

Eken Park Neighborhood Association

Meeting Minutes for January 3, 2019

Submitted by EPNA Secretary, Ben Shannon

- Introduction and Minutes
 - o Approval of minutes
 - Motion: Sue moved to approve minutes (Syed second)
 - Discussion: No discussion
 - Vote: Unanimous approval

- Reconfirm move to Heritage
 - o Subject: In 2018, the EPNA planned to move its financial account from Associated Bank to Heritage Credit Union. This was suggested because a branch of Heritage Credit Union is located near the neighborhood and some members felt that credit union values align more closely with our cooperative values as a neighborhood association.
 - o Motion: Bernice made a motion - **“The EPNA should move our financial account from Associated Bank to Heritage Credit Union”** (Sue second)
 - o Discussion:
 - Syed wanted to know what this process entails and if he was required to be a part of the shift, given that he was the former co-chair. Ben explained that the Heritage account would be opened by the Co-chairs and Treasurer, money would be transferred to that account, then he (Syed) and Ben would close the Associated Bank account.
 - Maggie asked if the EPNA completed the incorporation process. Tom confirmed that the EPNA has become incorporated and reminded everyone that maintaining incorporation is a yearly process. Catie suggested that Zach, as treasurer, would most likely be in charge of the renewal process.
 - o Vote: Unanimous approval

- EPNA Focus for 2019
 - o Subject: The leadership team discussed the goals and areas of focus for the EPNA in 2019 and asked feedback from the membership. The areas of focus, as identified by the leadership are:
 - Bylaws update: The EPNA bylaws need to be updated to reflect the current state of the organization, including a more coherent explanation of duties for leadership, organization of committees, and so on.
 - Bernice suggested that, given the complexity of the bylaws’ approval process, a draft of the updated bylaws should be circulated to the membership prior to any discussion in the EPNA meeting. She felt that this would speed the process for revision and final approval.
 - Committee Updates: The EPNA leadership would like to review the current standing committees, define their duties, identify their chairperson and

members, and make that information available to the membership (e.g. through the EPNA website)

- Calendar: The EPNA leadership would like to establish a “neighborhood calendar” of important dates. This would include official activities of the EPNA (meeting days/times), as well as social activities associated with EPNA (Eken Park Festival and neighborhood clean-up). This information will be posted on the EPNA website.
- Membership and Recruitment: The leadership would like to focus on recruiting new members to the EPNA. Our neighborhood is experiencing an influx of new residents, and the EPNA should be proactive about encouraging people to join. This may require a membership committee.
- Recommitting to Oak and Hoard: The old Outreach Committee worked hard to address the needs of our neighbors in the area of Oak and Hoard. But, for various reasons, that committee was unable to sustain its original momentum. The EPNA leadership would like to see a renewed commitment to the Oak and Hoard area of the neighborhood.
- Other items?: The leadership asked for suggestions from the membership about focus areas they would like to see.
 - Syed would like to establish a financial oversight system (“audit”) in order to have greater transparency for the EPNA finances. This was a process started during his tenure as co-chair and he would like to see it completed.
 - Tom would like to establish a “more robust” Facebook presence, and plans to talk with Ben about how this could be accomplished
 - Catie said that this brings up larger issues of establishing clear lines of communication, which could be addressed through a “Membership and PR Committee”

- Events Calendar

- Subject: Catie further explained the need for an events calendar (see 2019 goals above)

- Committee Formation Review

- Subject: Ben further explained the need for committee review (see 2019 goals above) and identified the following committees as existing or needed:
 - Eken Park Festival Committee (existing) – in charge of organizing and carrying out Festival
 - Placemaking Committee (existing) – in charge of creating spaces and places that beautify or otherwise enhance our neighborhood
 - Membership and PR Committee (needed) – in charge of sustaining and increasing membership and communicating with public about EPNA
 - Greenspace Committee (needed) – in charge of maintaining neighborhood greenspaces, such as the butterfly sculpture garden and medians, as well as determining needs for Eken Park and Washington Manor Park

- Oak and Hoard Committee (needed) – in charge of picking up where the old Outreach Committee left off by finding ways to better address the needs of neighbors near the intersection of Oak and Hoard
 - Discussion:
 - Bernice said it was important to figure out whether or not the Greenspace Committee would encompass the two neighborhood parks, because the EPNA needs to have someone keeping tabs on such an important resource
 - Bernice also expressed her desire to have all of the committee information in one place, such as the EPNA website, and not divided between the website, Facebook, Next Door and so on.
 - Syed suggested that, regardless of whether or not the Greenspace Committee was responsible for the parks, it is important that some committee from the EPNA in the Eken Park revitalization (e.g. new playground equipment), which the city has scheduled for 2020 to 2022.
 - Tom wanted to make sure to note that the committees under discussion would be “standing committees” and that “ad hoc committees” were not being addressed at this meeting
 - Sue suggested that the EPNA should have a fundraising committee, which would remove some of the fundraising burden from the Festival Committee and could also help determine the EPNA’s yearly charitable giving
 - Syed would like the process of committee formation and rules governing committees to be enshrined in the bylaws
 - Becky Beck expressed interest in being part of an outreach committee targeting businesses in the neighborhood
- Open Comments
 - Bernice would like to formally propose that the blues band, “Mad Town Manish Boys”, be considered for playing the 2019 festival
 - Tom said that the festival will consider the band. He and Sue will attend one of their shows. Tom also said that diversity is important for the festival, and that will help to determine decisions about which bands play at the festival.
 - Syed added that he would like to see a hip-hop artist represented at the EP Fest
 - It was noted that former co-chair, Art Hackett has been receiving mail for the EPNA.
 - Sue suggested that the EPNA should acquire a P.O. Box in order to maintain a permanent address for the association. All financial statements, membership dues, and written communications could be sent to that location, and this would solve the problem of changing officers and addresses.
 - Tom requested that “allocation of resources” (e.g. charity donations from the festival) be added to the agenda for February
- Placemaking Update
 - Subject: Ben gave an update on the neighborhood gateway project for East Johnson and East Washington. He informed the members that the Placemaking Committee signed

the contract for the “Arts in Public Places” grant and that the EPNA received \$7000.00 from the city to start work on the project.

- Adjourn
 - o Sue made a motion to adjourn (Bernice second)