

# CapitolRiver Council Meeting Agenda

September 17, 2019, 5:15-6:45 p.m. Board of Directors Meeting

Location: 180 East 5th, Conference Room B

- I. Call to order and introductions – what is a question or concern you have about the City of Saint Paul’s 2020 budget, or about a City department or project? 5:15-5:25 pm
  - II. Motion to adopt agenda. 5:25-5:27 pm
  - III. Motion to approve August 20 board meeting minutes. 5:27-5:29 pm
- Old Business** (action items that have been tabled from previous board meetings) 5:30-5:45 pm
- IV. Relationship Inventory – Amy Lee / Emily Larson: At the August meeting, board members were asked to help create a list of organizations that could help CRC a) improve our engagement practices by encouraging more specific voices to participate in our work, and b) to improve CRC fundraising potential. Next steps will be to discuss ways that each of us can engage people in our work. The following form is available to provide potential names / organizations:  
<https://docs.google.com/spreadsheets/d/1By5foAOIKVTFpUBjUjV2REq7Au-UAojZ7bqI7iqGba0/edit#gid=0>
  - V. CRC representation at City Council meetings and / or other meetings and events – Jon Fure: Following up on previous discussion, here are some helpful links:
    - City Budget documents (including department summaries):  
<https://www.stpaul.gov/departments/financial-services/budget/2020-proposed-budget>
    - City Council Meeting calendar: <https://www.stpaul.gov/departments/city-council/council-agendas-minutes-videos>
    - Subscribe to City Newsletters and / or connect via social media: <https://www.stpaul.gov/connect>
  - VI. Project management strategies for addressing frequently discussed issues – Shevek McKee. Following up on last month’s discussion, board members are asked to critique two forms – one internal communications document that will serve as a resource for committees and board members to request updates to the website and create content for social media. The other is the Project Management Form that we discussed last month.  
**Amplification Request Form:** <https://forms.gle/SLmCjL8CFvo6ZFJe9>  
**Project Management Form:** <https://forms.gle/7fRTQ8ycbkT18guG9>

## New Business

Officers Committee Motion to oppose Parks budget cut: -- At a recent City budget hearing on the Parks and Recreation budget, a recommendation was made to eliminate City dollars for hanging flower baskets and holiday lighting. CapitolRiver Council has been an advocate for both of these activities. This was discussed by the CRC officers, who made the following motion:

Motion to send the following position statement to City staff and elected officials: “The CapitolRiver Council strongly opposes the elimination of funds for hanging flower baskets and holiday lights from the Parks budget before partnership funding solutions are firmly solidified. These City dollars are matched by private dollars, and help provide important vibrancy to District 17 and make downtown a more pleasant place to live, work, and visit.

**Information Items** (information for board members that does not necessarily require a motion) 5:45-6:30 p.m.

- I. Finance Committee Report – overview of the Statement of Financial Position, Statement of Activities, Year-to-Date Profit and Loss by Class, and Budget-to-Actual.
- II. CRC Fundraising strategy – Jon Fure: overview of grant applications that are underway, and other fundraising strategies.
- III. Arts Culture and Entertainment Committee – Jon Fure: Several questions have come up about the scope of this committee. CRC should not compete with other arts-related organizations, and potential collaborative activities need to be assessed in terms of whether they are within the CRC mission. The purpose of this item is to do some brainstorming about potential activities, and to assess whether they align with the CRC mission.
- IV. Adjournment 6:45 pm

## **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.