

PAYNE PHALEN DISTRICT FIVE PLANNING COUNCIL

STRONG  SAFE  WELCOMING  CONNECTED  NEIGHBORHOODS

Draft Minutes
Board of Directors Meeting
October 25, 2011

Saint Paul Eastern District Police Station, 722 Payne Avenue
6:30 PM

The meeting was called to order by Chair Al Oertwig. He greeted guests and initiated a round of introductions.

Agenda Review and Approval – the Board approved the agenda as submitted. Chair Oertwig asked Sheldon Schwartz to take minutes of the meeting and he agreed to do so.

Presidents' Report

Mr. Oertwig spoke of the work of the Near East Side Taskforce and a recent Open House at which plans for commercial development were shared with the community.

Acceptance of Board Resignations

Per the By-Laws, Mr. Oertwig announced that letters of resignation were received with regret from Ms. Virginia Rybin and Ms. Laura Torres (schedule conflicts). The Board accepted these resignations by vote. A motion was made to send Ms. Rybin a letter of appreciation for her service to the Board as Secretary. The motion passed unanimously.

Board Appointments to Fill Open Seats

One board member has been contacted due to lack of participation with a recommendation to become active or consider resignation so that an active community member may fill the leadership seat. A formal response has not yet been forthcoming.

Mr. Oertwig noted that two applications were received for the open seats on the board. One of the applicants was in attendance. The other could not attend but has submitted her written application. Mr. Oertwig noted that the board had already accepted one resignation (work scheduling conflicts) previously which opened up a seat on the board for a partial term. The Board agreed that this seat should be filled at this October meeting and that the other applicant and additional applicants be invited to attend the November 22nd, 2011 meeting.

Ms. McMurray reported that the following outreach methods were used to broadcast the Board open seats. Individual letters with nomination packets were mailed out to over 100 people. All residents and business owners who attended the 2011 Annual Meeting received this packet and encouragement to apply. One past nominee did re-submit an application. An ad was placed in the East Side Review two weeks prior to the Board meeting and the ad cost \$236.49. Staff created Constant Contact e-mails to 908 unique addresses with 219 individuals opening and clicking through the e-mail. Additionally, each

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event hosted by District Five included announcements and encouragement for interested parties to apply. Each Board member received a mailed packet with encouragement to recruit interested neighbors to apply. Experience shows that people already having some working knowledge of District Five and people invited by other Board members are most likely to apply.

Ms. Cathy Hennelly's application was acknowledged and the Board determined to ask her to attend the November Board meeting if possible.

Mr. Oertwig invited Mr. Keith Schmalzbauer to speak. Mr. Schmalzbauer is an eligible voting member of the Council who resides on Edgerton. He has completed a board nomination application and he elaborated upon his commitments and interests in the community. "Neighbors must take action and speak up and work together to improve the community". He has been very active in the ESND housing work and has helped to address vacant housing issues through the ESND Housing Committee. He is a mayoral appointee to the Mayor's Advisory Committee for people with disabilities. He spoke of his interests and his strong commitment to bettering the area. He brings his life and work experience to District Five with collaborative leadership experience and negotiation skills applied in a variety of settings.

The Board unanimously voted to approve and welcome Mr. Schmalzbauer's appointment to the Board to fill the seat left vacant by Danny Garcia Velez. He was welcomed with applause and will take his seat at the November 22nd, 2011 Board meeting.

Executive Director Report

Several organizational "Housekeeping" tasks were addressed by the Executive Director. Proposed dates for FY2012 Board and CPED meetings were distributed. Meeting space will be reserved for this schedule barring objections or comment from the Board. A quick Communications Survey was completed to assess how Board members prefer to receive information from the District Five office. The results will feed into organizational communications plans and timelines.

McMurray offered a presentation of new data assembled by MN Compass which breaks out Census 2010 information by Saint Paul Neighborhood Planning Districts. (Attached) Overheads were provided to give some visual quantitative information about population, income, housing types and diversity. Of note – Payne Phalen is becoming a very young, highly diverse community with additional descriptive factors of poverty, high percent of single family headed households, transit dependent families. The Board enjoyed a robust discussion about the data and what it reveals about changes in the neighborhood.

Childcare, employment, and parenting and family support resources were noted as an area for policy focus.

Transit dependent communities need good and early transit oriented development strategies. Of note – the Asian Population which is largely Hmong – is fast growing and now represents nearly one-third of all residents in District Five. McMurray noted that this may have some direct bearing on prioritized civic engagement strategies and outreach resources used by District Five. Educational attainment rates are lower than the rest of Saint Paul – this suggests more support needed to assure that education systems meet local needs.

McMurray noted that a shift in work occurs annually during October –November as staff begin to aggregate participant data, track reports and adjust year end plans. Wrap up of ISP 2 program includes administrative work as well as documenting results. Board input is desired on the feasibility of pursuing the watershed district program and outreach funding (in the packets). Hiring a new office focused staff is expected in late November and this follows examination of current office and community needs and projecting funding into FY2012 and beyond. The Finance Committee is where these discussions have been located. Follow up from the Board Saturday discussion/retreat is forthcoming. Several Board members asked for written frameworks which visually document D5's work and current results. This work will certainly be shared with the Board when as it is done. Such work must occur around existing priorities.

Treasurer's Report

Mr. Zajicek, Treasurer submitted a thorough written report to the Board in absentia. His absence was due to work travel. The Finance Committee has met and has reviewed the Financial reports and approved them following discussion. The Board moved to approve the reports and this passed by vote.

Mr. Syers said he wanted to communicate to the Finance Committee two points. He noted that the Accountants expenses were over the budget amount and that he would like to see annotations on line items in the budget actual report. McMurray noted that the budget actual report was discussed a good bit in the finance committee and that there are changes in the spending plan that are understood but not fully reflected in the budget/actual report. She will take this message to the Committee and will ask the Treasurer to respond to Mr. Syers' questions. Mr. Oertwig noted that he appreciated the work of the Finance Committee and the Treasurer's work to provide strong oversight in the fiscal system management of the organization.

McMurray noted that Kerry Stone has volunteered to lead a new round of Downtowner Car Wash fund raising – and she has had to wait upon the resolution of the past accounts. Janice Lafloe is reconciling the past account and she will contact Board members for information or action as needed. Everyone's cooperation and timely response will help launch a successful new effort. Janice was thanked for her work on this project.

The Consent Agenda was approved by vote.

The meeting was adjourned.

The minutes were not available to the D5 Office as of November 16, 2011. Leslie McMurray (staff) has drafted these minutes from memory.