

## **November 29, 2010 Board of Directors Minutes**

7:10 Karen Randall called the meeting to order.

In attendance: Jennifer Adam, Karen Randall, Kathy Mann Arnott, Hollie Teslow, Moira Lynch, Leah Fries Drilias, James Zika, Anne Conley, Chante Thurmond and Executive Director, Margaret Jones.

Not in attendance: Zeinab Yusef, Craig Cohen, Craig Lindeke

Guest: Linda Youngworth from Ramsey County Commissioner's office

Introductions

Norms and communication agreements

Discussed by-laws, and use of Robert's Rules of Order. Directors agreed to have the President Karen Randall (KR) be the facilitator for keeping Directors on track with the agenda and using a modified version of Robert's Rules, invoking it for decision making but not open discussion.

KR introduced the topic of communication norms such as a web site, Google Docs, or a wiki.

KR reviewed the attendance policy. Officially any three unexcused consecutive absences results in removal from the board. If someone has to miss that many meetings, it may be better if they resign.

Dates for the first three meetings of 2011: January 31, February 28, and March 28.

Overview of organization, previous goals, and history.

KR read the mission and explained our relationship with Union Park. She went on to review recent projects of Lex-Ham including: Advocacy, Crime Prevention/Community Building, Budget Revision and the Housing Fund.

7:50 Executive Director's report. In addition to the activities discussed in her report, Margaret Jones (MJ) discussed her efforts to introduce herself to people in the neighborhood, funders and different people in the city offices. MJ said that she is willing to take any neighbor issues to the monthly police meetings. Also, she's looking for block leaders, particularly on Selby.

8:00 Board reviewed the report compiled by Steve Boland of the Nonprofit Assistance Fund/Planning for our strategic planning purposes.

KR/MJ summarized and requested input on report. Jennifer suggested that we identify what makes Lex-Ham unique and strengthen that which differentiates us from other neighborhoods or councils. We discussed the housing fund and the rules that govern the use of the fund.

MJ discussed the Carlson School graduate students that will work with us at no charge, for three months (200 hours). Anne Conley wants us to meet before we give them direction, she proposed a meeting before the 3<sup>rd</sup> week of January to discuss a process for strategic planning (identity, goals, and accomplishments). Unanimously approved. Karen will communicate with Meeting Wizard to set the date for this meeting.

8:40 Next steps

Board training/retreat?

KR asked if we wanted training. We will utilize the remaining time from Non Profit Assistance Fund for their board of director's financial training. KR and MJ will look into additional training options,. KR/MJ will try to get NPAF into the January meeting. KR made a motion to review training in three segments:

Board Rules and responsibilities/expectations, protocol and finances. Approved.

Short term project sign-up:

- Task force to update Board manual prior to training  
Volunteers: Moira Lynch, Hollie Teslow (w/ Margaret)
  
- Project income/expenses calendar for next year  
Volunteers: Karen Randall, Craig Cohen (volunteered by Karen), Steve Kantner
  
- Recommendations for web site revisions /communications  
Volunteers: Chante Thurmond, Jennifer Adam (w/Margaret)
  
- Update executive director performance review process  
Volunteers: Chante Thurmond, Kathy Mann Arnott (lead)

Before adjourning Margaret discussed Community Shares and will email us about opportunities for participation. Also, she's going to request our bios. Look for an email.

9:00 Adjourn

Handouts for meeting:

- Agenda
- Summary of Nonprofit Assistance Fund Report
- Overview of Lex Ham areas of interest, last year's goals