fundraising event; continue to grow stronger unity among board members; complete the district council boundary change process; and develop strategies for continuity as the board changes.
- II. Motion by Ann Idzik, seconded by Chris Beckstrom, to adopt the agenda. Motion passed.
- III. Motion by Crystal Meriwether, seconded by Jennifer Hensley, to approve the July 18 board meeting minutes. Motion passed.

### **Homework** (action items / activities to be completed after this meeting)

- IV. Relationship Inventory – Amy Lee said this request is based on feedback that was provided when the board did a “speed-dating” activity, where board members rotated seats and had several 1-1 conversations on various questions about our work. Several people mentioned that they wanted to have a better understanding of skills and assets that we have as a group, and ways to elevate and amplify issues that we have been advocating. Also, our tendency has been to spend most of our board meetings on business items, and many people have suggested spending some time getting to know each other at each meeting from now on. This homework request is intended for people to participate to the level they are comfortable with. A link to a [“Relationship Inventory”](#) was sent out with the board meeting agenda, and board members are asked to fill it out or send responses to Jon Fure. Think about people who could be beneficial for us by being engaged in our work, or who might be interested in assisting with fundraising, which might include making an individual or corporate donation.
- V. Project management strategies for addressing frequently discussed issues – Jon Fure said a draft form has been created to help board members, staff and other stakeholders to document basic information about an issue, and status (including what are the barriers, or reasons why the project is languishing). Board members will be asked to provide feedback on the form and begin using it to submit project ideas. The group discussed providing a link to the form on the website. For example, someone could request an agenda item for a board or committee meeting, that could be passed along to the board chair and / or

committee chairs. People could see a list of requests, and the board and committees would create agendas based on those suggestions. Chair Shevek McKee and Jon Fure will continue working on the form(s) and posting them on the website.

**Old Business** (action items that have been tabled from previous board meetings)

- VI. CRC representation at City Council meetings and / or other meetings and events – Jon Fure said this was discussed at a previous meeting, and the suggestion was to make sure that have a representative in attendance where it would be beneficial for CRC to be involved. A suggestion was made to have a signup sheet. Secretary Linda McBryer said she would be willing to assist. Another suggestion was to provide a general list of where you can find council meetings and agenda items on the CRC website. For example, when the City Council hears the Mayor’s budget recommendation, a CRC representative should attend, so that we can discuss any recommendations for downtown.

**Information Items** (information for board members that does not necessarily require a motion)

- VII. Finance Committee Report – Treasurer Vicki Plaistow provided an overview of the Statement of Financial Position, Statement of Activities, Year-to-Date Profit and Loss by Class, and Budget-to-Actual. She said the reports have been improved, but are still not quite as clear and understandable as they could be. For example, she would like to see a beginning and ending balance on the statement of functional expenses. She would also like to re-order the columns on the profit and loss by class statement. She said we should begin the process of preparing the 2020 CRC budget, so it’s important to know where we are at, financially. She said she had asked Jon Fure to work with the accountant to make these and other specific changes, including a cash flow projection in a spreadsheet, but they haven’t been made yet. She asked him to contact the accountant as soon as possible to make those changes.
- VIII. CRC Fundraising strategy – Jon Fure provided an overview of grant applications that are underway, and other fundraising strategies.
- IX. Staffing updates – Jon Fure said Fatima Bishop, recent high school graduate, has completed her internship through the City of Saint Paul Right Track Intern Program. Tabitha Benci DeRango is continuing to work on coordinating public forums on a contract basis. Anna Lavanger, U of M Humphrey student, will soon be wrapping up her work with CRC (through early or mid-September).

**New Action items** (board motion and vote requested)

- X. Boundary change – Jon Fure said CRC and West 7th Fort Road Federation have completed the steps necessary before submitting a joint application to request the changes. A motion is required by the board to support the proposed changes, which are intended to a) respond to the concerns of residents on Irvine Avenue that they are not represented in District 17’s engagement and planning activities (which focus on downtown and the Capitol area), and b) clarify that the downtown buildings on both sides of Kellogg Boulevard are in District 17.

Motion by Linda McBryer, seconded by Sandra Erickson, to request that the Saint Paul City Council approve these proposed boundary changes, and to authorize staff to pay the \$125 administrative fee. Motion passed.

- XI. The meeting adjourned at 6:45 p.m.

## **CRC MISSION**

CapitolRiver Council, an official advisory group to the City Council, represents and works in partnership with all District 17 stakeholders to act on urban planning and community building efforts as part of a shared vision to support sustainable, safe, healthy, and vibrant neighborhoods.

# **CapitolRiver Council Rules of Procedure**

**Welcome to our meeting! When we make decisions as a group, we want all board members to have the opportunity to participate in the discussion. The following rules enable us to move through our agenda efficiently, while giving people with different opinions the opportunity to participate in the discussion. When we invite guests to participate, we ask that you also agree to the following:**

- Turn off or silence cell phones.
- Wait to be recognized by the board chair before speaking.
- Only one person speaks at a time.
- Keep comments brief – please stay within the allotted time on the agenda for committee updates and other agenda items, and keep other questions and comments to 1 minute.
- Keep comments to the agenda item that is being discussed.
- When you have given your opinion or asked a question, allow others time to give their opinion or ask a question before speaking again.
- Avoid making personal attacks or using disrespectful or offensive language.
- Unless otherwise specified in CRC Bylaws or policy, board action requires:
  - A motion by a board member, seconded by another board member (except that a motion by a committee does not need to be seconded).
  - Discussion by board members.
  - Discussion by the public at the discretion of the chair.
  - A majority of board members must vote in favor of the motion.
  - If a board member proposes one or more changes to a motion, the board must first vote on the proposed change(s) and then vote on the motion.
  - If a board member makes a motion to end the debate on an agenda item and call the previous question, and if it is seconded by another board member, the board must vote on that motion without debate, and if a majority of board members vote in favor of the motion to call the previous question, the board must vote on the motion that was being debated.