Monday, March 2, 2020

Agenda

6:30pm-8:00

Call to order

Member Sign-in

Applications for Board Membership: Attached


Presentation for the March 16 meeting:

I was reaching out to see if the Eastside Neighborhood Council was interested in a follow-up presentation about the outreach we did regarding the future of the program, Council’s decision, and how we plan to move forward. This would be more informational, but I thought your group might be interested in the data that we collected, how it informed Council’s decision, and our plans for the future of the program. If you are interested, just let me know when you would like me to attend, I was thinking on March 16th? I can also tailor my presentation for whatever amount of time you think would be adequate.

Preston Peck
City of Tacoma | Environmental Services Department

Unfinished Business

New Business

Adjournment
The following form has been submitted from your website - http://www.easttacoma.org.
Date: 02/21/2020
Name: **Corwin Scott**
Address: 6709 East J street
Home Phone: **2532023855**
Work Phone: 
Email: Larkinvar@gmail.com
Why do you wish to be a board member?: I have been a resident of the East Side of Tacoma for more than 25 years. I want to serve my community and aid my neighbors.
What skills or interests do you have that might contribute to the mission of the Neighborhoods Council?: I have worked with non profits and various committees to complete projects, community engagement and help our neighbors.
Members of the Board of Directors are expected to attend regular board meetings from 6:30 PM to 8:00 PM. on the third Monday of most months, occasionally attend special meetings and to actively serve on a committee. Please comment on your ability to meet this obligation.: I can meet this obligation!
--------------------------------------------------------------------------------------------------------------------------------

The following form has been submitted from your website - http://www.easttacoma.org.
Date: 02/19/2020
Name: **George Quinn**
Address: 701 E 49th St
Tacoma WA 98404
Home Phone: **2533559461**
Work Phone: 
Email: george.quinn@gmail.com
Why do you wish to be a board member?: I have been involved with the Eastside community as long as I have lived here. I have noticed that there is a need for a technical/web person, and it gives me an opportunity to do something to help the community.
What skills or interests do you have that might contribute to the mission of the Neighborhoods Council?: I am a web developer, and I also bring general computer/ttech skills to the table.
Members of the Board of Directors are expected to attend regular board meetings from 6:30 PM to 8:00 PM. on the third Monday of most months, occasionally attend special meetings and to actively serve on a committee. Please comment on your ability to meet this obligation.: I am usually available at the normal meeting hours and I am generally available in the evenings if there is a special meeting. I see no problems being able to serve on a committee
2019-2020
Neighborhood Council
Annual Documents for Eastside
Neighborhood Council
Neighborhood Council 2019 Annual Report and 2020 Action Plan

Neighborhood Council: Eastside

Meeting time and location: 6:30 pm to 8:00 pm, 3rd Monday at Eastside Community Center – 1721 Eas56th Street

Links to website and minutes: www.easttacoma.org

As a part of being eligible for contracted funding, your bylaws must include certain provisions. If your bylaws are not yet updated to reflect these requirements, please be sure to include a timeline for review and adoption in your 2020 work plan.

Please attach a copy of your current bylaws that include the following provisions:

1. No restrictions on board participation with the exception that Neighborhood Councils may choose to limit the elected members of the board to only residents within the Neighborhood Council boundary.
2. Clearly stated geographic boundaries
3. Terms limits not exceeding 8 years. These limits are not retroactive
4. A process to address board conflicts and community complaints of the board
5. Align new board member terms to begin at the same time as determined by CCOT

Board Members for 2020:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lynnette Scheidt</td>
<td>President</td>
<td>PO Box 8853 Tacoma, WA 98409</td>
<td>(253) 905-8018</td>
</tr>
<tr>
<td>Tara Scheidt</td>
<td>Vice President</td>
<td>PO Box 8853 Tacoma, WA 98419</td>
<td>(253) 905-8302</td>
</tr>
<tr>
<td>Jesse Hart</td>
<td>Secretary</td>
<td>1928 E. 60th Street Tacoma, WA 98404-4415</td>
<td>(253) 473-0279</td>
</tr>
<tr>
<td>Susan Smith</td>
<td>Treasurer</td>
<td>1214 E. 35th Street Tacoma, WA 98404</td>
<td>(253) 627-2207</td>
</tr>
<tr>
<td>Natalie Dam</td>
<td>Board Member</td>
<td>1818 E. 30th Street Tacoma, WA 98404</td>
<td>(253) 627-5718, (253) 279-0994</td>
</tr>
<tr>
<td>Melo Hogan</td>
<td>Board Member</td>
<td>5801 East K Street Tacoma, WA 98404</td>
<td>253-304-8058</td>
</tr>
<tr>
<td>Judith Miller</td>
<td>Board Member</td>
<td>523 E. Harrison Tacoma, WA 98404</td>
<td>(253) 355-0366</td>
</tr>
</tbody>
</table>
Meeting Attendance and Presenters for 2019:

<table>
<thead>
<tr>
<th>Month</th>
<th>Attendance Count (including board members)</th>
<th>Purpose/Presenters</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What did your Neighborhood Council accomplish in 2019? Examples include:

- Projects or programs that enhanced in the neighborhood through innovative grants
- Launching new resources such as websites or social media, or special meetings
- Policy change in the City advocated for by the Neighborhood Council

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

If you received capacity funding in 2019, how did you utilize the additional funding? If funding was not fully utilized, what is your plan to use the money during 2020? Examples could include recruitment events, new space for meetings, or renewed digital resources.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

How did you recruit new members and neighborhood groups for your Neighborhood Council in 2019? Were there any meetings that had an unusual increase in attendance? What topics or discussions may have increased attendance?
What training opportunities, board capacity development, or leadership development did you offer in 2019? What opportunities would you like to be able to offer in 2020?

2020 Action Plan

What are your Neighborhood Councils goals and objectives for 2020? Be sure to detail what kind of training and support from the City would help you be successful in 2020 to pursue new objectives. If you have not updated your bylaws to reflect the changes required under the new Standards and Guidelines please include when you will have completed and submitted these updates to the program coordinator.

Outreach/Membership

− Survey “Red Dot” What do you need in your community?
− Community Event “Summer Bash” What do you like? Dislike?
− Ethnic Fest?
− Join with Eastside Events
− Community ‘New Neighbor Handout’
− Re-engage school principal in area to attend meetings
− Library Reps @ ENACT Mtgs
− NUSA training
− Tribal Reps @Meeting – Liaison
− 501-C3
− Attend City Training Classes
− Encourage more neighborhood “small groups”
− Website 2020 make ENACT community calendar functional
− Connect liaison with resident issue @ meeting
− National Night Out $

! Community member of the month – (cleanup – volunteer (single family)) yard? Business?

Expectations

− Outreach youth
− Flyer for innovative grants!
− Time for innovative grants (window) (get rules)
− Get list of all available innovative grants
− Grant training class

Areas of Interest

− Term limits
− Want City Planning Dept to address traffic calming in community esp. Portland Ave
– ID areas in community with missing sidewalks
– Connect with more business in area re: Street Faire

Does your Neighborhood Council have recommendations for improvement to the Neighborhood Council program? How did you identify the need for these improvements?

______________________________________________________________________________

Ensure that the following items are also completed as a part of your annual documents:

- Complete a 2020 Budget and 2019 Actuals Document and attach it, including a signed audit statement if applicable. You can find templates on the following pages.
- Complete a recruitment strategy for participants and board members and attach it
- Complete a leadership development strategy for your board and attach it

**2020 Budget and 2019 Actuals**

Income should detail your annual contracted funding from the City, and reserves you had going into the year, and sources of income such as donations, reimbursements, or sales.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial balance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Tacoma (sample)</td>
<td>$4,000</td>
<td>$4,000</td>
<td>$4,000</td>
</tr>
<tr>
<td></td>
<td>($6,000 if capacity funds were utilized)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Income</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Expenses should detail anything your Neighborhood Council spends money on including insurance, events, or supplies. Under proposed budget, you should estimate what you will spend in 2020 on various events and required expenses with the aim of spending down your budget for the community.

<table>
<thead>
<tr>
<th>Expenses</th>
<th>2019 Proposed</th>
<th>2019 Actual</th>
<th>2020 Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Cleanup meals for volunteers (sample)</td>
<td>$100</td>
<td>$144.49</td>
<td>$150</td>
</tr>
</tbody>
</table>
Your Neighborhood Council can choose to establish a temporary committee formed for the purpose of an internal review to ensure financial accountability to your Neighborhood. This committee would be made up of members of the Neighborhood Council who do not serve as members of the board.

Below you can find an example of a statement that such a committee could sign after performing an internal audit that can be shared with participants. If you use this or a similar statement, please include in your annual documents.

This statement is to certify that the records of the treasurer for fiscal year 2019 have been reviewed by an internal committee and found to be correct and all monies properly accounted for. Receipts are available for all monies issued to private individuals.

Signature 1 X___________________
Signature 2 X___________________
Signature 3 X___________________

Recruitment Strategies

Your Neighborhood Council’s recruitment strategies should address how you will bring new participants into your meetings, and how you will bring members to your board. Some examples of participant recruitment could be changing the format of your meetings, increasing knock and talks or social media presence, providing child care or bus passes, and/or creating events specifically focused on meeting neighbors and recruiting them for your Neighborhood Council. The strategies for recruiting
board members could include how you will promote elections this year and help neighbors take that extra step to volunteer their time to your Neighborhood Council. Both recruitment targets could include tents, banners, or other physical methods of recruiting members.

How did you recruit neighbors and participants in 2019? Is there a new strategy you would like to try in 2020? What support do you need from the City?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

How did you recruit board members in 2019? Is there a new strategy you would like to try in 2020? What support do you need from the City?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Leadership Development Strategy

Your leadership development strategy should detail how you will build the capacity of your board and participants to be better leaders in your community. This can be through trainings or workshops you plan to attend, or ones you plan to host yourself. Your strategy should be in a narrative format regarding the general strategy for 2020, with a list of specific training opportunities you plan to pursue. You can use the following questions to guide your strategy development:

- What new opportunities would you like to offer?
- Who is the target of your training?
- What will it cost, both financially and in time?
- Can you work with other Neighborhood Councils, or invite them to attend?