

**ELPNA Board Meeting Minutes**  
**April 26, 2021 – In Person – 7:00 PM**

**Present:** Abbie Tykocki, Todd Swales, Diane Goddeeris, Jonathan Niesen, Nichole Biber, Brittany Pazdan, Lynn Richardson

**Approval of agenda:** Lynn Richardson moved, Jonathan Niesen second

**Discussion Items by Officer:**

- President – Abbie Tykocki
- Vice President – Todd Swales
  - Crown Blvd Green Belt – Abbie sent emails to connect Todd to Judy to offer his assistance in the landscaping upkeep. Nichole recommended that perennial seeds be added. Judy provided a history of the installation of the sign. **Todd will get a list of any needs from Judy**
  - Todd is still wrestling with the challenge of what hold and what not to hold on the calendar of events, this will be an ongoing discussion throughout the year
- Treasurer – Diane Goddeeris
  - There has been no response from Steve since the annual meeting. He has produced no financial statements. Abbie is not on the bank account, no one currently alive is on the bank account. Recommendation is that an email be sent to Steve with a deadline to respond by and then articles of incorporation will be taken to MSUFCU to request control of the account. **Diane will take over communications to Steve.** During a bylaw review we will discuss that two living names need to be on the account, including the President
  - Non-profit Status –
    - No current update
  - Accounting Upgrades before April 2022
    - Online giving as an option when status is reinstated – **goal of April 2022** – include in Newsletter to be able to give whenever
    - Todd did say the parent council hasn't done that yet because there is a large cost associated
    - Enable Member2Member Contributions – no fee if MSUFCU to MSUFCU
- Secretary – Brittany Pazdan
  - **Minutes – finalizing with Maureen and will have to Abbie by mid-week**
  - Records Retention – Abbie has a pinecrest google drive of all electronic copies since she took over the presidency
    - **Will give access to Pinecrest Gmail Account Drive to the secretary to maintain records there** and the city center has the files as backups
    - Todd – we need to consider a privacy policy if we are giving personal information to the city

- Per Abbie we will not be giving personal information to the city
  - NEED financial records
  - **Brittany will take on the task of gathering Board records prior to Abbie's presidency that she doesn't have yet, mainly from Ralph M., Mike V., and Maureen McCabe-Power**
  - **Brittany will research a standard Nonprofit Record Retention Schedule to implement**
- Block Captain Coordinator – Jonathan Niesen
  - Ideas to further engage Block Captains – **Abbie has a spreadsheet with everyone names and routes, and will give Jonathan access to the Pinecrest email list**
    - Some people last year only wanted to do it last year if they only had to pass out the newsletter once a year. There was only one block captain zoom meeting last year
      - **Jonathan would like to use the block captains to get decorations to families if we are doing the bike rally virtually, use Abbie's spreadsheet to actually build a spreadsheet of who lives where – especially as people move in, and a build a welcome to the neighborhood informational 'something' for when people move here including things like; how to turn on your water, who to contact at the city, what week is recycle week (then put it in the power stations), etc.**
- Newsletter Editor – Lynn Richardson
  - Regular schedule of e-news updates – E-newsletter will go out once a month so residents know when to look for it, for easy of publication, and if there is something that needs immediate attention (ex. Missing child) it will be easy to spot in someone's inbox
  - Mailchimp tutorials – e-blasts and lets you know if someone is on the list, if they are sent, are they opening the emails, and if they unsubscribed – tells how many people never open the email, **aim for monthly emails** to not overload people inbox and not take away from important updates
    - As things come up to include in the newsletter send them to the board by the third Friday of the month – Abbie will work with Lynn for proofing before distribution
  - Next email: **Announce new board, thank those stepping down, cancellation of events, promotion of Juneteenth** – Abbie will be sending next week and including the paragraphs new Board members wrote to introduce themselves
- Juneteenth Demonstration Chair – Nichole Biber
  - Nichole has invited select people to the subcommittee and reached out and invited Black leader to speak at the event, so far inviting Ron and Dana and Elaine however the event will feature and open mic again. City Council can only have two members at an event. Lynn and Todd expressed that anyone on the City Council and running for office needs to be invited to speak and more than just select people need to be invited. As a 501c3 we have give equal opportunity to everyone and cannot look like we can supported one candidate over another. Our status as a 501c3 can be looked at if we give special invitations to certain candidates. **Diane recommended Nichole call the city clerk**

**to see who has taken out petitions and invite them all and use the same language to them all and make it clear they are not to campaign at the event.**

#### **Other Items for Discussion**

- Bylaws Review/Update Subcommittee
  - Record retention and signatory on accounts are main topics to review/add
    - Determined **we will keep the review within the board** and not form a subcommittee unless we see more concerns than we anticipate
    - **We will break them down by a few parts a month to review**
  
- Tree Fund
  - According to Steve we have a plentiful balance, we need to get access to the account to know the actual balance. Lynn shared the idea was that we would replace the maturing trees as they were maturing and passing. We will figure out what the balance is and then as ideas come up we start to discuss maintaining a balance verse using what we have.
  
- Letter of Support for Dr. Robert L. Green Project
  - Currently there is no school board policy for renaming schools, so there is no timeline for this happening, the policy has to exist first. Too early to be discussing supporting the cause. Diane reminded the board to make sure that we remain a voice for the neighborhood on issues and to get the voice for the majority, i.e. use surveys, etc. throughout this process and others.
  
- Additional Items
  - Updating the Pinecrest Sign in the future – Abbie has brought it up before and it was not well received because of the nostalgia and history of the sign
    - Originally – People went around with images door to door and the neighbors voted on the image
    - We could use potential tree funds, discussion to rename to ‘beautification funds’
  - Safe Routes to school – sidewalks added to Gilcrest and they will want to speak to residents, may be doing door to door knocking

**Adjournment** – motion by Todd Swales, second by Lynn Richardson. Meeting adjourned at 8:31pm