

## **EIRA Board of Directors Meeting**

Tuesday, October 12, 7 pm

Online via Zoom

### **MINUTES**

#### **Board members present:**

Emma Erdahl (President), Erik Anderson (Vice President), Andrew Degerstrom (Treasurer), Laney Barhaugh (Secretary), Becky Accettura, Natasha Dockter, Larry Lamb, Rod Lauture, Brian Milavitz

#### **Staff present:**

Jenna Egan, Coordinator

#### **Guests present:**

Lisa Goodman, Minneapolis City Council - Ward 7

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#### **1) Welcome**

President Emma Erdahl called the meeting to order at 7:03 p.m.

#### **2) Council Member Lisa Goodman**

Council Member Goodman gave the following announcements:

- Lunch with Lisa on Oct. 27th from 12 - 1 PM at the University of St. Thomas downtown Minneapolis campus. Chief Medaria Arradono will be the guest speaker, and share his view on police reform. Only 100 people are able to attend due to COVID.
- Minneapolis Public Works have begun curb-to-curb sweeping and leaf collection on streets throughout the city. To make sure crews can do the best job possible, temporary "No Parking" signs will be posted at least 24 hours in advance so streets will be clear of cars when they're swept. Anyone who parks on the street will need to follow posted parking rules or their cars may be ticketed and towed.
- Twenty City boards and commissions have openings for appointments this fall. Applications are open now. The positions are open until filled.
- Early voting has begun for the Nov. 2 municipal election. Ballots may be cast early by mail or in person at the Early Vote Center, 980 E. Hennepin Ave.

- Listening sessions on redistricting: The Minneapolis Redistricting Group invites residents to a listening session sponsored by the Office of the City Clerk. This event will occur on Thursday, October 14, 2021 at 5:00 pm.
- The Minneapolis Clean Energy Partnership is seeking applicants for the 2022-2023 Energy Vision Advisory Committee (EVAC). To apply to serve on the 2022-2023 EVAC, you can request an application from the sustainability office by emailing sustainability@minneapolismn.gov. Applications are due by November 5, at 4PM.
- Free Energy Squad visit. 0% APR financing for energy upgrades such as air sealing, insulation, and solar. Whether you qualify for the free visit or not, a visit can help you improve your home's energy use.
- Starting Oct. 1, a City ordinance requiring a 5 cent fee for each carryout bag provided by a store goes into effect. Enforcement had paused temporarily when the pandemic began.

### 3) Approval of Minutes

The following action was taken regarding agenda item 3:

**Motion to approve** the minutes for the September 2021 EIRA Board Meeting..  
*Motion by Degerstrom, seconded by Dockter. Motion carried with 8 ayes and 0 nays.*

### 4) Amended and Restated Bylaws

Treasurer Andrew Degerstrom presented the proposed Amended & Restated Bylaws. All changes that the Board reached consensus on at the September meeting were incorporated except one. The Board again discussed the provision regarding whether or not two people from the same household would be allowed to serve on the Board together, and the Board decided to change that provision back to what was included in the original draft from November.

The following action was taken regarding agenda item 4:

**Motion to adopt Resolution 2024R-25:** Resolved that the EIRA Board of Directors forward Amended & Restated Bylaws, attached as Exhibit A, to the voting membership for approval at the Fall Membership Meeting on November 9, 2021.  
*Motion by Degerstrom, seconded by Accettura. Motion carried with 8 ayes and 0 nays.*

### 5) Treasurer's Report

#### a. October 2021 Finance Report

Treasurer Andrew Degerstrom presented the October 31 Finance Report.

The following action was taken regarding agenda item 5a:

**Motion to approve** the October 2021 Finance Report, attached as Exhibit B. *Motion by Degerstrom, seconded by Anderson. Motion carried with 8 ayes and 0 nays.*

**b. Neighborhood Network Fund Application**

Treasurer Andrew Degerstrom presented EIRA's draft application for the Neighborhood Network Fund. The Board discussed whether or not to participate in the citywide Neighborhoods Day, and decided not to participate for now.

The following action was taken regarding agenda item 5b:

**Motion to adopt Resolution 2024R-26:** Resolved that EIRA approves its application for the Neighborhood Network Fund, attached as Exhibit C, and authorizes its submission. *Motion by Degerstrom, seconded by Accettura. Motion carried with 8 ayes and 0 nays.*

**c. EIRA's Phase III NRP Plan**

Treasurer Andrew Degerstrom reported that EIRA has \$16,380.80 of funds available to contract in strategy 1.1.4. - 2017-21 Engagement Efforts strategy of its Phase III NRP Plan and recommended the procedural step that EIRA contract those funds. Regardless of action, any unspent funds at the end of the year would be added to EIRA's Equitable Engagement Fund contract for 2022.

The following action was taken regarding agenda item 5c:

**Motion to adopt Resolution 2024R-27:** Resolved that EIRA contract \$16,380.80 of funds available in strategy 1.1.4. - 2017-21 Engagement Efforts of its Phase III NRP Plan and that the funds be added to its existing NRP Funding Agreement no. C-42485. *Motion by Degerstrom, seconded by Dockter. Motion carried with 8 ayes and 0 nays.*

**6) Outreach and Engagement Committee**

Outreach and Engagement Committee Chair Becky Accettura presented EIRA's draft application for the Equitable Engagement Fund, along with the final draft of its Equitable Engagement Plan.

The following action was taken regarding agenda item 6:

**Motion to adopt Resolution 2024R-28:** Resolved that EIRA approves its both application for the Equitable Engagement Fund and Equitable Engagement Plan, attached as Exhibits D and E, and authorizes their submission. *Motion by Degerstrom, seconded by Milavitz. Motion carried with 8 ayes and 0 nays.*

## 7) Rebranding Project

Rebranding project lead Becky Accettura presented an amendment to its existing contract with Brandography for rebranding services. When EIRA first started the project, it wanted Brandography to develop an updated version of the existing Purcell-Cutts logo. However, after Brandography presented three logo concepts and EIRA proceeded through the first round of revisions, EIRA decided that it instead wanted to go with an original logo. Due to this change, Brandography needed to amend its original scope of work to include the added hours.

The following action was taken regarding agenda item 7:

**Motion to adopt Resolution 2021R-29:** Resolved that EIRA approves an amendment to its existing contract with Brandography, attached as Exhibit F, authorizing an additional \$1,160. *Motion by Accettura, seconded by Degerstrom. Motion carried with 6 ayes and 1 nay.*

## 8) Adjournment

The meeting was adjourned at 8:43 p.m.

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*Minutes submitted by Jenna Egan*

# The East Isles Residents' Association, Inc. Bylaws

## I. Purpose

This Corporation is not operated for profit. The Corporation is organized under Minnesota statutes Chapter 317A and elects to also be governed by the statutory provisions governing "neighborhood organizations" as described in the Articles of Incorporation. All changes to the Corporation's purpose are governed by changes to that document.

## II. Boundaries

The Corporation is recognized by the City of Minneapolis as a neighborhood organization serving a defined area. The area of the neighborhood, for the purposes of membership and these Bylaws, is defined as:

That part of South Minneapolis which is bounded by West 22nd Street on the north, Hennepin Avenue South on the east, West Lake Street on the south, and Knox Avenue South and East Lake of the Isles Parkway on the west.

The area is depicted in the boundary map below.



### **III. Membership**

The Corporation has one class of voting members. The classes, eligibility, rights, and obligations of any members will be determined by the Board of Directors through amendment of these Bylaws.

#### **A. Eligibility for Membership**

Eligibility for membership is defined below as any individual who is at least 16 years old and is:

1. A resident in the neighborhood; or,
2. An owner or business lessee of real property in the neighborhood; or,
3. The designated representative of a nonprofit, educational organization, or governmental organization in the neighborhood.

New members are encouraged (but not required) to establish voting membership eligibility at least 10 days before a voting member meeting.

Resident members may use any document of any kind showing the members full name and an address inside the neighborhood; or another member may vouch for one new resident member's eligibility.

Business / property owner or lessee members may use documentation showing real estate ownership and the name of the entity paying property tax at that address, or a copy of the business lease at that address.

Organizational representative members may document their representative status with an official letter from the organization designating the representative by name.

#### **B. Member Dues / Fees**

The organization does not charge dues. Voluntary donations to support the Corporation and its activities are encouraged.

#### **C. Rights of Members**

The Board governs and voting members have limited voting rights. Each voting member is eligible to cast one vote at the annual meeting of the voting membership as well as one vote in any periodic vote involving the voting membership as required by these Bylaws, State law, or as authorized by Board action. Members must vote either in person, by U.S. mail, or electronically when authorized by Board action. Voting by proxy is *not* permitted.

#### **D. Members Not Financially Obligated**

No member will be personally responsible for any financial obligation of the Corporation.

## E. Membership Duration

Once a Corporation Member, Membership will continue in perpetuity as long as the member remains eligible.

## F. Membership Non-transferable

Membership in Corporation may not be assigned or transferred in any way.

## G. Membership Termination

All member rights, privileges, and benefits will cease in the event of death or termination of eligibility of the member.

## H. Member Grievance Procedure

Any voting member may file a formal grievance with the Corporation. Other forms of conflict resolution are encouraged prior to invoking a grievance. All parties should attempt to resolve disputes through dialogue, or informal or formal mediation whenever possible. In the event such efforts are not successful, the process of filing a grievance is set forth in the Corporation's Grievance Policy and Procedure, a copy of which is available on the organization's website.

## I. Meetings of Voting Members

- 1. Record Date and Membership Roster.** As required by State law, the record date for determining who are the voting members of the Corporation at the time of a voting members meeting will be the day of the meeting. Meaning, eligibility to vote may be determined on the day of any meeting where a member vote will occur, and pre-registration is not required to participate.
- 2. Notice to Members.** As required by State law and City of Minneapolis grant funding requirements, written notice, including the date, time, and place of the meeting, will be provided at least 21 calendar days in advance of a member meeting. Notice will not be provided more than 30 calendar days in advance of a member meeting. Notice may be provided through any reasonable method designed to give notice to every member with voting rights.
- 3. Regular Member Meetings.** Corporation, if desired, may conduct regular member meetings that will take place on a recurring schedule, the specific date, time, and location of which will be designated by the Board and published to the members.
- 4. Annual Member Meetings.** An annual meeting will take place once a year on a schedule designated by the Board. As required by State law, there will be a report on the annual activities and financial condition of the Corporation at the meeting and an election to fill open Board seats.

- 5. Special Member Meetings.** Special meetings of the members may be called by the President of the Board, a simple majority of the Board of Directors, or by a petition signed of 50 individual voting members as required by State law. A member petition to call a special meeting must describe the purpose for the meeting and must document the eligibility of all 50 member signatures. The Board will publish a meeting notice for all special meetings. Special meetings will be conducted in accordance with State law. Business transacted at a special meeting is limited to the purposes specifically stated within the written meeting notice. No other business may be conducted.
- 6. Participation by Remote Communication.** Any member meeting, including annual or special meetings, may be held in whole or in part by means of remote communication. When one or more members participate by means of remote communication, the Corporation will implement reasonable measures to:

  - a. Verify that each person deemed present and entitled to vote at the meeting by means of remote communication is in fact a voting member; and,
  - b. The method of remote communication must provide each member with a reasonable opportunity to participate in the meeting, in real time with the other participants, as required by State law.
  - c. Voting conducted via remote communication may be conducted online through a third-party service to allow for more inclusive participation.
- 7. Member Meeting Quorum.** A quorum of the members is 30 of the members entitled to vote at the meeting. If a quorum is not present, the meeting may be adjourned and recalled with at least 5 days' written notice provided prior to the new date.
- 8. Member Voting.** All issues to be voted upon will be decided by a simple majority of those present at the meeting in which the vote takes place unless otherwise specified in these Bylaws or by resolution of the Board. All eligible voters may cast one vote. Voting by proxy is *not* permitted. The election of Directors requires approval of the voting membership in all cases.
- 9. Member Meeting Procedures.** All questions of order with respect to any member meeting will be resolved in an orderly manner that is deemed appropriate by the President. The Corporation is not obligated to follow Robert's Rules of Order.
- 10. Member Meeting Decorum.** The Corporation will follow best and lawful practices for conducting business at meetings. The Board will exemplify, communicate, and enforce the expectation that meetings be conducted in an orderly and respectful manner. The Board reserves the right to excuse any Director, Officer, member, guest, member of the media, or audience participant exhibiting conduct that is disrespectful or disruptive to meeting proceedings. The Board President has the responsibility to require order in a meeting. To that end, the President has the authority to call a Director, Officer, or member to order, and to exclude non-members, or to remove any participant from the meeting. Another Officer may serve in the President's capacity if required.



- 11. Member Action Without a Meeting.** Member actions without a meeting is not permitted.

## **IV. Board of Directors (Governing Body)**

### **A. Board Governing Powers**

In compliance with State law and common law, the Board of Directors will execute the fiduciary duties (duty of care; duty of loyalty; duty of obedience) to the Corporation in all aspects of its governance. The Board has all the powers given by State law which are necessary and appropriate for governing the Corporation, including but not limited to the following:

1. Performance of any and all duties imposed upon them collectively and individually by law, by the Articles of Incorporation, these Bylaws, or other written policies and procedures of the Corporation.
2. Appointment and removal of Board Directors and Officers.
3. Oversee the affairs and activities of the Corporation and set policies and procedures.
4. Enter into contracts, leases, or other agreements which are, in the judgement of the Board, necessary or desirable to the delivery and execution of the mission.
5. Acquire, manage, improve, encumber, leverage, or dispose of real or personal property, through any lawful method.
6. Oversee the participation in financial transactions such as loans, debt obligations, investments, promissory notes, bonds, deeds of trust, mortgages, pledges, etc.
7. Indemnify the Directors, Officers, agents, employees, or independent contractors for liability alleged against or incurred by persons in this capacity or arising out of the person's status or obtain insurance for these purposes.
8. Uphold the Bylaws, Policies, and Procedures of the Corporation.
9. The Board of Directors may engage in acts that are in the best interests of the Corporation and that are not in violation of State or Federal laws or regulations. No Director will have any right, title, or interest in or to any real property of the Corporation.

### **B. Board Compensation**

All members of the Board will serve as volunteers. No compensation may be paid to the Directors for their services, time, and efforts in that role. Directors, however, may be reimbursed for necessary and reasonable actual (documented) expenses incurred in the performance of their duties subject to the organization's financial policies and procedures.

### C. Board Number and Qualifications

The Corporation's Board of Directors shall be composed of 11 Directors overall.

All Directors must be at least 18 years old. These individuals should be broadly representative of the community, possess applicable experience, or meet other eligibility criteria. Directors may not be corporate entities.

### D. Board Service Eligibility

All Directors are elected from the pool of voting members. Only one member per household or family system may serve on the Board at any given time.

The number of Board seats that may be filled by business owners / lessees or designated representatives of a nonprofit, educational organization, or governmental organization in the neighborhood is 3.

### E. Board Terms

In order to ensure the continuity of the Board, the terms of all Directors shall be staggered as follows:

1. Elections to fill 5 out of the 11 Board seats for a 1-year term shall occur in 2022, after which elections to fill those seats for a 2-year term shall occur in odd-numbered years beginning in 2023.
2. Elections to fill the other 6 Board seats for a 2-year term shall occur in even-numbered years beginning in 2022.
3. The existing Board upon the adoption of these Bylaws shall continue to serve until 2022.

There is no limitation on the number of terms a Director may serve, except that Directors must take at least two years off after serving 6 consecutive years.

### F. Annual Meeting Election Process

The election process will be fair and open.

1. **Candidate Search.** The Board will publish a call for candidates in the notice of the meeting. The Board will strive to recruit a number of candidates that meets or exceeds the number of seats that are up for election.
2. **Nominations Committee.** In the event a nominating committee is formed, its chartered purpose must be limited to coordination of the process. Any review of candidate applications is limited to determining eligibility for service.
3. **Elections.** Eligible voting members to check in to a meeting where Directors will be elected may vote for candidates, including any nominations from the floor (offered with

consent of the nominee). Those candidates receiving the highest number of votes will be elected.

- 4. Verification and Seating.** If necessary, the eligibility of candidates may be confirmed within one week following the close of voting. Outgoing Directors retain their duties until new Directors assume their office at the next scheduled Board meeting. In the event a successful candidate is deemed ineligible, the candidate with the next highest votes will be seated instead.

## **G. Board Member Resignation**

A Director may resign at any time by giving notice to an Officer of the Board. Notice may be in any form. The resignation can be deemed effective immediately without any formal acceptance by the Board. If a resignation is provided with a later effective date, then the Board may fill the pending vacancy before the effective date and the new Director will be seated on the effective date and will serve the remaining of the resigning Director's term. If less Directors will remain after the resignation than is mandated as the minimum required by these Bylaws, then the resignation must not be effective until a successor is appointed by the Board.

## **H. Board Member Termination or Removal**

Any Director may be removed at any time with or without cause, by an affirmative vote of at least a two-thirds majority of all the remaining Directors. The matter of removal is a personnel matter and may be acted upon at any meeting of the Board of Directors. The Director subject to removal may not vote on the matter. Upon removal, a successive Director may then be appointed to fill the vacancy created and serve out the remainder of that term. In that case, the Board will publish a call for applications, and it will vote to appoint an interim Director who will serve out the remainder of that term.

## **I. Board Vacancies**

Vacancies in the Board of Directors are filled after a published call for applications by a vote of the majority of the remaining Directors at a properly called meeting. The interim Director appointed will fulfill the remainder of the term for that seat.

## **J. Regular Board Meetings**

The Board will meet routinely, on a schedule designated by the Board which meets or exceeds State nonprofit law minimum requirements. Board meetings may, but need not coincide with, member meetings.

## **K. Special or Emergency Board Meetings**

Special meetings of the Board may be called with 24 hours' notice upon the request of the President, or by one-third of the Board.

## **L. Board Meeting Notices**

All written meeting notices, including the date, time, and place of the meeting, are provided to each Director at least 5 calendar days in advance of a meeting. Notice will not be provided more than 60 calendar days in advance of a meeting. This notice may be given through any reasonable method. The Board meeting schedule may be set and published to the Board annually in lieu of or in addition to other notices.

Directors may waive the notice requirements. Attendance at the meeting is considered a waiver of notice requirements unless the Director objects at the beginning of the meeting that it was not properly called and does not participate in the meeting.

## **M. Board Meeting Quorum**

Unless otherwise specified in these Bylaws, at all meetings of the Board of Directors, a simple majority of 51% or greater of seated Directors constitutes a quorum for the transaction of all authorized business. If 51% or greater of seated Directors are not present, no voting may occur.

## **N. Board Action / Voting**

Unless otherwise specified in these Bylaws, during Board meetings, all matters are decided by a simple majority vote. There is no cumulative voting among Directors. Abstaining from votes is not permitted. Board members with a conflict of interest will recuse themselves from all discussion and the vote in accordance with the Corporation's Conflict of Interest Policy. Proxy voting is not permitted. The acts of the Board are the acts of the Corporation and must be carried out.

## **O. Open Meetings**

The Corporation is a private nonprofit corporation and is not subject to open meetings law and government data practices. However, to comply with City of Minneapolis grant requirements, the Corporation will hold all of its meetings open to the public, except when a closed session is required for consideration of legal and personnel issues. The public version of meeting minutes from a closed session will indicate that the Board went into a closed session. The Corporation will maintain a record of any business decision made in a closed session but may limit access to the record to those with a legal right to be in the meeting.

## **P. Meeting Procedures**

All questions of order with respect to any meeting or action of the Corporation, its Board of Directors, or any chartered committee or task force will be resolved in any orderly manner that is deemed appropriate by the President or the committee Chair which allows for making motions and voting on business matters. The Corporation is not, however, obligated to use Robert's Rules of Order. Meeting minutes must be produced to create a corporate record of reports and decisions made at meetings.

## **Q. Meeting Decorum**

The Corporation follows lawful and nonprofit sector best practices for conducting business meetings. The Board of Directors will exemplify, communicate, and enforce the expectation that meetings are conducted in an orderly and respectful manner. The Board of Directors reserves the right to excuse any Director, Officer, member, guest, member of the media, or audience participant exhibiting conduct that is disrespectful or disruptive to meeting proceedings. The President has the responsibility to require order in a meeting. To that end, the President has the authority to call a Director, Officer, or member to order, and exclude non-members, if necessary, to maintain an orderly meeting. The President has the authority to remove a participant from the meeting. Another Officer may act in the President's place if required.

## **R. Board Meetings by Remote Participation**

To the extent permitted by State law, meetings of the Board of Directors may occur either in part or solely through remote communication, if desired. The method of remote communication must allow all Directors in attendance to participate contemporaneously in the meeting.

## **S. Board Written Action Without a Meeting**

Any action that could be taken at a Board meeting may instead be taken by written action, so long as the following conditions are met:

1. The action is taken by a vote of the number of Directors that would be required to take the same action at a meeting of the Board at which all Directors are present.
2. The votes cast through written action must be voted on through authenticated electronic communication (defined as communication that includes information which one can reasonably identify who the sender was (for example, a known email address, phone number, certified e-signature program, etc.)).
3. Once the vote is complete, all Directors are given immediate notice of the text and effective date of the written action.
4. Action taken under this section is effective when the vote is complete unless the action specifies a different effective date.
5. Action taken under this section has the effect of a meeting vote and may be described as a meeting vote in any document.

## V. Officers

### A. Election of Board Officers

Board Officers must first also be on the Board of Directors. Officers are effectively Board members with extra duties. Board Officers are volunteers and are not paid for their Board service. They are elected annually from the pool of seated Directors.

A vacancy in any Board Officer position may be filled by a vote of the Board of Directors for the unexpired portion of the term. The Board of Directors also has the authority to appoint temporary acting Board Officers as may be necessary during the temporary absence or disability of serving Board Officers.

### B. Terms

All Board Officers will serve a 1-year term that coincides with a portion of their term as Director. There is no limit to the number of terms an Officer may serve. However, in the case of the Treasurer, the Treasurer may only serve up to 3 consecutive years. After serving 3 consecutive years, the Treasurer must take at least 1 year off from the Treasurer position before being considered for another term as Treasurer.

### C. Resignation

An Officer may resign by giving notice to any other Board Officer. The resignation is effective immediately and without formal acceptance when the notice is given to the Board, unless a later effective date is named in the notice. Notice may be in any form.

### D. Removal

Board Officer positions are distinct from Board membership. Any Officer who is removed as a Director is also automatically removed from their Officer position. However, any Officer may be removed only from their Officer position with or without cause by a vote of all remaining Directors. The matter of removal may be acted upon at any meeting of the Board of Directors. The Officer subject to removal cannot vote on the issue. After removal, another Board member will be appointed to serve in an interim capacity to fill the vacancy for the remainder of the Officer term.

### E. Board Officers and Duties

The principal Officers of the Board consist of a President, Secretary, and Treasurer, and a Vice President if desired. Their duties are as follows:

1. **President.** The President convenes regularly scheduled Board meetings, presides at meetings or arranges for other Directors to preside at each meeting in the following order: Vice President (if any), Secretary, Treasurer. The President is a Board member with voting rights and will vote at meetings.

2. **Secretary.** The Secretary is responsible for assuring: 1) the corporate records of Board actions are documented through meeting minutes; 2) that meeting notices and agendas are distributed in a timely manner; 3) that records are published as necessary to the members; and, generally that corporate records are maintained.
3. **Treasurer.** The Treasurer is responsible for assuring: 1) financial records and accounts are kept in a manner that meets State law, IRS, and GAAP standards; 2) that the Board is informed at least quarterly on the Corporation's financial position and budget-to-actual status; and 3) public facing financial data is provided and tax filings are completed in a timely manner.
4. **Vice President.** The Vice President, if one is appointed, may chair committees or task forces on special subjects as designated by the Board and may serve in the President's absence when needed.

At the discretion of the Board of Directors, other Board Officers such as Fundraising or Development Director, may be elected with duties that the Board will prescribe.

Officers also have additional duties and powers as prescribed from time to time by the Board of Directors in addition to the duties and powers described by these Bylaws.

## VI. Committees and Task Forces

### A. Authority

The Board of Directors may act through committees or ad-hoc task forces. The Board may create these groups through resolutions adopted by a vote of the Board of Directors. Each group has the duties and responsibilities granted to it from time to time by the Board. These groups are at all times subject to the control and direction of the Board. Ideally, at least one member of the committee or task force will be a Board member. Committee members may be volunteers that are not on the Board. Committees and task forces report back to the Board on a schedule determined by the Board regarding recommendations or action items on the Board's agenda.

### B. Committees

Committees may be standing or have an expiration date. Committees are formed by resolution adopted by a majority of the Board (for example, Finance Committee; Communications Committee; Governance Committee; Engagement Committee, etc.).

Committees are formed under a detailed charter describing their purpose and duties.

### C. Task Forces

Task forces are temporary work groups often made up of experts in specified areas of knowledge or practice. Task forces are small groups of people and resources brought together to accomplish a specific objective, with the expectation that the group will disband when the

objective has been completed. Task forces are formed to address major or complex issues and projects. Often, they are formed in response to an event, whether expected or unexpected, which causes the need to acquire knowledge and respond.

#### **D. Executive Committee**

The Board of Directors may (but does not need to) establish and Executive Committee to consist of the Board Officers. The President is the Chair of any Executive Committee. The creation of an Executive Committee does not relieve the Board of Directors of any of its responsibility. This committee is at all times subject to the direction and control of the full Board. The role of the Executive Committee, if established, is primarily to organize the agenda for each Board meeting and may also supervise the Executive Director. In keeping with nonprofit sector best practices, the Executive Committee never has authority to act on behalf of the full Board for any reason.

#### **E. Meetings**

Meetings of the individual committees and task forces may be held at a time and place (including by phone or virtually) as determined by a majority of the committee or task force members; by the Board President; or, by the Board of Directors. Notice of committee and task force meetings is handled under the same provisions for Board meetings, including the ability to waive notice requirements. A simple majority constitutes a quorum for any committee or task force meeting. Proxy voting is not permitted. Every committee or task force will create minutes or reports of its meetings for Board review including dates, roll call information, and decisions made (if any are authorized).

### **VII. Executive Officers, Employees, and Independent Contractors**

#### **A. Designation**

The Board of Directors may select an Executive Director (whether it uses this title or another comparable title). The Executive Director will be engaged by and act as the administrative agent of the Board of Directors to administer the affairs of the Corporation and implement the policies and decisions of the Board of Directors. The Executive Director has no power or authority apart from that which is delegated to them by the Board of Directors, and the Board has the duty and responsibility to adequately monitor the actions of the Executive Director. The Executive Director is responsible for the hiring, supervision, discipline and discharge of other employees and independent contractors. The Board collectively supervises the Executive Director and will review their performance annually. The Executive Director may be a non-voting ex officio member of any standing committees and may attend and may participate in all meetings of the Board of Directors except when matters regarding their employment and compensation are under consideration. The Executive Director may not serve as a voting member of the Board of Directors.



## **B. Compensation**

The Corporation may pay compensation to the Executive Director, other hired Officers, employees, and other independent contractors for services rendered. The amount and frequency of payments must be reasonable, determined from time to time by the Board in accordance with the Conflict of Interest Policy, and be legally compliant with all State and Federal employment, nonprofit, and other applicable laws.

## **C. Checks, Drafts, Petty Cash Fund**

The Executive Director may be authorized to provide the signatures on checks, drafts, or other orders of payment for the Corporation. They may also be authorized to administer a Petty Cash Fund, the size of which is designated by the Board of Directors.

## **D. Volunteers**

The Board of Directors may establish policies and procedures to recruit, train, and utilize volunteers in the operation of its activities and fulfillment of its purpose and mission. The Corporation may maintain insurance policies to cover those serving as volunteers.

# **VIII. Management Provisions**

## **A. Diversity, Equity, and Inclusion**

### **1. Non-Discrimination**

The Corporation will not discriminate against any individuals or groups on the basis of gender, age, ethnicity, religion, creed, national origin, citizenship status, sexual orientation, gender expression, disability, marital status, income, political affiliation, or another legally protected class in its policies, recommendations, programs, or actions.

### **2. Equal Opportunity**

The Corporation will strive to be an equal opportunity employer and will adopt equal opportunity employment policies that comply with State and local requirements.

### **3. Diversity, Equity, and Inclusion**

The Corporation will foster principles of diversity, equity, and inclusion in its mission-driven work. This includes fostering diversity, equity, and inclusion in the Corporation's policies and procedures; in the election of its corporate Directors; in the hiring and advancement of its staff; and in all of its programmatic activities.

## **B. Financial Year**

The accounting year of the Corporation begins on January 1 and ends on December 31.

### **C. Annual Budget and Financial Information**

The Board will consider programmatic goals and financial objectives in planning for the annual budget. The Board must review and adopt the budget annually. During the financial year, expenditures must be within budget, unless approved as required by the financial policies and procedures. Financial reports are required to be submitted to and reviewed by the Board no less than quarterly. At minimum, the Board will regularly review the Corporation's: income statement, balance sheet, and budget to actual reports. At minimum, the Board will review annually, the annual financial report, any audit reports, and IRS 990 information return.

### **D. Accounts**

1. The Corporation will maintain appropriate checking, savings, or other accounts at a reputable bank or financial institution under the name of the Corporation.
2. Any Officer of the Corporation or the Executive Director may be authorized by Board resolution to act as signatories on all corporate accounts. Corporation will at all times have at least two signatories on every bank account or financial account.
3. All money raised in the Corporation's name must be deposited in corporate accounts as charitable assets and used for charitable purposes according to State and Federal fundraising laws and rules.

### **E. Registered Office**

The registered office of the Corporation is the place designated in the Articles of Incorporation as the registered office. The Corporation may change its registered office in accordance with State law. The corporate records are stored at the registered office or in an electronic file storage system.

### **F. Other Offices**

The Corporation may maintain offices or places of business other than the registered office and mailing address on file with its home state.

### **G. Records**

The Corporation will keep at the registered office address or in an online filing system correct and complete copies of its Articles and Bylaws; accounting records; and, the meeting minutes of its Board, Committees, and task forces for the last six years.

In the spirit of nonprofit transparency and accountability, the organization will publish copies of reviewed and approved meeting minutes and its financial reports or IRS form 990s online to its public website or other social media platform.

## **H. Inspection**

A voting member or Director may inspect all records described in the section above, either in person or by agent or attorney, for any proper purpose at any reasonable time. A proper purpose is one reasonably related to the person's interest as a member or Director of the Corporation.

Upon request the Corporation will give a voting member or Director who requests it a financial statement (i.e., consolidated financial statements, or income statement and balance sheets etc.) for the last annual accounting period and a balance sheet with a summary of its assets and liabilities as of the closing date of the last quarterly accounting period.

## **I. Ownership of Intangible Assets**

From time-to-time accounts will be established on behalf of the Corporation for third party services such as web domains, web services, software services, donor or member lists, etc. All accounts of this nature are assets of the Corporation and should be opened in the name of the Corporation whenever possible. If ownership cannot be established in the name of the Corporation, the individual must grant secondary authority whenever possible or share account information and log in credentials to the Corporation's designee to preserve right of access to these assets and accounts.

## **J. Legal Instruments**

All contracts, agreements, and other legal instruments executed by the Corporation must be issued in the name of the Corporation, not the individual name of a Director or Officer, employee, etc. The Board may establish internal controls or policies which control the number of Officers required to sign legal instruments.

Legal instruments must only be signed after proper consideration and approval by the full Board or those with delegated authority (for example, the Executive Director). In the event a legal instrument is not properly approved, then the individual signing the agreement may be considered personally liable.

## **K. Loans**

Loans and other debts are not permitted without authorization of the Board of Directors (or those with delegated authority) specifically authorizing the loan or debt. All loans and debts for the Corporation must comply with State laws governing nonprofits.

## **L. Periodic Reviews**

Periodic reviews are conducted to ensure the Corporation operates in a manner consistent with its charitable purposes; that it files all required paperwork; and does not engage in activities that could jeopardize its tax-exempt status. The periodic reviews will, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits and vendor payments are reasonable, based on competent survey information, and the result of arm's length bargaining;
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in private inurement, impermissible private benefit or in an excess benefit transaction;
3. Whether the Corporation is properly filing annual paperwork with the IRS (including the Form 990) and certain State agencies for charitable solicitation registration; corporate entity registration; unemployment insurance; sales tax revenue reporting; income tax reporting; or social security administration, etc.;
4. Whether the Corporation is compliant with State and Federal fundraising regulations and industry best practices.

### **M. Affiliations**

The Corporation may maintain professional affiliations that benefit and strengthen the organization and its capacity to fulfill its mission.

### **N. Policies and Procedures**

In compliance with the City of Minneapolis grant funding requirements the Board will adopt the following policies and procedures (and review them on a regular basis):

- Financial and internal controls policies
- Conflict of Interest
- Personnel policies and procedures (i.e. an employee handbook or contractor handbook)
- Equal opportunity employment / affirmative action policy
- ADA policy and procedure
- Language access policy
- Audit policy
- Equitable engagement plan
- Board development and training policy
- Member grievance policy

The Board of Directors may also establish policies and procedures to follow best practices or regulations in the nonprofit sector:

- Records retention policy
- Expense reimbursement policy

- Gift acceptance policy
- Volunteer management
- Donor privacy policy
- Regarding other topics as reasonable and necessary

## **IX. Amending the Articles of Incorporation and Bylaws**

The Corporation has the power to amend the Articles of Incorporation and Bylaws. Subject to restrictions imposed by State statutes, amendments to the Articles and Bylaws must be approved by the affirmative vote of at least two-thirds of the Board at a properly called meeting.

Amendments may also be proposed by a petition of at least 25 members. Any petition for amendment must state the text of the amendment and contain the signatures of 25 eligible members. Petitions received will be voted on at a regularly scheduled Board meeting not to exceed 120 days from receipt of the petition. The Board will publish the proposed amendment online in advance of the meeting. A petition amendment may be approved by a two-thirds vote of the active Directors in a roll-call vote.

### **CERTIFICATION**

These Bylaws were approved at a properly conducted meeting of the voting membership of the Corporation by a 2/3 majority vote on the 9th day of November, 2021.

Helene Barhaugh, Secretary

Revision history:  
November 9, 2021 (Amended and Restated)

## INDEX

<b>I.</b>	<b>Purpose</b>	<b>1</b>
<b>II.</b>	<b>Boundaries</b>	<b>1</b>
<b>III.</b>	<b>Membership</b>	<b>2</b>
	A. Eligibility for Membership	2
	B. Member Dues / Fees	2
	C. Rights of Members	2
	D. Members Not Financially Obligated	2
	E. Membership Duration	3
	F. Membership Non-transferable	3
	G. Membership Termination	3
	H. Member Grievance Procedure	3
	I. Meetings of Voting Members	3
<b>IV.</b>	<b>Board of Directors (Governing Body)</b>	<b>5</b>
	A. Board Governing Powers	5
	B. Board Compensation	5
	C. Board Number and Qualifications	6
	D. Board Service Eligibility	6
	E. Board Terms	6
	F. Annual Meeting Election Process	6
	G. Board Member Resignation	7
	H. Board Member Termination or Removal	7
	I. Board Vacancies	7
	J. Regular Board Meetings	7
	K. Special or Emergency Board Meetings	7
	L. Board Meeting Notices	8
	M. Board Meeting Quorum	8
	N. Board Action / Voting	8
	O. Open Meetings	8
	P. Meeting Procedures	8
	Q. Meeting Decorum	9
	R. Board Meetings by Remote Participation	9
	S. Board Written Action Without a Meeting	9
<b>V.</b>	<b>Officers</b>	<b>10</b>
	A. Election of Board Officers	10
	B. Terms	10
	C. Resignation	10

D. Removal	10
E. Board Officers and Duties	10
<b>VI. Committees and Task Forces</b>	<b>11</b>
A. Authority	11
B. Committees	11
C. Task Forces	11
D. Executive Committee	12
E. Meetings	12
<b>VII. Executive Officers, Employees, and Independent Contractors</b>	<b>12</b>
A. Designation	12
B. Compensation	13
C. Checks, Drafts, Petty Cash Fund	13
D. Volunteers	13
<b>VIII. Management Provisions</b>	<b>13</b>
A. Diversity, Equity, and Inclusion	13
B. Financial Year	13
C. Annual Budget and Financial Information	14
D. Accounts	14
E. Registered Office	14
F. Other Offices	14
G. Records	14
H. Inspection	15
I. Ownership of Intangible Assets	15
J. Legal Instruments	15
K. Loans	15
L. Periodic Reviews	15
M. Affiliations	16
N. Policies and Procedures	16
<b>IX. Amending the Articles of Incorporation and Bylaws</b>	<b>17</b>

## Cash on Hand

<b>Wells Fargo Checking</b>	
City Restricted Funds	\$ 2,117.63
Unrestricted Funds	\$ 27,907.73
Farmers Market Funds	\$ 26,223.65
Farmers Market Essential Support & Safety Resources Grant	\$ 1,000.00
<b>Wells Fargo Checking Total</b>	<b>\$ 57,249.01</b>
Wells Fargo Savings	\$ 10,067.40
Petty Cash	\$ -
Stripe Balance	\$ -
PayPal Balance	\$ -
Undeposited Funds	\$ 251.00
<b>Total Cash on Hand</b>	<b>\$ 67,567.41</b>

## Other Assets

Credit Card Deposit Holding	\$ -
<b>Total Other Assets</b>	<b>\$ -</b>

**Total Assets** **\$ 67,567.41**

## Liabilities

EIRA Visa Balance	\$ 130.84
EIRA MasterCard Balance	\$ -
C-42485 Advance	\$ 7,500.00
C-35167 Advance	\$ 1,650.00
<b>Total Liabilities</b>	<b>\$ 9,280.84</b>

**Net Assets** **\$ 58,286.57**



September 2021 Transactions Report

Date	Payee/Remitter	Detail	Expense	Deposit	Budget Line Item	Fund #	Reimbursable (Y/N)
9/1/2021	Gusto	Gusto Subscription	\$ 68.06	\$ -	636 - Payroll Processing	1103	Y
9/2/2021	Britt Sutton	Market Hand Wages August 26	\$ 7.00	\$ -	622 - Market Helpers	3000	N
9/2/2021	n/a	Non-itemized token reimbursements September 2	\$ 71.00	\$ -	n/a	3000	n/a
9/2/2021	n/a	Non-itemized token sales September 2	\$ -	\$ 180.00	n/a	3000	n/a
9/2/2021	Debbie Briggs	FM live Music September 2	\$ 200.00	\$ -	634 - Musicians Stipend	3000	N
9/2/2021	Jenny Breen	Reimbursement for expenses	\$ 24.71	\$ -	607 - Equipment/Supplies	3000	N
9/3/2021	Zoom	Zoom monthly subscription	\$ 16.18	\$ -	117 - Zoom	1103	Y
9/8/2021	Birken Law PLLC	IRS response letter to notice of intent to levy property	\$ 500.00	\$ -	104 - Legal Fees	1102	Y
9/9/2021	Svihel Vegetable Farm	Token reimbursement September 2	\$ 120.00	\$ -	n/a	3000	n/a
9/9/2021	Matt Yetter	FM live music September 9	\$ 100.00	\$ -	634 - Musicians Stipend	3000	N
9/9/2021	n/a	Non-itemized token reimbursements September 9	\$ 262.00	\$ -	n/a	3000	n/a
9/9/2021	n/a	Non-itemized token sales September 9	\$ -	\$ 80.00	n/a	3000	n/a
9/9/2021	n/a	Non-itemized FM merchandise sales September 9	\$ -	\$ 10.00	n/a	3000	n/a
9/9/2021	n/a	Produce for cooking demo	\$ 11.00	\$ -	628 - Vendor Appreciation	3000	N
9/11/2021	Biffs, Inc.	Farmers Market porta-potty rental	\$ 171.77	\$ -	635 - Portable Restroom Rental	3000	N
9/11/2021	Hill & Lake Press	Farmers Market Ad June 2021	\$ 302.00	\$ -	627 - Advertising	3000	N
9/11/2021	Hill & Lake Press	Super Sale Ad August 2021	\$ 211.95	\$ -	501 - Advertising	2000	N
9/12/2021	Adobe	InDesign subscription	\$ 22.67	\$ -	118 - Adobe Creative Cloud	1103	Y
9/13/2021	Solana Dicus Breen	Farmers Market temporary help September 9	\$ 26.00	\$ -	622 - Market Helpers	3000	N
9/13/2021	TechSoup	QuickBooks Online annual subscription	\$ 75.00	\$ -	116 - QuickBooks Online	1103	Y
9/13/2021	Sarah Anderson	Market Hand Wages September 2	\$ 84.50	\$ -	622 - Market Helpers	3000	N
9/13/2021	Franny Dicus Breen	Market Hand Wages September 2	\$ 81.25	\$ -	622 - Market Helpers	3000	N
9/13/2021	Britt Sutton	Market Hand Wages September 2	\$ 7.00	\$ -	622 - Market Helpers	3000	N
9/13/2021	Gusto	Payroll taxes August 27, 2021 - September 2, 2021	\$ 16.22	\$ -	637 - Payroll Taxes	1101	Y
9/13/2021	City of Minneapolis	C-42485 reimbursement 8/1/2021 - 8/31/2021	\$ -	\$ 9,499.16	n/a	1000	n/a
9/13/2021	City of Minneapolis	C-35167 reimbursement 8/1/2021 - 8/31/2021	\$ -	\$ 1,064.00	n/a	1000	n/a
9/13/2021	City of Minneapolis	C-35039 reimbursement 9/1/2020 - 8/31/2021	\$ -	\$ 1,000.00	n/a	1000	n/a
9/15/2021	Office of the Minnesota Attorney General	2020 Charity Annual Report Filing Fee	\$ 25.62	\$ -	108 - Attorney General Filing Fee	1102	Y
9/15/2021	ExpressTaxExempt.com	2020 990-EZ Filing Fee	\$ 100.85	\$ -	107 - Form 990 Filing Fee	1102	Y
9/16/2021	Franny Dicus Breen	Market Hand Wages September 9	\$ 25.00	\$ -	622 - Market Helpers	3000	N
9/16/2021	Grayson Richard	Market Hand Wages September 9	\$ 84.50	\$ -	622 - Market Helpers	3000	N
9/16/2021	Britt Sutton	Market Hand Wages September 9	\$ 17.50	\$ -	622 - Market Helpers	3000	N
9/16/2021	Gusto	Payroll taxes 9/3/2021 - 9/9/2021	\$ 11.95	\$ -	637 - Payroll Taxes	1101	Y
9/16/2021	Becky Shaheen	FM live music September 16	\$ 200.00	\$ -	634 - Musicians Stipend	3000	Y
9/16/2021	Svihel Vegetable Farm	Token reimbursement September 9	\$ 70.00	\$ -	n/a	3000	n/a
9/16/2021	Jenna Egan	Coordinator August 2021	\$ 1,006.25	\$ -	102 - EIRA Coordinator	1101	Y

9/16/2021	n/a	Non-itemized token reimbursements September 16	\$ 14.00	\$ -	n/a	3000	n/a
9/16/2021	n/a	Non-itemized token sales September 16	\$ -	\$ 140.00	n/a	3000	n/a
9/16/2021	AT&T	Tablet data plan	\$ 19.99	\$ -	633 - Cellular Data Plan Pay-As-You-Go	1103	Y
9/18/2021	Intuit	Check reorder	\$ 90.72	\$ -	137 - Office Supplies	1107	Y
9/19/2021	Wells Fargo	Credit Card Cash Back	\$ -	\$ 106.61	n/a	2000	n/a
9/20/2021	City of Minneapolis	Ice Cream Social Recycling & Compost Bins	\$ 97.70	\$ -	412 - Recycling/Organics	1300	Y
9/20/2021	City of Minneapolis	Ice Cream Social Trash Bins	\$ 48.85	\$ -	411 - Trash	2000	N
9/20/2021	Daniel Ploof	2021 Farmers Market graphic design work	\$ 225.00	\$ -	603 - Graphic Design Services	3000	N
9/20/2021	2212 Fremont Ave S Condo Assoc.	Home Security Grant	\$ 943.52	\$ -	n/a	n/a	Y
9/20/2021	USDA	SNAP token reimbursement	\$ -	\$ 20.00	n/a	3000	n/a
9/23/2021	Sarah Anderson	Market Hand Wages September 16	\$ 81.25	\$ -	622 - Market Helpers	3000	N
9/23/2021	Grayson Richard	Market Hand Wages September 16	\$ 65.00	\$ -	622 - Market Helpers	3000	N
9/23/2021	Britt Sutton	Market Hand Wages September 16	\$ 73.50	\$ -	622 - Market Helpers	3000	N
9/23/2021	Gusto	Payroll taxes 9/10/2021 - 9/16/2021	\$ 20.63	\$ -	637 - Payroll Taxes	1101	Y
9/23/2021	Svihel Vegetable Farm	Token reimbursement September 16	\$ 70.00	\$ -	n/a	3000	n/a
9/23/2021	Song Thao Produce	Token reimbursement September 16	\$ 32.00	\$ -	n/a	3000	n/a
9/23/2021	Michael Gold	FM live music September 23	\$ 200.00	\$ -	634 - Musicians Stipend	3000	N
9/23/2021	n/a	Non-itemized token reimbursements September 23	\$ 39.00	\$ -	n/a	3000	n/a
9/23/2021	n/a	Non-itemized token sales September 23	\$ -	\$ 250.00	n/a	3000	n/a
9/23/2021	n/a	Non-itemized FM merchandise sales September 23	\$ -	\$ 40.00	n/a	3000	n/a
9/23/2021	BluGirl Soap Works	Items for FM Vendor Appreciation Bags	\$ 29.93	\$ -	628 - Vendor Appreciation	3000	N
9/23/2021	Tutti Foods	Items for FM Vendor Appreciation Bags	\$ 38.91	\$ -	628 - Vendor Appreciation	3000	N
9/23/2021	Farm 2 Fist	Items for FM Vendor Appreciation Bags	\$ 42.00	\$ -	n/a	3000	n/a
9/24/2021	Lost Capital Foods	Token reimbursement end-of-season	\$ 15.00	\$ -	n/a	3000	n/a
9/24/2021	Song Thao Produce	Token reimbursement end-of-season	\$ 38.00	\$ -	n/a	3000	n/a
9/24/2021	Svihel Vegetable Farm	Token reimbursement end-of-season	\$ 158.00	\$ -	n/a	3000	n/a
9/24/2021	Curioso Coffee	Token reimbursement end-of-season	\$ 27.00	\$ -	n/a	3000	n/a
9/24/2021	Ellen van Iwaarden	Super Sale Strib ad	\$ 89.00	\$ -	501 - Advertising	2000	N
9/24/2021	Ellen van Iwaarden	Super Sale map/sign printing	\$ 207.97	\$ -	504 - Printing	2000	N
9/24/2021	Ellen van Iwaarden	Super Sale wooden stakes	\$ 47.22	\$ -	502 - Supplies/Materials	2000	N
9/27/2021	Squarespace	Farmers Market domain renewal	\$ 20.00	\$ -	631 - Website Hosting/Domain Registration	1103	Y
9/27/2021	USDA	SNAP token reimbursement	\$ -	\$ 50.00	n/a	3000	n/a
9/30/2021	Britt Sutton	Market Hand Wages September 23	\$ 77.00	\$ -	622 - Market Helpers	3000	N
9/30/2021	Grayson Richard	Market Hand Wages September 23	\$ 71.50	\$ -	622 - Market Helpers	3000	N
9/30/2021	Gusto	Payroll Taxes 9/17/2021 - 9/23/2021	\$ 13.97	\$ -	637 - Payroll Taxes	1101	Y
9/30/2021	Wells Fargo	Savings Account Interest	\$ -	\$ 0.08	n/a	2000	n/a
	n/a	Non-itemized Super Sale registration fees	\$ -	\$ 170.00	n/a	2000	n/a
	n/a	Non-itemized donations	\$ -	\$ 190.00	n/a	2000	n/a
	Stripe	Non-itemized payment processing fees (FM)	\$ 6.42	\$ -	624 - Payment Processing Fees	3000	N
	Stripe	Non-itemized payment processing fees	\$ 8.73	\$ -	n/a	2000	n/a
	QuickBooks Payments	Non-itemized payment processing fees (FM)	\$ 15.35	\$ -	624 - Payment Processing Fees	3000	N

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Total	\$ 6,847.14	\$ 12,799.85
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## Funds Remaining by Contract as of September 30, 2021

Contract	Total Funds Contracted	Total Funds Spent through 9/30/2021	Funds Remaining
<b>C-28340 - NRP Phase II Implementation</b>			
Staff and Administrative Costs	\$ 25,000.00	\$ 18,250.30	\$ 6,749.70
Chess Tables on the Mall	\$ 8,000.00	\$ -	\$ 8,000.00
Plantings on the Mall	\$ 5,000.00	\$ -	\$ 5,000.00
Osman Cleaners	\$ 5,000.00	\$ 5,000.00	\$ -
Warming House Refresh	\$ 28,500.00	\$ 24,576.00	\$ 3,924.00
Good Chair Project	\$ 10,000.00	\$ 10,000.00	\$ -
Invasive Tree Removal	\$ 22,282.10	\$ 22,282.10	\$ -
Bridge for Youth Lighting	\$ 15,000.00	\$ 15,000.00	\$ -
Seven Pools Fountain	\$ 500.00	\$ 500.00	\$ -
MPD Security Cameras	\$ 40,000.00	\$ 40,000.00	\$ -
Greenway Garden	\$ 2,736.50	\$ 1,908.05	\$ 828.45
Total	\$ 162,018.60	\$ 137,516.45	\$ 24,502.15
C-35039 - NRP Home Security Grants	\$ 15,000.00	\$ 12,561.27	\$ 2,438.73
C-35167 - NRP Sustainable Practices	\$ 34,600.00	\$ 18,133.64	\$ 16,466.36
<b>C-42485 - Community Participation Program</b>			
Staff Expenses	\$ 47,690.00	\$ 37,249.05	\$ 10,440.95
Employee Benefits	\$ -	\$ -	\$ -
Professional Services	\$ 30,475.00	\$ 24,928.18	\$ 5,546.82
Occupancy	\$ 16,071.00	\$ 13,755.96	\$ 2,315.04
General Liability Insurance	\$ 1,749.00	\$ 1,386.00	\$ 363.00
Directors and Officers Insurance	\$ 2,250.00	\$ 2,250.00	\$ -
Communications/Outreach	\$ 34,876.00	\$ 29,439.26	\$ 5,436.74
Translation, interpretation, and ADA Support	\$ -	\$ -	\$ -
Supplies and Materials	\$ 4,175.00	\$ 3,589.37	\$ 585.63
Meetings/Community Building Events	\$ 5,350.00	\$ 3,786.35	\$ 1,563.65
Development	\$ 1,950.00	\$ 975.00	\$ 975.00
Fundraising	\$ 5,000.00	\$ 3,868.77	\$ 1,131.23
Other Services	\$ -	\$ -	\$ -
Total	\$ 149,586.00	\$ 121,227.94	\$ 28,358.06

## Application for Neighborhood Network Fund

Please use this template as a guide to develop your application for funding from the Neighborhood Network Fund. All expectations for neighborhood organizations are the same, as the Network Fund is not considered programmatic funding.

Submit your application by email to [neighborhoods2020@minneapolismn.gov](mailto:neighborhoods2020@minneapolismn.gov). Please also attach all [required documentation](#). The application is not complete until all attachments are included. If you need assistance, please [contact your neighborhood specialist](#).

### Date of board review and approval

10/11/2021

### Contact information

Organization name: East Isles Residents Association

Address: 2801 Hennepin Ave S, PMB 294, Minneapolis, MN, 55408

Website URL: [www.eastisles.org](http://www.eastisles.org)

Social media: Facebook (@eastislesresidentsassociation), Twitter (@EastIslesMPLS), Instagram (@eastislesresidentsassociation)

Organization email: [info@eastisles.org](mailto:info@eastisles.org)

Federal EIN: 41-1792897

Who should be the primary contact for this application? Jenna Egan

### Board contact

Name: Emma Erdahl, President

Phone: 612-716-6715

Email: [erdahle14@gmail.com](mailto:erdahle14@gmail.com)

Address: see above

### Staff contact

Name: Jenna Egan

Phone: 612-703-7078

Email: [jenna@eastisles.org](mailto:jenna@eastisles.org)

Address: see above

### Eligibility questions

1. What geographic neighborhood(s) do you represent?

East Isles

2. If your organization has not previously been funded through the City of Minneapolis as a recognized neighborhood organization please provide evidence of the organization's eligibility.

n/a

3. If your organization was not funded in the previous City of Minneapolis funding cycles, provide a report on your previous year's activities.

n/a

4. Will your organization be participating in the Citywide Neighborhood Election Day? If not, why not?

No, for the time being, EIRA would prefer to keep its Annual Meeting, and in extension election for Board members, separate from a citywide event to maximize the availability of elected officials and other guest speakers.

5. Submit all [required documents](#) by email to [neighborhoods2020@minneapolismn.gov](mailto:neighborhoods2020@minneapolismn.gov).

### Description of neighborhood

6. Please share the demographic make-up of the current board (age, race, homeowner status, income and education).

The Board is made up of 6 renters and 5 homeowners, ranging in age from 20s to 70s. We do not have information about the income or education levels of our board members.

7. Describe your neighborhood as best you can in a narrative format.

The neighborhood is located within the greater Uptown area, bordered between Lake of the Isles, 22<sup>nd</sup> Street, Hennepin Avenue, and Lake Street. Both Lake Street and Hennepin Avenue are major business and transit corridors. The residential portion of the neighborhood is a mix of single-family homes, duplexes/triplexes, and multi-family buildings.

### Stakeholder involvement

8. Provide a narrative on how your organization will accomplish the following activities, at a minimum, as required by the Neighborhood Network Fund.

- The organization meaningfully engages all residents regarding major activities.
- The organization meaningfully engages under-engaged residents, such as renters, communities of color, low income residents, immigrant and refugees, people with disabilities, expanding participation in the organization.
- Diverse communities are included in the organization's decision-making processes.
- The organization maintains a current website or social media platforms.

EIRA engages all residents regarding major activities and events through mailings we send to every residential address in the neighborhood. All residents are also able to provide input on our major activities and events at both through our committees and at Board meetings. Up to now, our engagement with under-engaged residents has primarily been through mailings we send to every residential address in the neighborhood informing them about our major activities and events. However, we are committed to implementing our Equitable

Engagement Plan to further engage under-represented residents, and to ensure they are included in our decision-making processes. EIRA currently maintains a website and social media accounts.

**Budget**

Neighborhood Network Funds can be used for the administration and operational expenses of your organization. Please indicate how Neighborhood Network Funds will be used in the provided template. Provide a full organizational budget in the attachment section. If your full organizational budget includes a breakdown of all funding mechanisms (Neighborhood Network Fund, Equitable Engagement Fund, Neighborhood Revitalization Funds, etc.), you may attach it in lieu of using this template.

<b>Neighborhood Network Fund expenses</b>	<b>2022</b>
Staff expenses	15,000
Employee benefits	
Professional services	
Occupancy	
General liability insurance	
Directors and officers insurance	
Translation, interpretation and accessibility support	
Supplies and materials	
Meetings & community building events	
Development	
Fundraising	
Transfer to Equitable Engagement Fund	
Other (describe)	
<b>Total</b>	<b>15,000</b>

### Required documents checklist

Submit all required documents with your application by email to [neighborhoods2020@minneapolismn.gov](mailto:neighborhoods2020@minneapolismn.gov).

Neighborhood funding programs may require organizations to update their operational documents.

All changes must be completed upon submission of an application. If this cannot be completed by the time of application, provide a timeline for completion. Please review the required document checklist below.

Log in to your [Mission Guardian member account](#), then go to [missionguardian.com/N2020](https://missionguardian.com/N2020) to customize your relevant policies and procedures.

- Americans with Disabilities Act policy plan and policy.
- Board member list (including contact information).
- Board member manual (including descriptions and training).
- Budget including all income sources and expenses.
- Bylaws.
- Conflict of Interest policy.
- Directors and officers insurance.
- Equal opportunity or affirmative action plan.
- Personnel policy (employee handbook); including job descriptions.
- Financial policy and procedures.
- General liability insurance listing the City as an additional insured (\$2 million per occurrence/\$2 million aggregate).
- Grievance procedure.
- Operations manual.
- Language access policy.
- Whistleblower policy.
- Workers compensation insurance.

### Information to be acknowledged

Check the boxes below to affirm that your organization complies with the following:

- Bylaws available on website.
- Financial reports on website.
- Board minutes on website.
- Grievance procedure on website.
- Capital asset log is kept.
- Contact information for board members and staff on website.
- Exceptions are allowed for safety reasons.



## Equitable Engagement Fund application



### About your organization

**Organization name:** East Isles Residents Association

**Neighborhood(s):** East Isles

**Contact person:** Jenna Egan

**Contact information:** [jenna@eastisles.org](mailto:jenna@eastisles.org)

**Timeframe:** 2022

### Your organization

1. Tell us about your organization's work on equity and equitable engagement.

East Isles Residents Association (EIRA) has not historically made serious efforts on equity or equitable engagement. In 2020, we made an effort to put up flyers on the front doors of apartment buildings in addition to a postcard mailing. We saw a significant increase in board nominations that year. Since then, we've made an effort to continue flyering apartment buildings for major events.

2. Take a look at your neighborhood demographic data. (e.g. [mncompass.org neighborhood profiles](https://mncompass.org/neighborhood-profiles), [American Community Survey](https://www.census.gov/data/tables/2019/american-community-survey/)). Who is currently underrepresented in your leadership and engagement efforts? *(Include demographic factors such as homeownership, race, language spoken, income levels, etc.)*

People of color 11% / 400

Renters 55% / 1,960

Non-native English Speakers 7.8% / 270

Cost-burdened Households 22.7% / 416

Renters are now represented in leadership but not as often in general organization engagement. We do not currently collect demographic data from event attendees, meeting guests, or committee participation. Collecting baseline data is our first priority in establishing an equitable engagement plan.

3. How are decisions made about programming, projects and funding in your organization? How does the community influence these decisions?

Decisions are mostly made by board members with community engagement, especially on large NRP projects. The East Isles Farmers Market has a full committee of neighbors who help make decisions on its operations. In general, the active body of the organization is made up of the 11 board members, 1 staff person and approximately 10 key volunteers. We do not currently collect demographic data from event attendees, meeting guests, or committee participation, so it is impossible to know how equitable our engagement has been thus far. Collecting baseline data is our first priority in establishing an equitable engagement plan.

### Your work

4. What projects or programs does your organization currently host or is your organization developing? How did you decide to carry out these programs and projects? How was the community involved in that decision-making?

Community-led decision making is the focus of the EIRA Annual Meeting and Semi-Annual Meeting, in which we elect new board members and make changes to our bylaws.

Examples of events started and facilitated by neighbors with support from EIRA: Halloween Parade

Examples of events that were initially started by neighbors, and then became part of our regularly scheduled yearly events run by the board or a few volunteers: Earth Day Clean-Up, Super Sale, Ice Cream Social, Ice Skating Party

Examples of events that were started by board members or staff people: Listening Sessions, Zoom trivia, Newsletter, home security grants, various NRP projects, Supply drive

A major program that we initiated and continue to operate: East Isles Farmers Market

Several of our yearly events were initially started as a collaborative effort between neighbors and the board of directors, but over the years have lost consistent volunteer support, and tend to be continued with volunteer roles filled by board directors. Reevaluation and outreach is necessary for considering the future of these events.

5. What work are you doing to engage historically under-engaged and underrepresented residents? What results do you hope to achieve?

We do not currently collect demographic data from event attendees, board meeting guests, or committee members, so it is impossible to know how equitable our engagement has been thus far. Collecting baseline data is our first priority in establishing an equitable engagement plan. We need to develop a way to respectfully collect race, income, and other demographic variables from those who engage with our organization.

One of our recent efforts to reach historically under-engaged residents is the flyer we do specifically on apartment buildings to let renters know about our events (since postcard mailings sometimes reach more single-family home addresses, which in our neighborhood are largely homeowners.)

Existing organizational events are well attended but geared toward either families with children or longtime residents who already know one another. We seek to create intentional opportunities to bring together residents not well-served by existing functions.

6. What engagement strategies will you use to reach residents who have not historically participated in your organization?

Continuing to flyer apartment buildings, local businesses, and community hubs will allow us to start to reach residents who don't already attend our events. A more robust engagement plan will include efforts to understand reasons to low-engagement and barriers to inclusion from the residents themselves and creating intentional opportunities for residents not served well by existing organizational activities.

7. Who is responsible for carrying out the engagement strategies you listed above?

A set of guidelines will be created to direct all committees in conducting their business with equitable engagement in mind, as well as specific outreach projects that will be the responsibility of an Outreach committee.

### Decision-making process and communications

8. How are historically underrepresented and under-engaged community members able to influence decisions made about programming, projects and resource allocation in your community?

We do not currently collect demographic data from event attendees, board meeting guests, or committee members, so it is impossible to know how equitable our engagement has been thus far. Collecting baseline data is our first priority in establishing an equitable engagement plan. We need to develop a way to respectfully collect race, income, and other demographic variables from those who engage with our organization.

Our meetings are currently open to the public and advertised on the website, newsletter, and local newspaper with proper notice. Accommodations can be requested for the meetings. Membership is open to all residents and business members over the age of 16. Programming and events should be guided and led by neighbors at the committee level, with funding and governance decisions taking place by the board of directors.

9. How will you inform the community about progress, changes to your work and opportunities to give input on decision-making?

Our current channels include our website, monthly email newsletter, social media accounts, paper flyering for major events, mailings (letters and postcards) at least twice a year, newspaper advertisements, and word of mouth. In the future, we'll inform the community through these same channels and new ones if they are feasible.

### Evaluation and monitoring of success

10. How will you evaluate the success of your project both in terms of process and outcomes?

Success in outcome would look like more historically underrepresented communities represented by neighbors at every level of involvement in the organization - event attendees, committee members, and board members. Successful process would look like following our timeline to the best of our abilities, using the resources we plan to allocate to

these efforts, and continuing to revise the plan at the feedback of the historically underrepresented communities.

- How will you measure the outcomes of your engagement activities? *Metrics should include both quantitative and qualitative measures (e.g. residents felt heard, we received x number of inquiries about joining the board, etc.).*

Increased board member nominations (more than each previous year), increase regular committee attendance, only running events that neighbors (not board members) primarily lead and coordinate, expanding the list of newsletter recipients by 200 people, members feeling that the organization provides something valuable to them

**Budget**

**Amount**

<b>Income</b>	
Equitable Engagement Fund	\$2,517
Transfer from Community Participation Program or Neighborhood Network Fund	
<b>Total income</b>	
<b>Expenses</b>	
Staffing	\$2,517
Communications	
Project expense (specify)	
<b>Total expenses</b>	
<b>Total for contract:</b>	\$2,517

**Budget narrative**

Provide any information you feel is necessary to explain your budget.

Our budget process won't be complete until December, and we also don't know how much CPP funds we will have left over at the end of the year, so will have a more complete budget proposal at that time and will work with Bob Cooper on a budget amendment if necessary.

## Engagement plan

### Neighborhood

East Isles

### Time frame

September 1, 2021 - September 1, 2022

### Work summary

East Isles will launch a new initiative to specifically reach out to renters and collect baseline data on participation. The project will include strategies such as reaching out to property managers/owners and developing a way to collect demographic information.

### Scope of work, outcomes and goals

Please see below for the plan detail. The overall scope of work is planned for a one-year timeframe and will target renters mainly by reaching out to property owners/landlords and tailoring communications strategy to reach renters. We will engage renters more intentionally by hosting specific events that renters might find appealing, and hiring a new staff position to oversee the outreach strategy and ensure that renters are more involved in our committees, Board leadership, and events.

### Background

East Isles neighborhood residents are highly educated, affluent, predominantly white and have no children:

- 84.6% of residents have a college or higher degree
- 83.1% of residents are white
- Median HH income is \$91,100 (another census source reports \$133,000)
- Average home values range from \$307,991 (condo) to \$1,802,000 (lake-view home) and \$941,650 for other homes in EIRA neighborhood.
- No children present in 86% of HHs

We do not currently collect demographic data from event attendees, board meeting guests, or committee members, so it is impossible to know how equitable our engagement has been thus far, and which demographic groups are not being represented. Collecting baseline data is our first priority in establishing an equitable engagement plan. We need to develop a way to respectfully collect race, income, and other demographic variables from those who engage with our organization without relying on visual assumptions of race, gender, or identity.

One group we think may be underrepresented is renters. The East Isles Residents Association (EIRA) Board is currently composed of six homeowners and five renters, a significant increase in renters compared to past years. However, the Board composition is not reflected in EIRA at large. Homeowners continue to frequent Board committees/meetings/volunteers, and neighborhood events/activities. Homeowners have historically been the predominant group of volunteers and Board members. The presence of more renters on the Board is a relatively recent change that has primarily happened since 2019.

Residents defined by the city's underserved equity demographics are a minuscule percentage of the EIRA population. Most are excluded from home ownership based on the neighborhood's high home costs. Most are likely renters, a transient population that is difficult to reach through conventional communications and outreach channels. The goal of this proposal is to engage underserved renters because they represent 55% of EIRA residents, and to begin a longer-term plan to assess our outreach to other groups such as people who are cost burdened, BIPOC and disabled residents.

### Plan detail

<b>Demographic group</b>	<b>Renters</b>
<b>Numbers or percentage</b>	55% of the neighborhood, or 1,967 people (total neighborhood population 3,576)
<b>Initiative, activity, project or program</b>	Renter Engagement Program
<b>Barriers to engagement</b>	<ul style="list-style-type: none"> <li>• Organization is not widely known among renters in the neighborhood</li> <li>• Renters are a transient population</li> <li>• Difficulty getting letters and postcards delivered to the correct addresses</li> <li>• No events specifically targeting renters</li> <li>• Renters may be less likely to know others in the neighborhood, serving as a barrier to their attending annual events such as the Ice Cream Social</li> </ul>
<b>Outreach and engagement strategies</b>	<ul style="list-style-type: none"> <li>• Identify and connect with property managers/owners to access apartments and develop relationship (so they will forward our emails to their renters)</li> <li>• Distribute flyers on apartment doors for neighborhood events and activities</li> <li>• Host a renter-specific happy hour social event</li> <li>• As we build our membership base in year 1, we will add more to the engagement plan in subsequent years</li> </ul>
<b>Resources needed</b>	<ul style="list-style-type: none"> <li>• Contact information for property owners of apartment</li> <li>• Continued funding for flyers and other paper advertisements</li> <li>• Contact information for neighborhood Block Captains to gain further email addresses from renters</li> <li>• Funding for a staff position to support this initiative</li> </ul>
<b>Partners in the work</b>	<ul style="list-style-type: none"> <li>• Land owners/landlords/building caretakers</li> <li>• Main priority is to start building relationships with those in the neighborhood</li> </ul>
<b>Person(s) responsible</b>	<ul style="list-style-type: none"> <li>• An Engagement staff position (we would need to hire one, see above)</li> <li>• Volunteers</li> </ul>
<b>Timeline</b>	<p>January - April 2022: Connect with property owners and managers, start asking them to send emails about our organization/allow us into the buildings to flyer</p> <p>March - August 2022: Flyer apartment buildings for events</p> <p>September - November 2022: Expanding email contact list through landlord emails and Block Captains</p>
<b>Quantitative goals</b>	<ul style="list-style-type: none"> <li>• Obtain contact information and demographic data for 100 residents in the neighborhood in year 1 in order to more accurately assess equitability of current engagement using baseline data</li> </ul>
<b>Qualitative goals</b>	<ul style="list-style-type: none"> <li>• More involvement by renters in committees and ideas about types of events they would like to attend</li> <li>• Feelings of inclusion and belonging for renters who participate in the organization</li> </ul>

<b>Outcome of engagement</b>	<ul style="list-style-type: none"><li>● The main outcome of year 1 engagement plan is to gather baseline data about our neighborhood in order to assess our current engagement practices effectively</li><li>● Once that is accomplished, the organization will develop a plan to engage with underrepresented groups.</li><li>● The ultimate goal is more representation of renters and other underrepresented groups on neighborhood board and/or committee membership, and receive neighborhood organization updates, newsletters and other information</li><li>● Renters have the knowledge and ability to become involved in the organization and in decision-making</li></ul>
<b>Next steps</b>	Embark on a long-term plan to continue the involvement of renters in all aspects of decision making and program planning, continue building relationships with apartment owners to increase access for flyering

# TIMELINE

## TIMELINE

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At Brandography, we work on a “waterfall” timeline. This means that we work quickly to get you the deliverables, but where we may experience some slowdowns is the time it takes for your team to review and provide feedback. Once we hand off a deliverable to you, the quicker you can approve / request changes, the faster we are able to work.

Here is an estimated timeline for this project:



\*\* Timelines are subject to client approval. Should client response take longer than 5 - 7 business days, the timeline may be altered to align with Brandography's workload





# SCOPE OF WORK

# INVESTMENT SUMMARY

SERVICE	PRICE	NOTES	SELECT SERVICE?
<b>Analysis + Action Plan</b>			
<b>Logo Redesign</b>			
<b>Brand Identity Guide Book</b>			
Logo Usage Guide			
Color Guide			
Typography			
Imagery			
<b>Branded Collateral</b>			
Powerpoint Template			
Email Newsletter Template			
8.5 x 11 Flyer Template			
8.5 x 11 Letterhead Template			
Postcard Template			
Social Media Banners			
<b>TOTAL</b>		<b>\$6,220 - 7,815</b>	

# ADDITIONAL INVESTMENT

## LOGO REDESIGN- ADDITIONAL

Based on the feedback provided in the discovery questionnaire, Brandography will provide up to 3 brand new logo versions. EIRA will choose one logo and Brandography will provide up to 3 rounds of revisions on the selected logo. Once this step is completed, we will move onto the Brand Guide (as detailed on page 14).

### STEP 1: CONCEPTS

Brandography presents 3 logo concepts. You choose one concept as a base.

### STEP TWO: REVISIONS

During this step, you have the opportunity to provide feedback on concepts (Round 1 Revisions). Brandography implements and returns to your team. Two more rounds of revision will follow (three rounds total).

### STEP THREE: FINALIZATION

Approved logo is converted to several file types and formats for posting on the website, social media, digital communications, print communications, and more.

Included in the logo redesign is horizontal & vertical designs, black & white, and full color options.

**Please Note:** Brandography has limited the concepts and revisions in order to define a tight proposal price. Additional concepts and revision requests are welcomed and Brandography will propose accordingly

SERVICE	PRICE	NOTES	SELECT SERVICE?
Logo Redesign		Up to 7 hours of work	

**TOTAL \$870 - 1,160**

# TERMS + NOTES

## BILLING

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**ONE-TIME WORK:** paid half upfront and half upon completion.

**ONGOING WORK:** paid in full monthly five days before next cycle begins.

## ASSUMPTIONS:

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- Client will actively participate in development and contribution of key informational material.
- Any changes in scope or significant deviations that exceed 10% of project cost will require a standard change management process.
- Any purchased images or materials are considered additional expense and will be charged at cost and added to this scope of work but will only be purchased upon pre-approval by the client.
- Deviation from timeline due to lack of client participation or non-receipt of needed information or collateral may require a change order to this scope of work.

**Notes:** Content created for client, by Brandography and associates, including text copy, graphic elements, video, third party account logins, and associated campaigns, will become the property of the client upon final payment within the agreement. All existing IP ownership will remain with the original owner and will not be transferred per this agreement. The client will provide content as needed (copy, photography, video). In the event that a third party software or license is needed, the expense will be the responsibility of the client, and the client will be notified before purchases that add to the cost of this project. The client may be encouraged to create several social media, mapping, and review sites. The creation of these sites will be the responsibility of the client. The client will be responsible for stock photography expenses if it chooses to use stock photography for any service.

**Please sign below and send a signed copy of this proposal to [jason@brandography.com](mailto:jason@brandography.com). A signed proposal is required for work to commence. This proposal is valid for 30 days.**

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**Client Signature**

**Date**

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**Brandography Signature**

**Date**

# TERMS + NOTES

## ADDITIONAL PERIPHERAL TASKS AS NEEDED

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Additional out of scope peripheral tasks may arise that need to be addressed in order to keep a digital marketing project progressing. Examples of these tasks could include, but are not limited to, securing and regaining access to accounts, sourcing to fill design resource gaps, out of scope client requests, coordination with the client's IT team regarding portal integrations, unknown 3rd party tool integrations, email block, firewall settings, white listing issues, additional necessary plugins, needed SMTP installations, etc.

In respect of your time and to maximize time and cost efficiency, we request this prior approval for our team of experts to address, resolve, and execute on associated tasks necessary to complete your project for an additional investment up to (but not to exceed) 10% of project cost. This eliminates the need for unnecessary and time-consuming back and forth communications and obtaining individual approvals that delay project completion. (Please note that alternatively, all time dedicated for these communications to receive approvals for any peripheral services needed will be billed at our hourly rate.)

I approve the additional investment up to (but not to exceed) 10% of project cost to cover time required for out of scope peripheral tasks and related communications as needed:

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**Client Signature**

**Date**