

Capitol Hill Neighborhood Council

Marmalade Library – Jex Conference Room

Monday, January 9, 2017 6:30 p.m.

Board of Directors Meeting

1. Welcome – Laura Arellano

- a. Attending: Andrea Ashbridge, Laura Arellano, John Mitchell, Michael Measom, Jack Winward, Joanne Slotnick, Vicky Collard, Georg Stutzenburger, Polly Hart, Erlinda Davis, Barbara George, Paul Hanks, David Scheer
- b. Excused: Minta Brandon, Don Butterfield

2. Introductions & best thing that happened over holidays

3. Minutes – Andrea Ashbridge (2 min)

- a. Motion to approve Minutes from December 2016 meeting as presented: Joanne Slotnick
- b. Second: Michael Measom
- c. Motioned passed.

4. Treasurer's Report – David Scheer

- a. We have \$1,573.18 in checking
- b. Have not received check from Stan's office
- c. Jack has some Jam Fest reimbursements to send to David. Jam Fest was pre-paid with what we had, just some small things remain
- d. In-kind donation of yard signs – should be recorded. Laura will resend that invoice to the board.
- e. Paul Hanks has \$6 cash donated at the Ensign Peak Trailhead cleanup last summer - tendered to David Scheer, Treasurer.
- f. Q from Michael Measom: Where are we with 501c3?
 - i. Laura has been trying to get in touch with Eric Jergensen, no response. Laura considering starting a new one, seeing if it bumps up against anything.
 - ii. Discussion regarding the cost of that – expensive.
 - iii. David Scheer will look through expense records to see how that was registered and when check was cut to IRS
 - iv. Laura will meet with Jade, the Treasurer of the Salt Lake Community Network, the morning of January 10th.
 - v. Michael Measom will contact Richard Starley (501c3 process started by Richard Starley, presumeably in 2013-2014) to investigate.
 - vi. In meantime we can still function as a 501c3 through Salt Lake Community Network.

5. Next Regular Council Meeting– Wednesday January 18th, 2017

- i. City and Legislative Reports as usual
- ii. Potential Guests and Presentations:
 - 1. Chad Doyle with Community Wildfire Preparedness Plan, wants to get some CHNC members on his community.
 - 2. George suggests someone from Parks Dept. and Open Space.
 - 3. David Scheer will take a tour of Warm Springs Park Building, to take place January 10th, regarding 2 proposals for its future: Office building = little change,

or 5-story residential building. These options result from an RFP for a concrete business proposal.

- a. Q Vicky: several years ago there was a plan to make it a community center, they gave tours of the building, then effort vanished.
 - b. David Scheer will ask about that. \$300K CDBG money was spent.
 - c. Michael Measom reminds us that Don Butterfield and Georg both are very knowledgeable on this issue.
 - d. Don may be at the tour/meeting with David tomorrow.
4. Lewis Kogan in Parks Department, works with Ensign Peak Trail, out of office until 17th. We will get him for February. Glen, Lewis could come.
- iii. Discussion about Community Development Block Grant – there is a funding opportunity there. We need to check to see if there is still money there.
 - iv. Request to clarify in future what the city's position is in relation to WSP building property.
- b. Next public meeting Agenda:
 - i. City and Legislative Reports
 - ii. Special Committee Updates
 1. Ensign Peak Update – Paul Hanks
 2. Warm Springs Park Building Update – David Scheer

6. Other Business

- a. New Board Orientation
 - i. Contact list
 - ii. Review of Bylaws from 2013
 1. Bylaws were re-written in 2015. Laura doesn't have the most recent bylaws. There is some question about whether those revised bylaws work for a 501c3. There is question about whether the bylaws are recorded.
 2. Georg has license for Capitol Hill **Community** Council.
 3. Review of Article 8 – urge everyone to review responsibilities as board members and officers
 - a. Absences – what is excused, what isn't? If you let Laura know you won't be there, it's excused.
4. **Review of Purpose Statement**
 - a. Joanne has grammar and punctuation/capitalization corrections to make
 - b. Discussion of NextDoor messages RE: Rekindle the Neighborhoods posted by Vince. Engagement Committee is at capacity so CHNC will not be formally involved. Andrea is participating in some efforts as individual.
5. **Review of Goals**
 - a. We have redone website. Added jam Fest Contact and folks who signed up at regular meeting.
 - b. We have created **committees and subcommittees** to meet these goals.
 - i. Information Access Committee – Laura and Andrea will be

working on the new plan for Bulletin.

1. Do we want to have a designated person posting on NextDoor on behalf of the council?
 - a. Joanne suggests we have a person post reminder about regular meeting each month. Jack will see to that.
2. Laura requests help on communication committee.
3. Laura proposes to add 2 new committees: Environmental Committee & Safety Committee
 - a. Environmental – air, etc.
 - b. Safety – Georg would be obvious person to head this up
4. Advice from councils – advice from some neighbors, Kimball – apartment run by The Road Home, has huge list of issues. Laura forwarded it to Stan Penfold, Nate Salazar and Detective. Gibic to address. Det. Gibic responded.
5. Discussion about how to reorganize committees.
 - a. Michael would rather streamline than get too many committees. Prefers to direct things under 3 umbrellas.
 - b. David Scheer does not feel like he needs relief from his tasks. Perhaps existing committees are sufficient, subcommittees too. If a project requires extra work, perhaps we form a new committee.
 - c. Vicky: assumes that we won't necessarily tackle all issues. For instance, street names, is that an issue? It's an opportunity.
 - d. Laura wants to redistribute responsibilities, since we have new board members. Committee chairs need to have meetings with their committees.
 - i. Erlinda – Engagement
 - ii. Barbara – Communication
 - iii. Jack – Engagement
 - iv. Joanne – Communications
 - v. Michael- Environmental
 - vi. But where should Environmental fall? Subcommittee under Advocacy. Michael Measom and John Mitchell are on it. And Don Butterfield is there for Community Garden and Warm Springs Park. David Scheer, Advocacy Chair, is to figure it all out.

- vii. Aside: What to do with pieces of news, like alerts? Forward them to Laura.
 - viii. Georg: already on Advocacy and Communication, will work on Safety, too.
 - ix. Dean stays on his Ensign Peak issues
 - x. Polly will join Engagement
6. Committee chairs are responsible for including non-board members. At Jam Fest, people signed up to be on committees – Laura will share those names with us. In our regular meetings, as we do committee updates, ask people for input.
7. One more thing to do: Create a working agreement. How we behave in our meetings.
- a. OK for us to “cut off” – bring each other back to agenda
 - b. No side conversations
 - c. Be timely
 - d. No interruptions
 - e. Chair facilitates conversations
 - f. Summarize after each topic the points that need to go in the minutes.
 - g. Be organized and prepared for each meeting.
8. Wrap-up Questions:
- a. Erlinda asks about quarterly newsletter. Wants to make sure local businesses all receive it.
 - b. Georg asks about list of businesses – shall we split list up, encourage each board member to visit and establish connections in the community?

6. Georg’s map from City Archives, reflects CHNC Council areas

- a. Is it still accurate? We as a neighborhood council get to establish our boundaries and let the City know what updates are needed.
 - i. Some board members view map and discuss Swedetown – at one time there were people from Swedetown on the Council.
- b. Laura suggests we NOT revamp map right now. Instead, we will try to get the one that is already done and current.

7. Yard Signs

- a. Distributed among board
- b. Put them in your own yard, work with other board members to determine other locations.

- a. Michael Measom contacting Richard Starley regarding 501c3 status – when was it filed, how can we find it, etc.
- b. Polly will reach out to Lewis Kogan to have him come address us in February regarding Ensign Peak
- c. David Scheer will prepare to present what he learns about WSP building and the two proposals. Will determine City’s position regarding this property.
- d. David will also find out for Georg how the RFP was made public.
- e. Andrea will search electronic files for all instances of Bylaws
- f. Laura will reach out to Don Butterfield to ask him to continue coming to Board meeting. Other board members are encouraged to reach out as well.
- g. Laura will contact Vince in effort to find Bylaws
- h. Homework for all Board members: Personality Assessment and Communication Styles.
- i. Michael Measom will check with Richard Starley about the map – the board carved it up before, where is that institutional knowledge?
- j. Andrea will cull minutes and electronic files looking for map/evidence of when it was updated and ask Bonnie for help in needed.

8. **Next CHNC Meetings**

- a. **Regular Council Meeting** – January 18th, 6:30 p.m. Marmalade, Multi-Purpose Room
- b. **Next Board of Directors Meeting** – February 6th, 6:30 p.m., Jex Conference Room, Marmalade Library

9. **Adjournment**

- a. **Motion to Adjourn: Paul Hanks**
- b. **Second: Dean Larsen**
- c. **End Time: 8:07 PM**