Emerson-Garfield Neighborhood Council

Agenda for April 12, 2017 at Corbin Senior Center

- Call to order — meeting begins at **6pm** with meeting to follow
- Quorum verification
- Introductions
- Approval of March minutes
- Additions or changes to agenda

Guest Speakers

- Andrew Chanse, Library Director, Spokane Public Library

Action Items

- Community Assembly Neighborhood Grant
- Vanessa Behan Crisis Nursery at Normandie Complex
- EGNC elections

Discussion Items

- Clean Up May 20 – Karl Boldt

Reports

- Budget Committee (Taylor Phillips)
- Building Stronger Neighborhoods (E.J. Iannelli)
- Corbin Senior Center (Jeff Edwards)
- Community Assembly (Jay Cousins)
- CA Community Development (Taylor Phillips)
- Land Use Committee (Barb Biles)
- North Central C.O.P.S.
- North Monroe
- Pedestrian, Traffic & Transportation (PeTT) Committee (Carlie Hoffman)
- West Quadrant TIF (Megan Kennedy)

ANNOUNCEMENTS

Cleaning from the Corridor – Saturday, April 29 from 9am-12pm.

The neighborhood council next meets on Wednesday, May 10, 2017.

Emerson-Garfield Neighborhood Council

April 11, 2017

Dear Tim, Carlie and the entire Emerson-Garfield Neighborhood Council,

After the death of 2-year-old Vanessa Kay Behan, The Vanessa Behan Crisis Nursery opened its doors 30-years-ago in an effort to prevent Child Abuse and Neglect in Spokane. We exist to prevent her tragedy from happening to another child. Recently, we have had several deaths similar to Vanessa that solidify our work is nowhere near being complete. We must do more. Today we are serving over 5,000 children annually but still have to say no over 3,000 times each year. We have been looking for property that will allow us to expand our services and deepen our mission of Prevention.

After careful consideration our board has determined that the city owned Normandie Complex, located in your neighborhood is exactly the location we would like to expand our impact. While it is significantly more land than we need at this time, I want to ensure we have property that will allow us to grow long into the future. We have been talking with other social service providers about partnering in the use of the property. At this time we have interest from low income housing, affordable senior care and another child abuse prevention and recovery program. The Nursery will take the lead on the design and partners we work with to create something we feel will benefit not only the neighborhood but our entire community. One of our board members is an architect that has been helping us vision how the space can be used and has described a campus environment. Our hope would be to find a common use for any land that is not needed initially. The Nursery has a tradition of wanting to have a friendly and inviting presence that encourages parents and children to find the support we offer.

As most of you probably are aware, there is a city fueling station on the property. We would like to offer to the city in our proposal that they keep that on the site. It is our belief that a police presence will only add to the safety of the neighborhood.

The proposal is due to the city on Monday April 17th at 1:00pm. In order to make our proposal as strong as possible, we are seeking your support. If you feel the Nursery, along with other social services, would be a good use of that space, I would ask for a written letter of support that we can include in our proposal.

Thank you so much for considering the benefits we could bring to your neighborhood. Please do not hesitate to contact me at any time with questions.
Sincerely,

Amy

Amy Knapton Vega, MSW

Chair of the Emerson-Garfield Neighborhood Council

The chair of the Emerson-Garfield Neighborhood Council (EGNC) is a nonpartisan, volunteer position. Upon being elected by an annual majority vote of the EGNC, the chairperson is expected to:

General

- Liaise with City officials and departments, City Council members, community leaders, businesspeople, residents, nonprofits, members of other neighborhood councils, and other relevant parties to advocate on behalf of Emerson-Garfield and remain informed about citywide and neighborhood-related issues.
- Represent Emerson-Garfield at community stakeholder meetings when a dedicated representative is unavailable. Such meetings can include but are not limited to:
- Community Assembly and its subcommittees
- Transportation or public safety task forces
- Business improvement and targeted investment groups
- Adhere to the ideals of inclusivity, openness and fairness in all matters, taking active steps to ensure broad participation in the EGNC so that the makeup of the council reflects the neighborhood it serves.
- Observe the EGNC bylaws and update them accordingly.
- Initiate strategic planning and budgeting efforts where necessary.
- Follow both the specifics and spirit of the Neighborhood Plan (ratified July 2014) with the goal of the long-term greater good of Emerson-Garfield as a whole.
- Deal proactively, reliably and responsibly with the following areas:

Collaborations

- Actively solicit, establish and maintain mutually beneficial partnerships with other entities within and germane to the neighborhood. Such entities include but are not limited to:
- Churches (e.g., Christ Our Hope, Faith Bible Church, Knox Presbyterian, Seventh Day Adventist)
- Businesses (e.g., along North Monroe, Indiana, NW Boulevard, the west side of North Division)
- Nonprofits (e.g., COPS, West Central Community Center, Women & Children's Free Restaurant, Fulcrum)
- Schools (e.g., Audubon, Garfield, North Central, Spokane Public Montessori, Trinity Catholic)
- Act as an intermediary to bring about fruitful collaborations between neighborhood entities.

Communications

- Disseminate news and information of interest to those in Emerson-Garfield in a timely manner. These and other communication efforts can be carried out with the assistance of a dedicated team or subcommittee.

- Raise wider awareness about the EGNC, its mission, its remit, and its role within city governance.

- Operate a diverse, regular and consistent public communications platform that includes both new and traditional media. Such media include but are not limited to:

  - Direct-mail postcards

  - Flyers, handbills and brochures

  - Blog (i.e., emersongarfield.org)

  - Social media (e.g., Twitter: @EmersonGarfield, Facebook: EmersonGarfieldSpokane)

  - Monthly e-newsletters (via, e.g., MailChimp)

- Advertise EGNC meetings and activities with sufficient forewarning, distribute meeting materials (e.g., minutes, agendas) in digital formats, and provide public summaries of important meeting highlights and outcomes. Technically this falls within the remit of the EGNC secretary, but it is ultimately the chair's responsibility to guarantee that it is being carried out without fail.

- Promptly circulate news on development, land use, permit applications, and so forth as dictated by the Neighborhood Notification program. This can be carried out in conjunction with other Neighborhood Notification delegates (see below).

Community Development Block Grants (CDBG)

- Remain informed of the state of CDBG funding available to Emerson-Garfield and any relevant changes to the CDBG program.

- Organize and hold timely votes among the neighborhood council to determine potential CDBG projects and allocate (or reallocate) funds accordingly.

- Advocate for the needs and interests of Emerson-Garfield within the local CDBG program.

Delegation

- See that Emerson-Garfield is well represented among the various citywide stakeholder groups by capable members of the EGNC who are elected or appointed with the consent of the neighborhood council. These groups can include but are not limited to:

  - Community Assembly and its subcommittees

  - Permanent or ad hoc commissions, task forces, boards and panels (e.g., art, transportation, mayoral)

  - BID, LID, TIP or TIF (i.e., business and development) initiatives

- See that Emerson-Garfield is adequately represented at suitable training sessions and workshops, and that the information gleaned therein is accurately relayed back to the neighborhood council.
- Form a dedicated group of EGNC members responsible for carrying out the respective duties of the Neighborhood Notification process.
- Monitor the performance of the other EGNC executive committee members (e.g., co-chair, vice chair, secretary), making certain that they have the information and resources to carry out the duties required by their roles and to deputize in the chair's absence.
- Create—always with the consent of the EGNC—and supervise various teams and subcommittees necessary to address and realize the ambitions of the neighborhood council.

Events

- Hold and preside over monthly meetings of the EGNC.
- Ensure that varied and inclusive neighborhood events are scheduled on a regular basis, suitably funded, and that a reliable party is appointed to oversee them. Such events include but are not limited to:
- Spring and Fall Cleanups
- Emerson-Garfield Farmers' Market
- Concerts in the Park
- Summer and Winter Potlucks

Vice/Co-Chair of the Emerson-Garfield Neighborhood Council

The role of the vice (or co-) chair is heavily dependent on the direction of the chair. Duties include but are not limited to responding to communications directed to the neighborhood; attending meeting as a representative of the neighborhood; engaging and following up with neighborhood residents, City officials, and neighborhood businesses; or stepping in and assuming the duties of the chair if the chair is otherwise engaged.

The Vice Chair and Chair Relationship

The vice chair's main responsibility is to support the chair in whatever tasks they deem appropriate for the vice chair. It is important that the vice chair have as detailed an understanding as possible of the current state of

neighborhood affairs and responsibilities of the chair, as the vice chair is responsible for the duties of the chair should the chair be unavailable.

Meetings, Engagement, and Follow-up

The chair may deem it prudent or necessary for the vice chair to attend meetings and/or functions as a neighborhood representative. These meetings may be but are not limited to City trainings or committee meetings, meetings with neighborhood or local business or groups, and meetings with City officials. During any such meetings, the vice chair is to engage as a representative of the neighborhood, take notes if necessary, and report back to the chair. If the chair deems it necessary, the vice chair may report on meetings to the neighborhood council.

When engaging with individuals, the vice chair is responsible to help facilitate and coordinate with the individual to guide them to the proper authority on their subject. This requires that the vice chair be aware of the functions and responsibilities of City officials as well as contact information.

Moreover, it is the vice chair's responsibility to help engage potential neighborhood council members, as well as help forward the goals and views of the council as a whole.

Secretary of Emerson-Garfield Neighborhood Council

Summary

This document is designed to provide a detailed guide to the position of Secretary.
One role involves taking minutes and distributing the agenda and minutes. This can usually be done promptly, with a draft ready immediately after the meeting is adjourned.
The second role involves tracking attendance, updating the e-mailing list and preparing the sign-in sheets for the following month. I usually devote two hours following the meeting to this project.

Minutes and Agenda

Preparing the Document

The Agenda will have been already prepared by the Chairperson, and will be available in PDF format in the folder for the current month, such as
"Dropbox\Emerson-Garfield\Agendas and Minutes\EGNC\2016\2016-03"
Print enough copies of this month's agenda, as well as the minutes from the previous month, and place them near the entrance of the meeting room, along with the sign-in sheets.
The file of the previous month's minutes can be duplicated, and most of the contents erased, in order to provide a template for the current month's minutes. Names can be copied from the

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agenda onto the minutes document in order to save some time during the typing. Organization names with hyperlinks can also be copied from another document, such as "Website Links to Use in Minutes.docx," prior to the meeting.

During the Meeting

While the meeting is progressing, record the various speakers' names, who they represent, and certain information they have presented which would be of interest to someone in the neighborhood who was unable to attend the meeting. Review previous meeting minutes documents, available on the EGNC blog, in order to have an idea of what information is worth recording, especially when a vote has taken place.

Editing the Document

After the meeting has been adjourned, and prior to emailing out a draft that evening, it is appropriate to review the document once for formatting, spelling, or grammar errors. Viewing the sign-in sheets will also give a more accurate count of how many voting members and guests were in attendance, in order to edit the first paragraph of the minutes.

Hyperlinks can also be added to the document, which were not already prepared in the "Website Links to Use in Minutes.docx," file. Any new hyperlinks which may be useful in a later month can then be added to that links document, to speed up the editing process for future months. It is helpful to use the same font family and font size in both the hyperlinks document and the minutes document.

Distributing the Document

The email address emerson.garfield@gmail.com is used to distribute the meeting minutes to voting members and, ideally, those guests who were in attendance. The password for this account is in a document within the root directory of the DropBox account. Voting Members are in a distribution list, titled "Voting Members." According to bylaws, it is also ideal to distribute the agenda seven days prior to each meeting, but as that may not be the case, also distribute the agenda along with a reminder as early as possible prior to a meeting.

When copying and pasting the contents of the minutes directly into a new message within the Gmail framework, you may notice that much of the formatting is lost. To work around this, and to maintain the formatting from the minutes in an email message, it is best to send the email first from a separate email application, such as Microsoft Outlook, addressed to emerson.garfield@gmail.com, and then forward the message to the Voting Members distribution group.

In order to maintain privacy, despite email addresses being displayed on the sign-in sheet, it is appropriate to put the "Voting Members" distribution list in the Blind Carbon-Copy (BCC) field, and to put oneself (emerson.garfield@gmail.com) in the From field. If the email was forwarded, several lines of code, such as From, To, and Date, can be deleted from the top of the message. In an introductory paragraph, welcome the submission of corrections.

It is also useful to provide a PDF copy of the minutes. CutePDF Writer is a free application that serves in place of a printer, when printing a copy of the Minutes document. That PDF can then

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be placed adjacent to the minutes and agenda in the DropBox folder for that current month. Using the DropBox website, a view-only link for the PDF can be generated. The link should not require a viewer to sign-in. The link can be pasted in an introductory paragraph to the voting members and attendees.

Monitor the inbox for a few days following the meeting in order to identify any corrections. Make the changes to the document, and take the simple step of creating a new PDF, overwriting the existing PDF. DropBox, if running on the computer, will automatically upload the new files, and the link to the old PDF will now direct the viewers to the new PDF.

Attendance

Positioning the Sign-In Sheets

The sign-in sheet would ideally have been prepared immediately following the previous month's meeting, as the meeting minutes draft would have been emailed to the voting members *and* the attendees. It is possible to maintain the attendance list later, if new voting members and guests are manually typed into the BCC field when sending out the meeting minutes.

There are three separate sign-in sheets. The voting members sign-in sheet will list any existing voting members who have not been absent for the three previous months without an excused absence. It will also include any new voting members, added since the previous meeting, who have attended three out of the past six meetings.
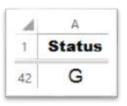
The next sheet, for repeat guests, requires maintenance, but it can save much time for the attendees who are returning, as well as saving time for the secretary when recording the contact information of new attendees.

The simplest sign-in sheet, which only requires the date to be changed, is the sign in sheet for new guests, allowing them to fill in detailed contact information.

It can be helpful to provide each sheet with its own clipboard and pen. As two thirds of the pens provided for the sign-in sheets have had a tendency to wander elsewhere in the room, offering assistance to an attendee who did not remember their own note-taking pen, it has proven useful to attach the pens to the clipboards using string and tape.

Recording the Attendees

A quick count of the voting members and the guest attendees who bothered to sign in can be used in the meeting minutes, as mentioned earlier. Much more time must be spent, using an Excel spreadsheet, in order to enforce the bylaws. The file, currently titled "E-G Attendance 2016.xlsx," is located in Dropbox at "Dropbox\Emerson-Garfield\Agendas and Minutes\Attendance."

Each attendees is in one of four groupings, recorded in the first column ("A") as either G for guest, M for voting member, L for lapsed member, or S for Spokane employees or other organizations who are not eligible to become a voting member, because they neither live, work, nor own a business in the neighborhood. After entering the attendance in the a column far to the right,

representing the current month, this value of G, M, or L (but not S) would then be changed to represent their voting status for the following month.

The columns to the right of the contact information of an attendee represent the months of each meeting, in ascending order, without any vacation months, usually January and July.

C	D	AO	AP	AQ	AR	AS
Address	**Phone**	Att	**Nov-15**	Att	**Dec-15**	Att

Under the month name, and in the same column as the attendee's name, type an X if the attendee was a voting member, a G if they were a guest (including Spokane employees) and an E if they have an excused absence, such as being out of town.

AT	AU
Feb-16	Att
X	3
E	3
X	3

The column to the immediate right, AU in the example, will usually increase automatically by 1. If the person is a voting member (having the text "M" in the "Status" column "A"), then the number below "Att" will represent how many times they have been present out of the past three months. If the value for a currently voting member is "0", then you should manually change the "Status" column from "M" to "L", for lapsed members. If a lapsed member ("L") attends, then you may change their status back to "M". The Bylaws do not state any extra condition for regaining one's voting status. If someone has been a "G"uest, and if they have attended three out of the past six months, their count will also show 3. You can then change them from "G" to "M" on this spreadsheet, and add them to the voting members list on Gmail.

To add a new Guest, take an existing guest row, of someone who has not been there long, and duplicate it. Remove the months that they had attended, recording only the most recent month for the new guest, and change the contact info for that row to represent what the guest had handwritten.

Understanding the Formula (Optional)

The formula in each "Att" column does several nested if/then checks in order to output the number in the "Att"endance column. For instance, February, 2016 is in the column "AT", and this formula, below, is in the row "AU":

=IF(OR($A2="M"),(COUNTIF(AP2:AT2,"X")+COUNTIF(AP2:AT2,"G")+COUNTIF(AP2:AT2,"E")),IF(OR($A2="G", $A2="S", $A2="L"),(COUNTIF(AJ2:AT2,"X")+COUNTIF(AJ2:AT2,"G")+COUNTIF(AJ2:AT2,"E")),""))

If the "A" column for that person (in row 2) is an M, a voting member, then the formula will output the sum of all of the X entries in the past 3 month-name columns, and add any G or E entries in those same last three months. On the other hand, if they are a "G"uest, a "S"pokane employee, or a "L"apsed member, then they will be counted for the past 6 months (every other column between AJ and AT).

When you extend the Excel workbook for another year, then take the most recent "Att" column, copy the entire column, and paste it two columns to the right, leaving room for a

month's name and the X, G, or E fields to be typed. You can repeat this method as far in advance as you wish.

Preparing for the Following Month

Once every person has been updated or added to the Excel spreadsheet, you can use that data to prepare the sign-in sheets for the following month.

As you probably changed the "Status" column for a few people, adding some new Guests, adding a couple of new voting Members, and marking a couple others as Lapsed members, it is time to alphabetize the list. Don't alphabetize the entire worksheet, as there are rows far down the page which perform a count of how many Members and Guests were present for each month.

Instead, highlight the last row of attendees (such as 120) all the way up to the first row (1). Click on the "Data" tab, and then "Sort" (AZ/ZA). Check the box, "My data has headers." Sort in two columns, first by Status, and then by Name.

Highlight a rectangle of the Name, Address, Phone and Email columns for all of the voting members. This might be from B62 to E99, if the start of the voting members was in row 62 and the last member was in row 99. Copy those values. Open up the "Attendance Sign-in Sheet Template.xlsx" file, which is in the same folder as the large attendance spreadsheet. Remove

the values from the previous month, and paste in the current values of the voting members list. Verify that the count of voting members is showing correctly in the lower left corner of the sign-in template, as that will influence the minimum attendance (quorum) number, on the lower-right corner of the page. While you're at it, change the date at the top of the page to the following month.

Voting Members: 38		Minimum Attendance: 12

The 38 in the sample above is a result of the following formula:
=(43-4)-COUNTIF(A5:A43, "")

The last row being counted is 43. The title row is 4. The cells within that range that are blank ("") are excluded from the count. If additional rows are inserted, be sure that the "43" is increased.

Another sheet to prepare is the sign-in sheet for returning guests. Using the large attendance records spreadsheet, you can color code city employees, such as blue; and guests who will be eligible for voting if they are in attendance, such as green; and lapsed members who would also be eligible to vote, such as red.

Copy those names (excluding the voting members), without any contact information, onto the second, blank spreadsheet of the "Regular Guest Sign-in Sheet Template.xlsx" Excel file.

Increase the font size to 20. Alphabetize everyone. Divide the list into three columns using cut-paste. Then you can move those three columns of names, using either cut-paste or copy-paste, onto the first spreadsheet. Fill in the "Name" columns, leaving the "Signature" columns blank.

When you print the sign-in sheets, it is best to highlight the working area of the spreadsheet, such as A1:F30, and then print to a PDF (CutePDF Writer) or send directly to a printer, but using the "Print Selection" option, rather than "Print Active Sheets," and "Fit Sheet on One Page" rather than "No Scaling." Using this technique, the text should be as large as possible, yet still fit on a single page.

You can put the PDFs for each of the three attendance documents into the DropBox folder for the following month, and can print them at the earliest convenience, as no additional revisions should be necessary.