

June 14, 2021

Lyndale Neighborhood Association
Board of Directors Meeting Agenda

Zoom: <https://us02web.zoom.us/j/89250079228>

Monday, June 14, 2021

6:30 –8:00 PM

| | | | |
|---|---------------------------|---|--------------------------|
| x | K. Samejima- President | x | J. Dibley |
| x | M. Hirsi | x | D. Reddy |
| x | A Newcombe- Secretary | x | Sarah Linnes-Robinson |
| x | V. Dickerson | x | D. Hogan- Vice President |
| | E. Janezich- Treasurer | | |
| | D. Xaji | | First Alternate - |
| | Second Alternate - | | Third Alternate (Vacant) |
| | Fourth Alternate (Vacant) | | Fifth Alternate (Vacant) |

Meeting called to order by Kyle at 6:30

Item 1. COVID Policies: Language Recommendations

See attachments for a draft **Mandatory Vaccination policy (for staff)** and a (rumored to be required for all business to reopen?) draft **COVID Preparedness Plan**.

Also a draft statement of an LNA current COVID statement:

LNA has adopted a policy requiring the vaccination for COVID-19 of all employees and is returning to hosting and supporting outdoor events this summer, and indoor teaching for ESL classes. Community members attending LNA outdoor events need to make the best personal choice for themselves whether to attend or not, and whether to be masked and maintain 6-feet of social distance from attendees, or not. In accordance with the current CDC and the State of Minnesota Guidelines, LNA will not require these precautions at their outdoor events this summer. When LNA Staff and Volunteers are attending community events hosted by other organizations, all representatives of LNA will follow all COVID precautions itemized by the hosting organization.

However, due to the nature of the volatility of Minnesota weather and the need to make our meetings accessible to the public, LNA will not be holding in-person indoor or outdoor community meetings through the summer of 2021. Instead community meetings, committee meetings, and Board of Director Meetings will continue to be held via Zoom, and will welcome real-time participation and will also be recorded for viewing later by community members. Work Groups or Task Forces of LNA may opt to meet in person indoors if there is 6 feet of spacing between all attendees. This means that small group meetings need to know who is attending before a space can be reserved. Attendees can determine if they are comfortable meeting masked or unmasked due to their vaccination status, but if any one attendee requests masks, all attendees are required to wear them or the gathering will be cancelled. This plan will be reassessed by Lyndale Neighborhood Association Board of Directors in September 2021 to see if it needs to be modified.

Devin moved that we accept the policies as written. Anna 2nd. Motion passes unanimously.

Item 2. Update on Issues at Corner Garden (Garden on 31st Street between Pleasant and Pillsbury)

Ongoing dispute between property manager to the North and LNA Gardeners. Sarah was made aware of this after property manager destroyed all of the picnic tables and benches in the garden. Additionally, after a recent fire on the third story of the Northern property, charred remains, broken glass and other fire detritus was placed in our garden space and in another neighbor's yard.

Sarah spoke to the property owner who felt his manager acted appropriately and told Sarah to never contact him again.

Sarah wanted Board input as to what to do about the the situation. Should we get a "no trespassing" order or a restraining order against the property manager? What other steps might we want to consider.

Board determined that speaking to Ed, our treasurer, who was absent tonight, to get any insights into the situation. Also talk to the home owner on the other side of the garden about potential actions they may have had with the "Northern" neighbor.

Item 3. Job Posting for Equity & Justice Organizer.

- LNA just posted a job for an Equity & Justice Organizer. This is a fulltime position shared with our neighboring neighborhood Kingfield. The candidate needs to be fluent in Spanish both speaking and writing. The full position description is here: <http://bit.ly/EquityJusticePosition>
- Update on City Application Plan for Collaboration funds and Equitable Engagement Funds. Funds now distributed using 3 broad categories:
 - Equitable Engagement (Due Sept. 1, 2021) Renters, non-native speakers, businesses, etc.

- Collaboration (Released in July 2021) Neighborhood to neighborhood. One time access.
- Partnership

Items slipping through the Cracks.

Item 4. Update Bank Signers. Board approval requested to update all account signers to Kathy Tickle, booker, Erin Cary, Associate Director, and Sarah Linnes-Robinson, Acting Director.

Anna moved that we approve the update on all account signers as written above. Abe 2nd. Motion passes unanimously.

Item 5. #1 Budget Line Item Change Recommended for Tech Support

- Approved budget \$3000 in Web Hosting. Request approval for up to \$1000 of this to be spent on:
 - Hiring contract tech help to get LNA's digital office and communications in order including:
 - Signing up for Dreamhost which offers free webhosting;
 - Un-linking old LNA website and determining how to archive it;
 - Migrating new website to the new platform;
 - Updating website with needed features or possibly changing platforms;
 - Figuring out system backup procedure.

Devin moved that we accept the up to \$1,000 investment to update and cleanup our technology. Kyle 2nd. Motion passes unanimously.

Item 6. Board Visioning is bogged down by Board and Organizational Administration

- Administrative process that the city has added to neighborhoods this year (as discussed above) are requiring additional time, as is the disarray of the LNA office systems, communications and committees and the introduction of new unexpected projects including Wells Fargo. We need to discuss what to do about this. How do we imagine the future of the organization when we can't get out of the weeds?

Covid has hampered our ability to stay engaged with and keep our community involved. Our ESL program is very strong. Can we use the ESL program to help with our outreach or to reach out to others in the community especially those in underserved/under-represented members of our neighborhood.

Sarah asked board members what we are passionate about and how could we leverage our passions and take them to the community.

Meeting ended at 8 pm

ADDENDUM Jun 24, 2021

LNA Board unanimously approved the application completed for the Collaborative Fund Request for the City of Minneapolis. See grant proposal attached.

Collaboration and Shared Resources Fund guidelines and application

This document contains an overview of the Collaboration and Shared Resources Fund, the application form and a project evaluation scoring sheet for reference.

[Collaboration and Shared Resources Fund overview](#)

[Application](#)

[Project evaluation sheet](#)

Collaboration and Shared Resources Fund overview

Fund goals and outcomes

The goal of the program is to maintain the long-term feasibility of the place-based neighborhood network system and provide technical and financial assistance to neighborhood organizations that want to consolidate or share resources with each other.

Funding available

The Minneapolis City Council authorized \$31,000 in 2021 and \$100,000 in both 2022 and 2023. Applicants may request the following maximum combined amount for all three years:

- Two neighborhoods - \$15,000
- Three or more neighborhoods - \$20,000

Eligible organizations

Recognized Citywide Neighborhood Network Fund supported [neighborhood organizations](#).

Eligible expenses and activities

Funds may be used to cover costs such as staffing, printing and production, fees for professional services including technical assistance and engagement activities furthering consolidation and shared resource efforts.

Eligible activities could include:

- Two or more neighborhood organizations consolidating into one multi-neighborhood organization.
- Two or more neighborhood organizations establishing a system to share certain costs, resources or services.

Funding cycles

This program is intended to be a temporary fund covering the three-year transition period (2021 to 2023). Applications can be accepted anytime throughout the transition period and can be up to three (3) years in duration. If milestones are not met the contracts may be terminated.

Timeline

- April 16, 2021 – Application available, information sessions begin and submissions accepted.
- July 1, 2021 – First round of applications due.
- July 20, 2021 – First round of applications reviewed and scored.
- Aug. 1, 2021 – Contracting process begins.
- Dec. 31, 2021 – Program evaluation due to NCR.
- Jan. 1, 2022 – New round of funding available.
- June 1, 2022 – Program evaluation due to NCR.

Application evaluation criteria

A successful project will:

- Actively involve people who will benefit from the project in its implementation.
- Have measurable benefits.
- Have a well-planned, realistic work plan and timetable.
- Be well-managed, both while the work is ongoing and after its completion.
- Show results within six months and be completed within three years.

Application review process

Proposals will go through two steps before final approval decisions are made.

1. NCR staff will screen applications for eligibility. NCR will reach out to organizations who are missing required components and provide technical assistance to complete them.
2. Applications will be reviewed by City staff who will make funding recommendations to the NCR director.

After the director approves applications, NCR staff will coordinate with selected grantees to begin the contracting process.

Reporting

Organizations will submit a progress report annually describing the impact and success of their activities.

Questions

Any questions should be directed to your [assigned neighborhood specialist](#) or to steven.gallagher@minneapolismn.gov.

You can also find information online at minneapolismn.gov/collaboration-fund.

Application

Applicant information

Key contact: Sarah Linnes-Robinson, LNA Acting Director

Primary organization (fiscal lead) name: Lyndale Neighborhood Association

Email: director@lyndale.org

Project name: Equity & Justice Organizer

Phone: 612-791-7081 (cell)

Address: 3537 Nicollet Avenue South, MPLS, MN 55408

About your collaboration

1. Which neighborhood organizations are involved?

The Lyndale and Kingfield Neighborhood Associations

2. What is the combined population of the neighborhoods represented?

7800 households

3. What is the annual operations budget for each participating neighborhood organization?

LNA \$400,000 / KFNA \$150,000

4. How much in total are you requesting from the Collaboration and Shared Resources Fund for this collaboration?

\$15,000

5. Date of **board approval** for each organization approving this application. Also include a letter of intent from each organization's board of directors.

LNA:

KFNA:

Rationale for collaboration or shared resources

Please include what will be accomplished, the long-term expected savings and the overall benefits to the organization(s).

This position is a re-shifting of focus by both organizations and a consolidation of a FT (LNA) + ½ time (KFNA) person into a single position. The goal of this position is to serve and unite both resident communities and spearhead outreach focused on equity and actions focused on justice. Administration for the position will be reduced due to the organizations working together, and the co-housed nature of the organization's offices will help streamline communication and dissemination of information and tasks for the employee in responding to two organizations.

The benefit of this collaboration for Kingfield Neighborhood Association is that the organization has only been able to afford a part time position and thus wasn't able to require the experience and skills that this work requires. The benefit for the Lyndale Neighborhood Association is partially the same, the ability to hire a highly experienced staff person and pay them a fair wage, but also by sharing staff with a partner, LNA can better adjust to the ebbs of flows of the community's organizing needs. By working together our two organizations can stagger busy times and slower times to keep this person fully engaged. For LNA a position similar to this existed in the past but organizers were focused on specific issues, not on connecting with the community to determine what their issues are so the work could be directed at needs. This means that organizing experience and a willingness to listen and learn is more important in this position than food system, housing and rental rights, or other issue-specific focuses.

The goals of the position are to perform direct outreach to Spanish-speaking community members including a survey of needs and aspirations for the community, and to implement a minimum of one community event in cooperation with this population and one direct action campaign of their choosing within six-twelve months. The further goal is to better integrate these neighbors into the fabric of the neighborhood associations, including assisting both neighborhood groups in assessing how their regular communication practices (weekly written eNews publications, occasional written and mailed newsletters, flyers, social media, Zoom meetings, and in person meetings) are failing to involve and inform residents of other languages and cultures in our activities and identifying steps we can take to address this.

Stakeholder involvement

Provide a narrative about how your organization will ensure stakeholders are involved in the decision-making process. NCR will coordinate with the partner organizations to ensure an acceptable engagement plan is created for this project.

Door knocking, site specific outreach, ESL language classes, and word-of-mouth will be how we engage and talk to neighbors about their issues and aspirations for the community.

Timeline

Please provide your own timeline of milestone events. Some examples are listed below:

| Timeline of events | Date | Notes |
|---------------------------|-------------|--------------|
| <hr/> | | |

| | | |
|------------------------------------------------|--------------------------------------------------|--|
| Boards informed of intent to apply for funding | KFNA May 2021 & LNA June 2021 | |
| Board(s) vote to approve | KFNA June 2021 & LNA July 2021 | |
| Submission to NCR for support | July 2021 | |
| Creation of an Employee Share contract | July 2021 | |
| Community outreach | July-September 2021 | |
| Event Selected/ Issue Identified | Fall 2021 | |
| Implementation of projects | Timeline TBD depending on issue & event selected | |

Budget

Provide a complete budget as to for the activities being undertaken to collaborate, consolidate or share resources. This is the amount of funds being requested. If no funding is needed in subsequent years, please indicate with a zero (0).

Collaboration and Shared Resources Fund multi-year budget template

| | July-Dec. 2021 | 2022 | 2023 |
|--------------------------------------------------------------------------------|----------------|---------------|---------------|
| Income | | | |
| NCR Collaboration and Shared Resources Fund amount requested | 15,000 | 0 | 0 |
| Equitable Engagement /funds: split 50/50 by KFNA & LNA in 2021 & 75/25 in 2022 | 5000 | 30,000 | 30,000 |
| Other: in-kind from KFNA & LNA | 5030 | 6,560 | 6,560 |
| Other: grant funding | | 15,000 | 15,000 |
| Total income | 25,030 | 51,560 | 51,560 |
| Expenses | | | |
| Staff expenses | 20,000 | 40,000 | 40,000 |

| | | | |
|-------------------------------------------------|--------|--------|--------|
| Employee benefits (PTO + retirement match) | 2000 | 4000 | 4000 |
| Employee overhead | 1550 | 3100 | 3100 |
| Professional services (legal, accounting, etc.) | 480 | 960 | 960 |
| Translation, interpretation and ADA support | 0 | 0 | 0 |
| Supplies and materials and printing | 250 | 500 | 500 |
| Meetings/community building events | 500 | 2500 | 2500 |
| Printing | 250 | 500 | 500 |
| <i>Other (describe)</i> | | | |
| Total expenses | 25,030 | 51,560 | 51,560 |
| Total for contract: | | | |

Budget narrative

Provide any information you feel is necessary to explain your budget. Indicate if there are any other sources of income for this project.

This budget takes advantage of the City's allocation of Equitable Engagement Funds to continue this work. Since KFNA's allocation is so much smaller than LNA's either that organization will realize a much smaller proportion of the Equity & Justice Organizer's time, or in-kind support will need to be provided to balance out the inequity of funding to allow for an equal sharing of work in both communities. This will be worked out in an MOU between the two organizations in the future years of the project.

LNA and KFNA have begun to identify future grant funds for this project, however, no additional funding is committed right now.

Neighborhood and Community Relations Department support

Please list support you may need from the NCR department in relation to your application.

Uncertain of what this might be right now, but we will keep you informed as needs arise.

Application submission

Submit the following information by email to neighborhoods2020@minneapolismn.gov to apply for this funding program:

- Application form as a PDF or Word document.
- Project budget.

Letter of intent from each board of directors.

Project evaluation sheet

A team of project reviewers will use these scoring metrics to evaluate applications and determine funding for projects. The table below is for your reference.

| | | | |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------|
| Project name: | Click or tap here to enter text. | Area: Click or tap here to enter text. | |
| Reviewer name: | Click or tap here to enter text. | Date: Click or tap to enter a date. | |
| Priority | Basis of criteria | Guide | Score Comments |
| Feasibility | The proposal has clear, specific examples of how the idea will be implemented. Project has a clear goals timeline. | 1-Very Weak 2-Weak 3-Adequate 4-Strong 5-Exceptional | ___/5 Click or tap here to enter text. |
| Financial return | The applicant successfully explains how their project will add value to each organization and reduce overall expenses. Measurable benefits for the organizations are explained. | 1-Very Weak 2-Weak 3-Adequate 4-Strong 5-Exceptional | ___/5 Click or tap here to enter text. |
| Impact | The project has a direct impact on the operations of the organizations involved. People who will benefit from the project are involved in its implementation. | 1-Very Weak 2-Weak 3-Adequate 4-Strong 5-Exceptional | ___/5 Click or tap here to enter text. |
| Partnership | There are clear collaborations and demonstrated resources to bring the proposal to fruition. The project demonstrates an appropriate partnership between organizations. | 1-Very Weak 2-Weak 3-Adequate 4-Strong 5-Exceptional | ___/5 Click or tap here to enter text. |

| | | | | |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------|----------------------------------|
| Overall ranking | The idea meets the selection criteria and demonstrates that the applicants have a solid plan for implementation. | 1-4-Very Weak 5-8-Weak 9-12-Adequate 13-16-Strong 17-20-Exceptional | ___/2 0 | Click or tap here to enter text. |
| Reviewer notes | <p>Please select one of the following options and add additional comments in the column to the right.</p> <p><input type="checkbox"/> I recommend prioritizing funding this project. <i>(If you select this option, please describe in the column to the right what makes you believe this organization should be prioritized.)</i></p> <p><input type="checkbox"/> I have no concerns about funding this project.</p> <p><input type="checkbox"/> I have some questions or concerns about funding this project. <i>(If you select this option, please describe in the column to the right what your questions/concerns are and what additional information you would recommend seeking for clarity.)</i></p> <p><input type="checkbox"/> I recommend that this project not be funded. <i>(If you select this option, please describe in the column to the right why you actively recommend against funding this organization.)</i></p> | | | Click or tap here to enter text. |