



Longfellow Community Council

Board of Directors Meeting - Minutes

Tuesday, March 19th, 2024 at 6:00PM

March 2024 LCC Board meeting

Welcome and introductions (5 minutes)

Board members in attendance: Deb Reiersen; Ken Koense; Dana Koponen; Jackie Hartwig, Lisa Boyd; Selam Tilahun; Tobin Shelton; Annie Wang; Bev Conerton

Excused absences: Kath Lenk; Christine Marlo-Triemstra; Mike Berger

Guests: Staff: Rachel Boeke (Executive Director), Anna (East Lake Library), Katie Simon (resident)

Consent items (2 minutes)

1. March agenda - **approved**
2. [February minutes](#) - **approved**

Guest Speakers (10 minutes)

1. Aurin Chowdhary, CM Ward 12 - Shared updates on current priorities including street lights/wire thefts, Uber and Lyft minimum wage ordinance, updates on the light rail stop on 46th and Hiawatha, and 3 ordinances related to addressing homelessness. She also shared a link to sign up for her newsletter.

Action Items (30 minutes)

1. [AUP Report](#) by Michael Wilson for the City
 - Michael Wilson - Described LCC as “gold star” for standards.
 - Questions/clarifications on report: Rachel confirmed the bookkeeper has started to perform the monthly banking/saving reconciliation reports. Rachel will confirm the bookkeeper has her own workers comp insurance.
 - **Motion to submit to NCR as revised was passed unanimously.**

Discussion Items/Updates (15 minutes)

1. Housekeeping (5 minutes) - approved

- [Volunteer hour tracking](#)
- Spring GMM + [event volunteers needed!](#)
- LCC is hosting a meeting on 3/27 from 6:00-7:30 pm regarding the 2 community safety centers (email was previously sent out to board and community). 10 note-takers are needed for small groups - email Rachel if interested.
- New Era Collab meeting - Thursday, 3/28
- Board Happy Hour - Thursday, 3/28

2. Committee updates (5 minutes)

- [EDC minutes](#)
- ERG minutes (no March meeting)
- [Executive Committee minutes](#)

3. Financial Update (5 minutes)

- [FY24 Budget vs Actuals as of 02.29.24](#)

Question regarding what is included in the "Other expenses" line item on the budget and why it is so out of balance. Answer - LCC is fiscal agent for Curiosity Studios, and they received a grant, so the funds come out of LCC. LCC keeps a 1% admin fee.

Suggestion to add line items in the budget for any organizations that LCC is the fiscal agent for to keep records clear.

- Plan modification to move funds from an expired fund to the Home Improvement Rebate Program passed by the Executive Committee and will go to the full community at the spring GMM

Propose to reallocate a total of \$76,500.00 from the following expired strategy:

- Commercial Revitalization Support (Phase II 10.A.1)

The funds will be reallocated to the following strategy:

- Home Improvement Programs (Phase II: 7.A.1)

Reasoning:

- a. Funds from the 1st round of funding (\$92,000) were spent down in the first six months of the program
- b. The fund was originally open to those at 50% AMI or below
- c. On March 1, 2024 the program opened to those at 80% AMI or below
- d. The first application on 3/1/24 came in at 12:19am, the last application I was able to approve came in at 6:43am
- e. We have \$76,500.00 from an expired contract that we can use a plan modification to move (see details below)
- f. This plan mod is over \$25,000 so it would need a community vote
- g. We can utilize the upcoming GMM for that community vote but will need to publicize it to the community soon (before the Board meeting) so the EC will have to approve the move to community vote

Strategic Planning: Session Three (60 minutes)

1. Priority Three: Bring People Together

- Building off of past work
 - Review notes from [Session One and Two](#)
 - Continue adding to the [same google doc](#)
- We will be using the [Organizational Priorities](#) document to guide our sessions. Also for reference are our [2020 Bridge Strategic Plan](#) and our [2016-2018 Strategic Plan](#)
- Organizational considerations include:
 - What is our capacity to do this work with current staffing and volunteers
 - What funding are we utilizing to complete the work listed
 - What total resources do we have access to to accomplish this work
 - What challenges could we encounter
- Tactics include:
 - Events, surveys, projects, media/publicity, social media, door knocking, community mailers, etc

2. Time breakdown

- 5 minutes: Reviewing guidelines and process
- 35 minutes: Small group discussion

- [Use this shared google doc](#) to track your small group discussion, ideas, questions, etc
- 15 minutes: Report back to the full group
- 5 minutes: Next steps
- Community will have the opportunity to provide feedback on these categories/ideas at the GMM and can note what they like, don't like, etc. This info will also be provided online for those who can't make it to the meeting.

Open Community Discussion (5 minutes)

Rachel announced she has taken a new position and will be leaving LCC on April 17th. Hopefully, a new ED would be hired by early May, but there is a contingency plan for someone to step in on a short-term interim basis to help LCC stay operational.

Meeting Adjourned: 7:49pm