



MEETING MINUTES

Windom Park Citizens in Action

Board Meeting – November 22, 2022

Virtual - Zoom

Call to Order

7:04pm

Attendees

Board & Staff: Robert L, Tara S, Sita H, Doug B, Thomas E

Guests: Carise, Louise and Molly (Pillsbury PTO), Leslie W (prospective board member)

Agenda

Pillsbury PTO - update/recap on summer fundraiser event - **Guests**

- Welcome to Leslie Wise - board member applicant
- General Updates
 - Bookkeeper Emily Falenczykowski-Scott - **Thomas**
 - Park Building Mural - **Thomas**
 - Meetings with other neighborhood orgs in progress - **Robert**
 - Tax filing 990's complete - **Thomas**
 - State AG 501c(3) renewal in progress - due 1/15 - **Thomas**
- Condemned house at 1021 19th Ave NE - **Tara**
- Finance
 - Rain garden program - **Thomas**
 - Notice: 2023 EEF funding application approved - **Robert**
 - EEF purchases - See Exhibit A - **Robert & Thomas**
 - Payroll & HR services - **Robert**

Minutes

1. October Board of Directors meeting Minutes - Approved
2. Pillsbury PTO
 - a. representatives (Carise, Louise and Molly) provide update on PTO activities: new positions to board, additional fundraisers being discussed, etc
 - b. 2022 Carnival overview
 - i. Great attendance (400-500 people)
 - ii. Food truck vendors happy (might add another next year)
 - iii. Approximately \$8,500 in revenue for 2022
 - iv. Aiming for \$10,000 revenue in 2023
 - v. Tara: taller signage needed.
Carise: Yes, that's correct, they will work on that aspect of event
 - vi. Likely no silent auction at the event, Spring instead
 - vii. Sita: What are the funds used for?
Carise: \$150 debit card to each teacher in school, teacher/employee support (meals, etc) and family emergency funds.
 - viii. PTO will aim to present at WPCIA in February to update on plans, call for volunteers, etc.
3. Welcome to Leslie Wise, board of director applicant
 - a. Board introductions
 - b. Leslie's introduction (mental health professional, interested in WPCIA goal of "Healthy, Safe & Connected People")
 - c. Board votes to have Leslie join the Board of Directors.
4. General Updates:
 - a. New bookkeeper Emily Falencykowski-Scott on board, connecting with old bookkeeper Tim Dornfeld
 - b. Park Building Mural - artist selection underway, coordinator asked if two sides of building is possible. Awaiting response.
 - c. Meetings with other neighborhood orgs in progress - Waite Park, Holland, Marshall Terrace, NE Park, Audubon
 - d. Tax filing 990's complete
 - e. State AG 501c(3) renewal in progress - due 1/15
5. Condemned house at 1021 19th Ave NE
 - a. Condemned since March 2022, fire occurred at some point
 - b. WPCIA investigating possible purchase/donation with advice from Urban Homeworks (very helpful). May be possible to work through a Land Trust.
 - c. Currently worth \$97K
 - d. Next Steps: Contact homeowner to inquire about possible donation to WPCIA

6. Finance

- a. Rain garden program
 - i. Needs re-funding for past expenses in 2022 and future expenses in 2023
 - ii. Thomas to notify Metro Blooms of plans to continue with the program
- b. Notice: 2023 EEF funding application approved
- c. EEF purchases - See [Exhibit A](#). Thomas is working with several vendors to utilize allocated EEF resources
 - i. Livestream A/V equipment
 - ii. Tabling gear
 - iii. Print materials
 - iv. Movie equipment
 - v. Advertising
 - vi. Board votes unanimously to fund purchases
- d. Payroll & HR services - Robert updated the board on the possibility of changing payroll service providers and update HR service providers:
 - i. Current payroll ADP - Request approval to begin research for moving to another organization or platform
 - ii. Vinna HR - Due for renewal. Charged for time and materials. Request to renew agreement

Adjournment

9:02pm