

**East Bde Maka Ska Neighborhood Association
Board of Directors Meeting**

Thursday, April 7, 2022, 7:00 p.m.
Online via Zoom

MINUTES

Board members present:

Paul Lussenhop (President), Adam Olson (Treasurer), Kari Krautbauer (Secretary), Sarah Buchlaw, Josh Christianson, Anja Curiskis, Caren Dewar, Bobbie Keller, Jon Silverman, Luke Varien

Staff present:

Andrew Degerstrom, Coordinator

1) Welcome & Introductions

President Paul Lussenhop called the meeting to order at 7:05 p.m.

2) Announcements

Coordinator Andrew Degerstrom announced that the Community Connections Conference will be held on Saturday, May 21.

3) President's Report

President Paul Lussenhop gave the following report:

- Earth Day Clean-Up is Saturday, April 23. Anja has volunteered to coordinate the event. Final event details will be shared in the mid-month e-blast.

4) Staff Report

Coordinator Andrew Degerstrom gave the following staff report:

a. CPP Final Report

Coordinator Andrew Degerstrom presented the CPP Final Report covering the years 2020 and 2021. Lee Todd and Monica Smith assisted in drafting the report.

The following action was taken regarding agenda item 4a:

Motion to approve Resolution 2022-09: Resolved that the East Bde Maka Ska Board of Directors approve the CPP Final Report, attached as Exhibit A. *Motion by Lussenhop, seconded by Keller. Motion carried with 9 ayes and 0 nays.*

b. 501(c)(3) vs. 501(c)(4)

Coordinator Andrew Degerstrom presented the following regarding East Bde Maka Ska's tax-exempt classification after consultation with Jess Birken:

- East Bde Maka Ska is currently registered as a 501(c)(4) organization. Degerstrom does not know the why East Bde Maka Ska chose to apply for the 501(c)(4) designation instead of 501(c)(3), but assumes that it was a combination of easier reporting requirements and wanting to preserve the ability of the Board to lobby the City on various issues.
- Out of the 4 neighborhood associations that Degerstrom is involved with, East Bde Maka Ska is the only one that is a 501(c)(4), all others being a 501(c)(3).
- There would be various cost savings/financial incentives to being a 501(c)(3) instead of a 501(c)(4), including:
 1. Access to various technology discounts through TechSoup and others. Biggest discount would be on QuickBooks Online, which would cost \$75 annually instead of \$960 annually.
 2. Sales tax exemption and non-profit postage rate will result in significant savings on neighborhood mailings.
 3. Donations made to a 501(c)(3) are tax deductible.
- East Bde Maka Ska's attorney, Jess Birken, would be able to assist with applying for 501(c)(3) status. The total cost would be \$2705, broken down as follows:
 1. Amended Articles of Incorporation (current Articles are written to comply with requirements for 501(c)(4), not 501(c)(3): \$655
 2. IRS Form 2023 (501(c)(3) application: \$1400
 3. IRS Form 1023 application fee: \$600
- East Bde Maka Ska would recoup the costs associated with applying for 501(c)(3) through cost savings within several years.
- East Bde Maka Ska would still be able to send letters to the City weighing in on land use applications, etc. as a 501(c)(3).

The East Bde Maka Ska Board will followup on this topic at its May meeting.

c. Tech Dump Event

Coordinator Andrew Degerstrom reported that the Tangletown Neighborhood Association is organizing a "Tech Dump" event on Saturday, September 24, and is looking for

additional neighborhoods to participate. The cost per neighborhood would be \$250 maximum, but could be less depending on the total number of neighborhoods that decide to participate. The location is Mayflower Church (Diamond Lake Rd and 35W).

The Board is interested in hosting a satellite collection site in the neighborhood as an alternative for those who cannot make it to Mayflower Church.

The following action was taken regarding agenda item 4c:

Motion to adopt Resolution 2022R-10: Resolved that the East Bde Maka Ska Board of Directors approves its participation in a “Tech Dump” event organized by Tangletown Neighborhood Association and appropriates up to \$250 for event costs. *Motion by Lussenhop, seconded by Christianson. Motion carried with 10 ayes and 0 nays.*

d. Files

Coordinator Andrew Degerstrom has a large number of files from Monica Smith in his apartment with no place to store them and is looking for someone else to take them.

Paul Lussenhop volunteered to store the files.

5) Finance Report

Treasurer Adam Olson presented the April 2022 Finance Report, attached as Exhibit B.

6) Role of Neighborhood Association Boards

The Board had a discussion on the role of neighborhood association boards and stressed the continued importance of making efforts to ensure that the East Bde Maka Ska Board is representative of the whole neighborhood.

7) Committee Reports

a. NRP Committee

The NRP Committee will meet on April 21 at 7 p.m.

b. Culture, Diversity & Inclusion Committee

Culture, Diversity & Inclusion Committee Chair Luke Varien reported that the Committee is retooling a survey developed by CIDNA as a way to engage renters. The Committee is finalizing questions for the survey. The Committee is looking into organizing a series of listening sessions and contacted Uptown Cafe to see if they'd be willing to host.

c. Public Safety Committee

Public Safety Committee Chair Paul Lussenhop reported that the Committee will stay in contact with Council Member Goodman's office regarding any developments around the

Uptown Theater project. The Committee was interested in creating a grant program to help residents install shields to prevent catalytic converter thefts. However, the City confirmed that type of program would not be eligible under the NRP Program.

d. Livability Committee

The Livability Committee did not meet in March. Its next meeting is scheduled for April 18.

8) Website Update

Adam Olson is interested in retooling East Bde Maka Ska's website and social media to help boost the neighborhood association's online presence. Olson will convene a small group of Board members who are interested in the project.

9) Logo Update

Paul Lussenhop, Adam Olson, and Andrew Degerstrom met with the designer of the winning submission in the logo contest to discuss next steps. The artist will be making a few minor changes and putting together some draft deliverables including a letterhead, etc.

10) Adjournment

President Paul Lussenhop adjourned the meeting at 8:39 p.m.

Minutes submitted by Andrew Degerstrom

2020-2021 Community Participation Program

final report



The CPP Final Report is designed to provide neighborhood residents, local public officials and others with reports about work being carried out by neighborhood organizations. Please use this form to compose and share your report and then submit your answers through the Survey Monkey link you received.

Please note: If you will be entering more than one neighborhood organization's annual report via Survey Monkey, please contact Aariah Fine (ariah.fine@minneapolismn.gov) to request a separate, unique weblink for each additional organization's report.

Report basics

- Please report on activities during the 2020-21 calendar year.
- Please keep your answers brief. For example, a paragraph or two should suffice for questions requiring a narrative response.
- Pictures that help tell your story are especially appreciated. Please email them to us at ncr@minneapolismn.gov.
- For your 2020-21 highlights, please think about examples of work that you want to share with other neighborhood organizations.
- Questions? Please contact your neighborhood support specialist at NCR.

Please complete and submit your 2020-21 CPP final report by Friday, April 15, 2022.

Organization questions

1. Neighborhood organization

East Bde Maka Ska Neighborhood Association

2. Organizational information

Neighborhood organization contact: Andrew Degerstrom, Coordinator

Organization email address: info@eastbdemakaska.org

3. Organizational website and social media

Website: eastbdemakaska.org

Twitter: Click or tap here to enter text.

Facebook:
<https://www.facebook.com/EastBdeMakaSka>

Other: Click or tap here to enter text.

4. Date of board approval¹

Click or tap to enter a date.

Note: The information in this section will be aggregated by NCR staff for the annual neighborhood programs report and will not be published as part of each neighborhood's annual report.

5.-6. Indicate the position title and average hours per week of each paid employee or contract staff, (excluding professional services such as accounting and legal.)

Position title	Average hours per week
<i>Position #1 Neighborhood Coordinator</i>	12
<i>Position #2</i>	
<i>Position #3</i>	
<i>Position #4</i>	
<i>Position #5</i>	

7. If needed, provide additional information here. Note if any positions are seasonal, temporary, etc.
n/a

Stakeholder outreach and engagement questions

It is not an understatement to say that 2020 and 2021 were extremely challenging years both in terms of what and how work was done. NCR anticipates that the measures being reported on below will reflect this reality. This information will not have any impact on future funding allocations.

8. Meetings (check all that apply)

- Held regular committee meetings or discussion groups that are open to all stakeholders.
- Held at least one general membership or community meeting (in addition to the annual meeting) to gather input from residents and other stakeholders for a neighborhood specific initiative.
- Hosted at least one general membership or committee meeting in response to a City request for input- such as a development proposal, transit planning or public works projects.
- Conducted on or more focus groups.

9. Door-to-door (check all that apply)

Door-Knocking (with goal of face-to-face engagement)

- At least once reaching a portion of neighborhood.
- At least once reaching most or all of the neighborhood.
- For more than one issue/outreach effort.

¹ Once your board has reviewed this draft annual report, please provide the date of the meeting at which the board approved submission of this report to NCR. NOTE: Meeting minutes may be requested by NCR

- On a routine basis.
- Conducted primarily by staff members.
- Conducted primarily by volunteers.
- Carried out primarily to increase membership and participation.

10. Approximately how many households did you reach through door knocking in 2020-21? Please provide a cumulative total for both years.

None

11. Flying – dropping literature at doors (check all that apply)

- At least once reaching a portion of the neighborhood.
- At least once reaching most or all of the neighborhood.
- Carried out primarily to inform and increase membership and participation.
- Carried out primarily to gather input or inform on a specific city or neighborhood issue.

12. Approximately how many households did you reach through flying in 2020-21? (Please provide a cumulative total for both years)

800

13. Events (check all that apply)

- Staffed a booth or table at neighborhood event or other community event that included sign-up sheets, surveys or information about your organization
- Organized one or more issue specific events (such as a safety forum, housing fair, Open Streets, Creative Citymaking, etc.)
- Organized smaller events for specific outreach to target audiences (e.g. sidewalk tabling to reach renters, lemonade stands, tabling at Farmer’s Market, etc.)

14. Communications (fill in all that apply)

1. Did you print a paper newsletter? If so, at what frequency? No
2. Number of subscribers to your email list: 806
3. Number of followers on your primary social media channel (e.g. Facebook, Twitter, etc.): 273

15. Other (check all that apply)

- Conducted at least on community-wide survey (such as a random sample or all-household survey).
- Conducted another form of survey (e.g. intercept survey).
- Developed partnerships with cultural, religious, professional or business associations to expand outreach into under-represented populations.

- Other activities (please describe here): We conducted several diversity seminars with professionals in the field. Also held seminars on the neighborhood naming survey.

16. How did your organization adapt to issues surrounding COVID-19 and civil unrest? (Check all that apply)

- Staff working from home.
 Closed office.
 Furloughed staff.
 Online meetings/events.
 Cancelled events/meetings.
 Door knocked.
 Held events/meetings in person **outside** with social distancing.
 Held events/meetings in person **inside** with social distancing.
 Other. Please list: [Click or tap here to enter text.](#)

17. How did you connect with your community about important information? (Check all that apply)

- Phone.
 Email blast.
 Flyer.
 Postcards.
 Door knocking.
 Social media posts/campaigns.
 Special page on website.
 Other. Please list: [Click or tap here to enter text.](#)

18. What issues affected your community? (Check all that apply)

- Community members needing PPE.
 Businesses damaged/destroyed.
 Food insecurity.
 Housing insecurity.
 Encampments.
 Increased crime.
 COVID-19 outbreak in your community.
 Other. Please list: [Click or tap here to enter text.](#)

19. If your organization created initiatives and projects or shared information with other organizations in response to specific issues, what were those issues? (Check all that apply)

- COVID-19.
 Civil unrest.
 Encampments for those experiencing homelessness.
 Food insecurity.

- Mutual aid networks.
- Supporting local businesses.
- Solidarity gatherings.
- Healing circles.
- Other. Please list: [Click or tap here to enter text.](#)

20. Please share one story about a project or initiative your organization created or supported in response to the various crises of 2020-21.

In response to the murder of George Floyd and the events that followed, our Culture, Diversity and Inclusion Committee held a series of educational Zoom seminars focused on racism.

21. Please provide an estimate of the volunteer hours provided to your organization in 2020-21.

(Please provide a cumulative total for both years)

Note: Monica is helping with this question and the answer will be added once the number is calculated.

22. How did your organization reach out to under-represented/engaged groups in your neighborhood? (Check all that apply)

- Worked on an issue of particular interest to an under-represented/engaged group within the neighborhood.
- Provided notices of annual and special meetings in multiple languages.
- Provided newsletter articles or web paged in multiple languages.
- Targeted outreach in apartment buildings or blocks to reach renters.
- Targeted tabling at other events or locations (such as farmers markets, cultural events, etc.).
- Held focus groups or open meeting formats for under-represented/engaged constituencies in the neighborhood.
- Included an Americans with Disabilities Act statement on meeting and event notices.
- Reviewed participation activities, and identified new leaders and volunteers for volunteer, committee, and board participation.
- Held one-time/pop up events in areas of the neighborhood that don't often have neighborhood meetings.
- Other (please describe here): [Click or tap here to enter text.](#)

23. What more would you like to tell NCR or the community about your stakeholder involvement? What are you doing that is new or particularly successful to reach residents and others?

We continue to extend our reach to neighbors through our monthly e-newsletter. We have also established partnerships with new apartment buildings to try and reach renters in the neighborhood.

Our newsletters are posted with invitations to become involved. Any time we have a major neighborhood-wide decision such as the name change in 2021 which involves flyering the neighborhood, we couple it with invites to become more involved.

2020-21 highlights

Major highlight(s)

24. Please describe one or more highlights.

- What was the issue or opportunity the neighborhood was facing?
- Who was impacted?
- What steps did you take to address the issue or opportunity?
- What was the outcome?

In 2019, we conducted an extensive neighborhood discussion about the presence of Calhoun in our name. The result was a vote to change our name from East Calhoun Community Organization to ECCO Neighborhood Association. In 2021, our Board decided that we should reopen the name discussion when some neighbors felt that ECCO still held the implication of Calhoun in the name. This resulted in a second round of neighborhood-wide education, discussion, and reconsideration. Following a vote by the neighborhood with nearly 25% participation, we changed our name a second time from ECCO Neighborhood Association to East Bde Maka Ska Neighborhood Association.

We'd love to share your highlights with others. If possible, please send digital photos, videos, illustrations to ncr@minneapolismn.gov with the subject line, "2020-21 CPP Final Report Images." If you have a large file, please make arrangements to mail or deliver a copy directly to your NCR neighborhood specialist.

Thank you!

Statement of Financial Position as of March 31, 2022

Cash on Hand

Bridgewater Checking	
City Fund	\$ 7,861.00
General Fund	\$ 27,538.18
Reserve Fund	\$ -
Bridgewater Checking Total	\$ 35,399.18
Undeposited Funds	\$ -
Total Cash on Hand	\$ 35,399.18

Total Assets **\$ 35,399.18**

Liabilities

Bridgewater Visa Balance	\$ 85.52
C-27829 Advance	\$ 4,500.00
C-27964 Advance	\$ 5,100.00
Total Liabilities	\$ 9,685.52

Net Assets **\$ 25,713.66**

March 2022 Transactions Report

Date	Payee/Remitter	Detail	Expense	Deposit	Budget Line Item	Fund #	Reimbursable (Y/N)
3/1/2022	Andrew Degerstrom	Coordinator February 2022	\$ 1,739.00	\$ -	101 - Staff	1101	Y
3/3/2022	ExpressTaxExempt.com	990-N e-filing	\$ 19.90	\$ -	125 - Administrative > Tax forms/AG report	1304	Y
3/4/2022	City of Minneapolis	COM0004782 Reimbursement 2/1/2022-2/28/2022		\$ 1,831.50	n/a	1000	n/a
3/8/2022	Intuit	QuickBooks Online monthly subscription	\$ 40.00	\$ -	104 - Communications/Outreach > QuickBooks Online	1304	Y
3/9/2022	City of Minneapolis	C-27829 Reimbursement 2/1/2022-2/28/2022		\$ 593.16	- #N/A	1000	n/a
3/29/2022	Office of the MN AG	2021 AG report filing fee	\$ 25.62	\$ -	125 - Administrative > Tax forms/AG report	1304	Y
Total			\$ 1,824.52	\$ 2,424.66			

**East Bde Maka Ska
2022 Budget**

INCOME

Neighborhood Network Fund	\$ 20,000.00
Equitable Engagement Fund	\$ 4,358.00
Wine Tasting	TBD
NRP	\$ 17,660.48
Total Income	\$42,018.48

FUNDING SOURCE			
NNF	EEF	General	NRP
\$ 20,000.00	\$ 4,358.00	TBD	\$ 17,660.48
\$ 20,000.00	\$ 4,358.00	\$ -	\$ 17,660.48

EXPENSES

Staff	
Contract staff	\$ 23,088.00
Subtotal	\$23,088.00

\$ 20,000.00			\$ 3,088.00
\$ 20,000.00		\$ -	\$ 3,088.00

Expenses YTD	Balance
\$ 4,791.50	\$ 18,296.50
\$ 4,791.50	\$ 18,296.50

Occupancy	
Web and email hosting, domain and Dropbox	\$ 500.00
Subtotal	\$ 500.00

			\$ 500.00
\$ -		\$ -	\$ 500.00

\$ 40.00	\$ 460.00
\$ 40.00	\$ 460.00

Communications/Outreach	
DocuSign	\$ 300.00
QuickBooks Online	\$ 600.00
Constant Contact	\$ 350.00
Zoom	\$ 204.00
New boundary signs	\$ 2,350.00
Create new mailing list	\$ 250.00
Fliers for events (2)	\$ 390.00
Mailing (4)	\$ 4,355.00
General postage and copies	\$ 600.00
Subtotal	\$ 9,399.00

			\$ 300.00
			\$ 600.00
			\$ 350.00
			\$ 204.00
	\$ 2,350.00		\$ 250.00
			\$ 390.00
			\$ 4,355.00
			\$ 600.00
\$ -	\$ 2,350.00	\$ -	\$ 7,049.00

\$ 100.00	\$ 200.00
\$ 105.00	\$ 495.00
\$ 378.00	\$ (28.00)
\$ -	\$ 204.00
\$ -	\$ 2,350.00
\$ -	\$ 250.00
\$ -	\$ 390.00
\$ -	\$ 4,355.00
\$ -	\$ 600.00
\$ 583.00	\$ 8,816.00

Supplies Material	
Office supplies	\$ 300.00
Subtotal	\$ 300.00

			\$ 300.00
\$ -	\$ -	\$ -	\$ 300.00

\$ 102.16	\$ 197.84
\$ 102.16	\$ 197.84

Meetings/Community Building Events	
Monthly Happy Hour (6 months)	\$ 360.00
Earth Day	\$ 150.00
Super Sale	\$ -
Crime & Safety events	\$ 300.00
Labor Day	\$ 1,530.00
Annual Meeting	\$ 750.00
Board orientation	\$ 25.00
Caroling	\$ 100.00
Subtotal	\$ 3,215.00

		\$ 360.00	
		\$ 150.00	
		\$ 100.00	\$ 200.00
		\$ 1,125.00	\$ 405.00
		\$ 400.00	\$ 350.00
		\$ 25.00	
		\$ 100.00	
\$ -	\$ 2,260.00	\$ 955.00	\$ -

\$ -	\$ 360.00
\$ -	\$ 150.00
\$ -	\$ -
\$ -	\$ 300.00
\$ -	\$ 1,530.00
\$ -	\$ 750.00
\$ -	\$ 25.00
\$ -	\$ 100.00
\$ -	\$ 3,215.00

Development/fundraising	\$ -
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\$ -	\$ -
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Administrative	
Insurance: Gen Liability	\$ 500.00
Insurance D&O	\$ 900.00
Mail box rental	\$ 500.00
Tax forms/AG report	\$ 30.00
Subtotal	\$ 1,930.00

			\$ 500.00
			\$ 900.00
			\$ 500.00
			\$ 30.00
\$ -	\$ -	\$ -	\$ 1,930.00

\$ 27.00	\$ 473.00
\$ -	\$ 900.00
\$ -	\$ 500.00
\$ 53.47	\$ (23.47)
\$ 80.47	\$ 1,849.53

Equitable Engagement	
Program TBD	\$ 4,358.00
Subtotal	\$ 4,358.00

	\$ 4,358.00		
\$ -	\$ 4,358.00	\$ -	\$ -

\$ -	\$ 4,358.00
\$ -	\$ 4,358.00

Donations	
Donations to other nonprofits	\$ 1,000.00
Subtotal	\$ 1,000.00

		\$ 1,000.00	
\$ -	\$ -	\$ 1,000.00	\$ -

\$ -	\$ 1,000.00
\$ -	\$ 1,000.00

Total Expenses	\$43,790.00
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\$ 20,000.00	\$ 4,358.00	\$ 5,610.00	\$ 13,822.00
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\$ 5,597.13	\$ 38,192.87
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Surplus/(Loss)	\$ (1,771.52)
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\$ -	\$ -	\$ (5,610.00)	\$ 3,838.48
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Funds Remaining by Contract as of March 31, 2022

Contract	Total Funds Contracted	Total Funds Spent through 3/31/2022	Funds Remaining
C-27829 - NRP Phase II Plan Implementation			
Advertising	\$ 2,455.68	\$ 2,455.68	\$ -
Website	\$ 1,530.00	\$ 40.00	\$ 1,490.00
Neighborhood Events	\$ 2,600.00	\$ 671.11	\$ 1,928.89
Admin & Staff Support	\$ 55,225.18	\$ 41,811.64	\$ 13,413.54
Total	\$ 61,810.86	\$ 44,978.43	\$ 16,832.43
C-27964 - NRP Phase II Programs			
CES Energy Visit Rebates	\$ 4,019.09	\$ 4,019.09	\$ -
Neighborhood Signage	\$ 2,000.00	\$ 1,016.35	\$ 983.65
Home Security Rebates	\$ 7,500.00	\$ 3,129.91	\$ 4,370.09
Rain Barrel/Compost Bin Rebates	\$ 4,000.00	\$ 2,698.65	\$ 1,301.35
Tree Grant Program	\$ 6,980.91	\$ 6,056.99	\$ 923.92
Radon Program	\$ 20,000.00	\$ 5,748.00	\$ 14,252.00
Lead Testing Program	\$ 10,000.00	\$ 3,744.90	\$ 6,255.10
Warming House Refresh	\$ 2,162.00	\$ 2,162.00	\$ -
Traffic Study/Implementation	\$ 5,000.00	\$ 1,500.00	\$ 3,500.00
Total	\$ 61,662.00	\$ 30,075.89	\$ 31,586.11
COM0004782 - 2022 NNF/EEF			
Neighborhood Network Fund			
Staff Expenses	\$ 20,000.00	\$ 4,791.50	\$ 15,208.50
Professional Services	\$ -	\$ -	\$ -
Occupancy	\$ -	\$ -	\$ -
General Liability Insurance	\$ -	\$ -	\$ -
Directors and Officers Insurance	\$ -	\$ -	\$ -
Supplies and Materials	\$ -	\$ -	\$ -
Meetings and Community Building Events	\$ -	\$ -	\$ -
Development	\$ -	\$ -	\$ -
Fundraising	\$ -	\$ -	\$ -
Other Services	\$ -	\$ -	\$ -
Equitable Engagement Fund			
Staffing	\$ 1,452.00	\$ -	\$ 1,452.00
Communications	\$ 2,906.00	\$ -	\$ 2,906.00
Total	\$ 24,358.00	\$ 4,791.50	\$ 19,566.50